

# Student Handbook 2012-13

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## 2012-2013 Campus Calendar

Aug.	17	<b>Residence Halls open</b>
Aug.	17	<b>Fall Orientation Events: <u>Required</u> Freshman attendance</b>
Aug.	17	Open registration, Registrar's Office, 1:00-3:00 pm
Aug.	18	Saturday Welcome Week Events
Aug.	19	Sunday Welcome Week Events
Aug.	20	<b>Fall classes begin</b>
Aug.	20-24	Open drop and add for Fall classes on MyBlue system
Aug.	27	Tuition payment billing notifications e-mailed to students
Sept.	3	<b>Labor Day Break</b> - classes dismissed
Sept.	15	Deadline – Fall Graduation Application, Registrar's Office
Sept.	20	Tuition Payment due in full at Finance Office
Sept.	22	<b>UNK Homecoming, Band Day &amp; Family Day</b>
Oct.	12	Spring Schedule of Classes available
Oct.	15-16	<b>Fall Break</b> - classes dismissed
Oct.	17	<b>Academic Advising</b> begins
Oct.	19	Last day to <b>drop a class</b> through MyBlue System.
Oct. 22 - Nov. 9		Early Registration for Spring Semester through MyBlue system, check Schedule of Classes for registration dates and times.
Nov.	21-24	<b>Thanksgiving Break</b> - classes reconvene Monday
Dec.	10-13	<b>Finals Week</b> – Monday-Thursday
Dec.	14	Winter Commencement, Friday, 10:00 am
Dec. 24 - Jan. 1		All UNK offices closed for holidays
Jan.	4	Open registration for Second semester, 1:00-3:00 pm
Jan.	6	Residence Halls Open, 10:00 am
Jan.	7	<b>Spring classes begin</b>
Jan.	14	Tuition payment billing notifications e-mailed to students
Jan.	21	Martin Luther King, Jr. Day – classes dismissed
Feb.	1	Deadline – Spring Graduation Application; Registrar's Office
Feb.	7	<b>Tuition Payment</b> due in full at Finance Office
Mar.	8	Last day to <b>drop a class, through MyBlue system.</b>
Mar.	17	<b>Spring Break</b> begins. Classes reconvene <b>Monday, March 26</b>
Apr. 29 - May 2		<b>Finals Week</b> – Monday-Thursday
May	3	Spring Commencement, Friday, 10:00 am

The University of Nebraska is an affirmative action/equal opportunity institution.

# University Departments Telephone Numbers

## Alphabetical Directory of Departments

**All telephone numbers are 308-865- prefix unless otherwise noted.**

ACADEMIC & CAREER SERVICES .....	8501
ACADEMIC & STUDENT AFFAIRS, SR VICE CHANCELLOR .....	8209
ACADEMIC SUCCESS .....	8988
ACCOUNTING & FINANCE, DEPT OF .....	8112
ACCOUNTS PAYABLE .....	8419
ADMISSIONS, OFFICE OF .....	8526
ADMISSIONS (GRADUATE).....	8500
ADVANCED DRIVING TECHNIQUES .....	8256
ADVERTISING & CREATIVE SERVICES .....	8134
ADVISING (Academic & Career) .....	8501
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY DIRECTOR .....	8655
ALUMNI ASSOCIATION .....	8474
ALUMNI HOUSE .....	8474
ANTELOPE BOOKSTORE .....	8555
ANTELOPE NEWSPAPER .....	8487
ART & ART HISTORY, DEPT OF .....	8353
ASSESSMENT & ACADEMIC PUBLICATIONS .....	8255
ATHLETICS .....	8514
AVIATION SYSTEMS MANAGEMENT .....	8622
BIOLOGY, DEPT OF.....	8548
BOOKSTORE-ANTELOPE .....	8555
BROADCASTING .....	8217
BUDGET OFFICE .....	8213
BUSINESS AND FINANCE, VICE CHANCELLOR.....	8205
BUSINESS AND TECHNOLOGY, COLLEGE OF, DEAN'S OFFICE.....	8342
BUSINESS SERVICES .....	8525
CAMPUS INFORMATION/UNK SWITCHBOARD .....	8441
CAMPUS MINISTRIES .....	234-1828
CAMPUS SECURITY (see Police & Parking Services).....	8517
CAREER SERVICES (Academic & Career Services).....	8501
CAMPUS EVENTS & RESERVATIONS .....	8469
CENTRAL SUPPLY .....	8581
CHANCELLOR'S OFFICE .....	8208
CHARTWELLS DINING SERVICE .....	8428
CHEMISTRY, DEPT OF .....	8490
CHILD DEVELOPMENT CENTER, UNK .....	1576
COMMUNICATION DISORDERS .....	8300
COMMUNICATIONS, DEPT OF.....	8249
COMPUTER LAB (COE).....	8795
COMPUTER HELP DESK .....	8363
COMPUTER SCIENCE AND INFORMATION SYSTEMS, DEPT OF .....	8370
INFORMATION TECHNOLOGY SERVICES .....	8950
COMPUTER STORE (UNK Connections).....	8137
CONSTRUCTION MANAGEMENT PROG. ....	8504
COPY CENTER .....	8432
COUNSELING & SCHOOL PSYCHOLOGY, DEPT OF .....	8508

COUNSELING & HEALTH CARE .....	8248
CREDIT UNION, KEARNEY FEDERAL .....	234-9311/237-9993
CRIMINAL JUSTICE, DEPT OF .....	8510
DEAN, DIVISION OF STUDENT AFFAIRS .....	8528
DEFENSIVE DRIVING.....	8256
DINING SERVICES - CHARTWELLS.....	8428
DIVERSITY STUDENT PROGRAMMING .....	8127
DUAL CAREER PROGRAM.....	8404
ECAMPUS .....	8211
ECONOMICS, DEPT OF.....	8530
EDUCATION, COLLEGE OF .....	8502
EDUCATIONAL ADMIN, DEPT OF .....	8512
ELDERHOSTEL .....	8212
<b>EMERGENCIES</b>	
POLICE & PARKING SERVICES .....	8517
If no answer after 5:00 pm, weekends and holidays, call .....	627-4811
Safe Walk 9:00 pm -1:00 am .....	224-0853
Kearney Police Department, emergencies only.....	911
EMPLOYMENT.....	8655
EMPLOYMENT (STUDENT).....	8389
ENGLISH, DEPT OF .....	8299
EQUAL OPPORTUNITY/AFFIRMATIVE ACTION DIRECTOR .....	8655
ETHNIC STUDIES .....	8956
FACILITIES .....	1700
FAMILY STUDIES & INTERIOR DESIGN DEPARTMENT .....	8228
FINANCE OFFICE .....	8524
FINANCIAL AID, OFFICE OF .....	8520
FINE ARTS & HUMANITIES, COLLEGE OF .....	8521
FOOD SERVICES-CHARTWELLS .....	8428
FOUNDATION OFFICE.....	698-5270
FRANK HOUSE .....	8284
GENERAL STUDIES .....	8209
GEOGRAPHY AND EARTH SCIENCE.....	8355
GRADUATE ADMISSIONS .....	8500
GRADUATE STUDIES AND RESEARCH .....	8843
GRANTS ACCOUNTING .....	8808
GRANTS OFFICE (SPONSORED PROGRAMS) .....	8496
GREEK LIFE .....	8523
HEALTH, PHYSICAL EDUCATION AND RECREATION, DEPT OF .....	8331
HEALTH SCIENCE PROGRAMS .....	8260
HEALTH CARE, COUNSELING & .....	8218
HISTORY, DEPT OF .....	8509
HONORS PROGRAM .....	8702
HOUSING .....	8519
HUMAN PERFORMANCE LABORATORY .....	8336
HUMAN RESOURCES .....	8655
IDENTIFICATION CARD OFFICE .....	8154
INDUSTRIAL TECHNOLOGY, DEPT OF .....	8504
INFORMATION TECHNOLOGY SERVICES .....	8363
INSTITUTIONAL RESEARCH .....	8204
INTERNATIONAL EDUCATION.....	8246
INTERNATIONAL STUDENT ADVISING .....	8946
INTERNATIONAL STUDENT SERVICES.....	8946
INTRAMURALS .....	8849
LEARNING COMMONS (Tutors & Writing Center) .....	8728

LEARNING STRATEGIES (Academic Success).....	8214	URN Pi Kappa Alpha .....	865-4815
LIBRARY .....	8535	URN Sigma Phi Epsilon.....	865-4816
LOPER PROGRAMMING & ACTIVITIES COUNCIL.....	8396	UNIV RESIDENCE SOUTH (URS) .....	865-4817
LOST & FOUND .....	8517	URS Alpha Omicron Pi .....	865-4818
MAIL ROOM .....	8433	URS Alpha Phi .....	865-4819
MANAGEMENT/MARKETING, DEPT OF .....	8515	URS Alpha Tau Omega .....	865-4263
MARKETING & MANAGEMENT INFORMATION SYSTEMS, DEPT OF .....	8468	URS Delta Tau Delta .....	865-4821
MATH & STATISTICS, DEPT OF .....	8531	UNIVERSITY HEIGHTS .....	865-4811
MBA OFFICE (BUSINESS DEPT) .....	8346	RESIDENCE LIFE OFFICE .....	8519
MEETING FACILITIES .....	8469	RURAL RESEARCH & DEVELOPMENT CENTER .....	8199
MILITARY SCIENCE.....	8093	SAFETY CENTER.....	8562
MODERN LANGUAGES, DEPT OF .....	8536	SECURITY/POLICE & PARKING SERVICES.....	8517
MULTICULTURAL AFFAIRS, OFFICE OF .....	8127	SOCIAL WORK PROGRAM .....	8739
MUSEUM OF NEBRASKA ART (MONA) .....	8559	SOCIOLOGY, DEPT OF.....	8505
MUSIC & PERFORMING ARTS, DEPT OF.....	8618	SPEECH COMMUNICATION, DEPT. OF .....	8249
NATIONAL STUDENT EXCHANGE .....	8526	SPEECH, LANGUAGE AND HEARING CLINIC .....	8300
NATURAL & SOCIAL SCIENCES, COLLEGE OF .....	8518	SPORTS INFORMATION .....	8334
NE BUSINESS DEVELOPMENT CENTER .....	8344	STUDENT ACCOUNTS .....	8524
NEBRASKA SAFETY CENTER .....	8256	STUDENT ACTIVITIES COUNCIL.....	8523
NEBRASKAN STUDENT UNION.....	8523	STUDENT AFFAIRS, DEAN .....	8528
NURSING, UNMC COLLEGE OF .....	8323	STUDENT EMPLOYMENT SERVICES .....	8389
OMBUDSPERSON.....	8404	STUDENT GOVERNMENT .....	8395
PARKING SERVICES, POLICE & .....	8923	STUDENT HEALTH SERVICES -new title: COUNSELING & HEALTH CARE .....	8218
PAYROLL .....	8426	STUDENT HOUSING .....	8519
PERSONNEL OFFICE.....	8182	STUDENT LIFE.....	8523
PHILOSOPHY PROGRAM.....	8536	STUDENT RECORDS & REGISTRATION .....	8527
PHYSICAL EDUCATION .....	8331	STUDENT SUPPORT SERVICES, OFFICE OF .....	8988
PHYSICS & PHYSICAL SCIENCE, DEPT OF.....	8277	STUDENT SERVICES.....	8501
POLICE & PARKING SERVICES .....	8517	STUDENT UNION.....	8523
PARKING SERVICES .....	8923	TEACHER CERTIFICATION OFFICE.....	8937
If no answer after 5:00 pm, weekends and holidays, call .....	627-4811	TEACHER EDUCATION, DEPT OF .....	8513
Safe Walk 9:00 pm to 1:00 am .....	224-0853	TELECOMMUNICATIONS MANAGEMENT PROGRAM .....	8504
Kearney Police Department, emergencies only.....	911	THEATRE BOX OFFICE .....	8417
POLITICAL SCIENCE, DEPT OF .....	8506	TICKET OFFICE, ATHLETICS .....	1563
POST OFFICE.....	8433	UNIVERSITY COMMUNICATIONS, OFFICE OF .....	8454
POSTERS AND MORE .....	8523	UNIVERSITY DINING SERVICES.....	8428
PSYCHOLOGY, DEPT OF .....	8235	U OF NE FOUNDATION - KEARNEY OFFICE .....	698-5270
PUBLIC RELATIONS .....	8529	UNIVERSITY RELATIONS, VICE CHANCELLOR.....	8529
(See University Relations, Vice Chancellors)		UNMC COLLEGE OF NURSING - KEARNEY DIVISION .....	8323
PURCHASING (See Business Services) .....	8525	UNK CONNECTIONS (Computer Store) .....	8137
RADIO, UNK .....	8217/8249	VETERANS AFFAIRS .....	8649
REGISTRAR .....	8527	VICE CHANCELLORS Senior Vice Chancellor for Academic & Student Affairs .....	8209
RESEARCH SERVICES COUNCIL .....	8843	Business and Finance .....	8205
RESIDENCE HALLS (For Administrative Office, See Residential Life and Greek Life)		University Relations .....	8529
ANTELOPE .....	865-4619	WOMEN'S CENTER .....	8248
CENTENNIAL TOWERS EAST.....	865-4823	WOMEN'S STUDIES .....	8209/8772
CENTENNIAL TOWERS WEST.....	865-4826	WORLD AFFAIRS .....	8944
CONRAD .....	865-4828	WRITING CENTER (Learning Commons) .....	8728
MANTOR .....	865-4832		
MARTIN.....	865-4835		
MEN'S.....	865-4221		
NESTER (North Wing) .....	865-4842		
NESTER (South Wing) .....	865-4831		
RANDALL .....	865-4837		
UNIV RESIDENCE NORTH (URN) .....	865-4812		
URN Gamma Phi Beta .....	865-4814		

# Loper Fight Song!

## University of Nebraska at Kearney

Music by: William Lynn

Words by: Harry Hoffman

Arrangement by: Brian Botsford

Come on and fight for U N K  
March on to victory all the way,  
keep up your fighting spirit  
We'll always cheer it,  
that's what we're here for,  
That's what we'll cheer for.  
Fight for the Blue and Gold,  
Cheer for the Blue and the Gold,  
and together we stand proud of the  
best in the land we fight for U N K!

KEARNEY      Go Lopers!

K-E-A-R-N-E,                      K-E-A-R-N-E,

**KEARNEY!**

## Whom To See About What

If you have a question, check this listing for the office that can best assist you.

All telephone numbers are the **865-prefix** unless otherwise noted. If you call from a campus telephone (not including the residence halls), dial the last four digits. If you call from off campus and the residence halls, dial all seven digits. If you call off campus from a campus telephone (not including the residence halls), dial 9, then all seven digits.

### **Absences/Excuse due to:**

*Illness- 2 days or less* - instructor(s);

*Illness- 3 days or more* - Counseling & Health Care,  
Student Affairs Building, 8218

[http://www.unk.edu/offices/student\\_health/health\\_care/](http://www.unk.edu/offices/student_health/health_care/);  
Car trouble/snowbound - instructor(s);

*Family Emergency/Death* - Student Affairs Office, Student  
Affairs Building, 8528  
<http://www.unk.edu/studentaffairs/>;

*Vacation* - instructor(s);

*University Sponsored Field Trip* - faculty sponsor  
and instructor(s);

*Academic/Athletic Trip* - instructor(s);

*Military* - Student Affairs Office, 8528  
<http://www.unk.edu/studentaffairs>

### **Academic Amnesty/Academic Policies**

Office of Records & Registration, Founders Hall,  
First Floor, 8527, <http://www.unk.edu/offices/registrar/>

### **Academic & Career Services**

Academic & Career Services, Student Affairs Building, 8501  
<http://careers.unk.edu>

### **Academic Records**

Office of Records & Registration, Founders Hall,  
First Floor, 8527, <http://www.unk.edu/offices/registrar>

### **Academic Support**

Academic Success, Student Affairs Building, 8988  
<http://www.unk.edu/sss>;

Learning Strategies Office, 8214, <http://www.unk.edu/lso/>;

Learning Commons, Library, 8728  
<http://www.unk.edu/academics/writingcenter.aspx?id=873>

### **Access to Buildings (when locked)**

Police & Parking Services, General Services Building, 8517  
(if no answer call 627-4811), <http://www.unk.edu/Police>

### **Accidents**

Police & Parking Services, General Services Building, 8517  
or 627-4811 emergencies or after hours,  
<http://www.unk.edu/Police>

## **Accounts Receivable / Student Accounts Charges, Payments, and Refunds**

Finance Office, Founders Hall, First Floor, 8524  
<http://www.unk.edu/offices/finance.aspx?id=363>

## **Accredited Colleges and Universities in the United States**

Academic & Career Services, Student Affairs Building, 8501  
<http://careers.unk.edu>; Library, 8535, <http://library.unk.edu>

## **ACT Scores**

Academic Advisor; Academic & Career Services, Student Affairs Building, 8932, [careerserv@unk.edu](mailto:careerserv@unk.edu); Office of Admissions, Student Affairs Building, 8526  
<http://www.unk.edu/admissions>

## **Activity Authorization**

Organizational advisor; Nebraskan Student Union Office, 8523, <http://www.unk.edu/nsu>

## **Address Changes**

Office of Records & Registration, Founders Hall, First Floor, 8527, <http://www.unk.edu/offices/registrar/>

## **Administration**

### **Chancellor**

Douglas A. Kristensen, Founders Hall, 8208  
<http://www.unk.edu/admin/chancellor/>

### **Senior Vice Chancellor for Academic & Student Affairs**

Charlie Bicak, Founders Hall, 8209  
<http://unk.edu/academicaffairs/>

### **Vice Chancellor for Business and Finance**

Barbara Johnson, Founders Hall, 8205  
<http://www.unk.edu/admin/vcbf/>

### **Dean, Student Affairs**

Joseph A. Oravec, Student Affairs Building, 8528  
<http://www.unk.edu/studentaffairs>

### **Vice Chancellor for University Relations**

Curtis Carlson, Founders Hall, 8529  
<http://www.unk.edu/admin/vcur/>

## **Admissions, Office of; Applications, Requirements**

Office of Admissions, Student Affairs Building, 8526,  
<http://www.unk.edu/admissions>

## **Admissions Health & Immunization Requirements**

Counseling & Health Care, Student Affairs Building, 8218  
[http://www.unk.edu/offices/studenthealth/health\\_care/](http://www.unk.edu/offices/studenthealth/health_care/)

## **Admissions Visitor Tours**

Information for prospective new/transfer students, Office of Admissions, Student Affairs Building, 8526  
<http://www.unk.edu/admissions>

## **Advising (Academic)**

Department of interested major; Academic & Career Services, Student Affairs Building, 8932, <http://careers.unk.edu>

## **Advisor/Major Changes**

Academic & Career Services, Student Affairs Building, 8932  
<http://careers.unk.edu>

## **Affirmative Action**

Affirmative Action/Equal Opportunity Director, Founders Hall, Room 1200, 8655, <http://www.unk.edu/offices/aaeo>

## **Alcohol/Drug Education Programs & Resource Library**

Counseling & Health Care, Student Affairs Building, 8248,  
[http://www.unk.edu/offices/studenthealth/health\\_care/](http://www.unk.edu/offices/studenthealth/health_care/)

**Ky Cab** - Free rides, Friday and Saturday nights 10:00 pm to 2:00 am from downtown to campus call: 234-6725; Counseling & Health Care, Student Affairs Building 8248, <http://www.unk.edu/offices/health.aspx?id=1800>

## **Alumni Association**

Alumni House, 8474, [www.unkalumni.org](http://www.unkalumni.org)

## **Antelope Newspaper**

Antelope Newspaper Office, A.O. Thomas Hall  
Advertising 8487, Newsroom, 8488, [www.unkantelope.com](http://www.unkantelope.com)

## **Athletic Incoming Freshmen Eligibility**

Athletic Office, 8863, [www.lopers.com](http://www.lopers.com)

## **Birth Control Information and Counseling**

Counseling & Health Care, Student Affairs Building, 8218  
[http://www.unk.edu/offices/studenthealth/health\\_care/](http://www.unk.edu/offices/studenthealth/health_care/)

## **Books & Supplies**

Antelope Bookstore, Nebraskan Student Union, 8555  
[www.antelopebook.com](http://www.antelopebook.com)

## **Calendar of Events**

Advertising & Creative Services -Webmaster, 8133,  
<http://www.unk.edu/events>

## **Campus Maps**

Police & Parking Services, General Services Building, 8367  
<http://www.unk.edu/aboutunk.aspx?id=339>

## **Campus Ministries**

Cooperative Campus Ministries, Contact Person: Tom Wilson  
Office: 234-1828

## **Campus Security**

Police & Parking Services, General Services Building, 8517  
<http://www.unk.edu/Police>  
Call 627-4811- for emergencies only or after hours.  
*Safe Walk on campus* call 224-0853

## **Career Direction/Counseling/Library**

Academic & Career Services, Student Affairs Building, 8501  
<http://careers.unk.edu>

## **Catalogs, UNK (Undergraduate)**

On sale - Antelope Bookstore, Nebraskan Student Union, 8555  
<http://www.antelopebook.com/>; Incoming freshmen -  
distribution at Summer Advising & Enrollment

## **Certification of Attendance and Degrees**

Office of Records & Registration, Founders Hall, 8527  
<http://www.unk.edu/offices/registrar/>

## **Change of Schedule (Adding or dropping a course)**

Schedule adjustments can be made using the **MyBLUE**  
Internet system from the time of initial registration through the  
ninth week of the semester.

## **Class Schedules (Semester)**

Office of Records & Registration, Founders Hall, 8527  
<http://www.unk.edu/offices/registrar/>

## **Commencement**

Vice Chancellor for University Relations, Founders Hall, 8529  
<http://www.unk.edu/admin/vcur/>;  
*Requirements for* - see Office of Records & Registration,  
Founders Hall, 8527,  
<http://www.unk.edu/offices/registrar/>

## **Computer Labs**

Please refer to Page 13 of this Handbook for a complete listing  
of all UNK Campus Computer Labs.

## **Computer Network Access**

Information Technology Services, Otto Olson Building, 8363  
<http://www.unk.edu/offices/its/home>

## **Copy Machines (coin operated)**

Library, 8596, [www.unk.edu/library](http://www.unk.edu/library);  
Nebraskan Student Union, 8441, <http://www.unk.edu/nsu>

## **Counseling Services**

Counseling & Health Care, Student Affairs Building, 8248  
<http://www.unk.edu/offices/health.aspx?id=1800>

## **Credit by Examination**

Testing Center, College of Education, 8054;  
Office of Records & Registration, Founders Hall, 8527  
<http://www.unk.edu/offices/registrar/>

## **Credit/No Credit Courses**

Office of Records & Registration, Founders Hall, 8527  
<http://www.unk.edu/offices/registrar/>

## **Credits Transferred**

Office of Records & Registration, Founders Hall, 8527  
<http://www.unk.edu/offices/registrar/>

## **Deans of Colleges:**

*Business & Technology-Tim Burkink*, West Center, 8342  
<http://www.unk.edu/acad/bt/>  
*ECAMPUS - Kenya Taylor*, Comm. Center Building, 8843,  
<http://www.unk.edu/academics/ecampus.aspx?id=119>  
*Education-Ed Scantling*, Education Building, 8502,  
<http://www.unk.edu/acad/coe/>  
*Fine Arts & Humanities-William Jurma*, Fine Arts Building,  
8521, <http://www.unk.edu/acad/fah/>  
*Graduate Studies & Research-Kenya Taylor*, Founders Hall,  
8843, <http://www.unk.edu/acad/gradstudies/>  
*Library - Janet Wilke*, Calvin T. Ryan Library, 8535  
[www.unk.edu/library](http://www.unk.edu/library)  
*Natural & Social Sciences-John La Duke*, Copeland Hall,  
8518, <http://www.unk.edu/acad/nss/>

## **Dean's List**

Dean's office of each college. "Deciding" majors are mailed  
out by Dean of Fine Arts & Humanities, Fine Arts, 8521  
<http://www.unk.edu/acad/fah/>

## **Degree Planning**

See your academic advisor or for "Deciding" students -  
Academic & Career Services, Student Affairs Building, 8932  
<http://careers.unk.edu>

## **Disabled Student Services**

Academic Success, Student Affairs Building, 8214  
<http://www.unk.edu/lso>

## **Discrimination**

*Dean, Student Affairs*, Student Affairs Building, 8528  
<http://www.unk.edu/studentaffairs>  
*Director of Affirmative Action/Equal Opportunity*, Founders  
Hall, Room 1200, 8655, <http://www.unk.edu/offices/aaeo/>

## **Domestic Violence/Abuse**

*Police & Parking Services*, General Services Building, 8517  
or 627-4811, <http://www.unk.edu/police>  
*Kearney Police Department*, 2025 Ave A, call: 237-2104  
or 911  
*Kearney SAFE Center*, 3710 Central Ave, Suite 10, Kearney,  
237-2599  
*Counseling & Health Care*, Student Affairs Building, 8218 or  
8248, <http://www.unk.edu/offices/health.aspx?id=1800>  
Women's Center, Student Affairs Building, 8248

## Dropping a Class(es)

See "Change of Schedule" or "Withdrawal from UNK"

## Drug Information (Emergency)

Poison Control Center in Omaha, 800-222-1222

## Drug/Alcohol Resource Library

Counseling & Health Care, Student Affairs Building, 8248,  
[http://www.unk.edu/offices/studenthealth/health\\_care](http://www.unk.edu/offices/studenthealth/health_care)

## Emergencies (Personal/Family/Campus)

*Student hospitalization* - Counseling & Health Care, Student Affairs Building, 8218;

*Death of student/family member* - Student Affairs Office, Student Affairs Building, 8528,  
[www.unk.edu/studentaffairs](http://www.unk.edu/studentaffairs)

*Threat of explosive device* - Police & Parking Services, General Services Building, 8517 or 627-4811  
[www.unk.edu/police](http://www.unk.edu/police)

## Employment

Part-time, work study - Student Employment Service, Student Affairs Building, 8389, <http://www.unk.edu/offices/ses/>

## Facilities Scheduling

Campus Events & Reservations Coordinator, Facilities, 8469; Nebraskan Student Union Reservations, 8392

## FAX Service

Antelope Bookstore, Nebraskan Student Union, 8555,  
[www.antelopebook.com](http://www.antelopebook.com);  
Nebraskan Student Union Welcome Desk, 8401

## Finals Week Schedule

Semester Class Schedule; Office of Records & Registration, Founders Hall, 8527, <http://www.unk.edu/offices/registrar/>

### M-W-F Classes

#### Beginning Between:

8:00- 8:59 MWF  
9:00- 9:59 MWF  
10:00-10:59 MWF  
11:00-11:59 MWF  
12:00-12:59 MWF  
1:00-1:59 MWF  
2:00-2:59 MWF  
3:00-3:59 MWF  
4:00-4:59 MWF

### Final Class

#### Period Meets at:

8:00-10:00 M  
8:00-10:00 W  
10:30-12:30 M  
10:30-12:30 W  
1:00-3:00 M  
1:00-3:00 W  
3:30-5:30 M  
3:30-5:30 W  
3:30-5:30 T

### Tu-Th Classes

#### Beginning Between:

8:00- 9:29 TT  
9:30-10:59 TT  
11:00-12:29 TT  
12:30-1:59 TT  
2:00-3:29 TT  
3:30-4:29 TT

### Final Class

#### Period Meets at:

8:00-10:00 T  
8:00-10:00 Th  
10:30-12:30 T  
10:30-12:30 Th  
1:00-3:00 T  
1:00-3:00 Th

Notes:

- Four or five hour courses will meet twice during the last week according to the above schedule.
- Laboratory classes will meet according to the above schedule.
- Night Classes will meet according to the regular semester schedule.
- 3:30 pm, Thursday is open for makeup examination or resolution of conflict.
- Any course not having an examination during the final week will meet under the direction of its instructor during the scheduled time period for a continuation of regular class work.

## Financial Assistance and Counseling

Office of Financial Aid, Student Affairs Building, 8520  
<http://www.unk.edu/financialaid/>

## Food Service Hours

Please refer to: UNK Dining Services website:  
[www.unk.edu/diningservices](http://www.unk.edu/diningservices) and click on the "Dining Services Website" link at the bottom of the webpage

## Foreign Student Services

International Admissions info, International Student Service, Welch Hall, 8953, <http://www.unk.edu/international/>

## Foreign Study Abroad

International Education, Welch Hall, 8953  
<http://www.unk.edu/international/studyabroad>

## Frank House - Historical Museum

West Campus; 8284

## Fraternities

Greek Affairs Office, Nebraskan Student Union, 8523  
[http://www.unk.edu/offices/nebraskan/greek/greek\\_life\\_staff](http://www.unk.edu/offices/nebraskan/greek/greek_life_staff)

## Free Application for Federal Student Aid (FAFSA)

Office of Financial Aid, Student Affairs Building, 8520  
<http://www.unk.edu/offices/financialaid/>

## Government of the Student Body

Student Senate Office, Nebraskan Student Union, 8395  
<http://www.unk.edu/studentlife/organizations.aspx?id=1220>

## Grades, Problems with

See your instructor; Office of Records & Registration, Founders Hall, 8527, <http://www.unk.edu/offices/registrar/>

## Graduate School, Admission, Catalogs and Information

Office of Graduate Studies & Research, Founders Hall, 8500  
<http://www.unk.edu/acad/gradstudies/>

### **Graduation Evaluation**

Office of Records & Registration, Founders Hall, 8527  
<http://www.unk.edu/offices/registrar/>

### **Greek Life**

Greek Affairs Office, Nebraskan Student Union, 8523  
[http://www.unk.edu/offices/nebraskan/greek/greek\\_life\\_staff](http://www.unk.edu/offices/nebraskan/greek/greek_life_staff)

### **Grievances, Student**

Class-instructor, department chairperson, dean of that college; an office, director of that office, vice chancellor of that division; in that order.

### **Handicapped Student (See Students with Disabilities)**

Learning Strategies Office, Student Affairs Building, 8214  
<http://www.unk.edu/lso>

### **Health Care/Insurance**

Counseling & Health Care, Student Affairs Building, 8218  
[http://www.unk.edu/offices/studenthealth/health\\_care](http://www.unk.edu/offices/studenthealth/health_care)

### **H.I.V. Testing**

Counseling & Health Care, Student Affairs Building, 8218  
[http://www.unk.edu/offices/studenthealth/health\\_care](http://www.unk.edu/offices/studenthealth/health_care)

### **Honors Program**

Honors Program Office, Student Affairs Building, 8497  
<http://www.unk.edu/honors/>

### **Housing**

Office of Residence Life, Conrad Hall, 8519  
<http://www.unk.edu/reslife/>

### **I.D. Card - University Card**

UNK Card Office, Nebraskan Student Union, 8154  
<http://www.unk.edu/idcard/>

### **Immigration Information**

International Student Services, Welch Hall, 8953  
<http://www.unk.edu/international/>

### **Immunization Requirements**

Counseling & Health Care, Student Affairs Building, 8218  
[http://www.unk.edu/offices/studenthealth/health\\_care](http://www.unk.edu/offices/studenthealth/health_care)

### **Information, Prospective Students**

Office of Admissions, Student Affairs Building, 8526  
<http://www.unk.edu/admissions/>

### **International Admissions & I-20 Forms**

International Admissions, Welch Hall, 8953  
<http://www.unk.edu/international/>

### **International Educational Services and Study Abroad**

International Education, Welch Hall, 8953  
<http://www.unk.edu/international/>

### **International Student Services**

Welch Hall, 8953, <http://www.unk.edu/international/>

### **International Studies Advising**

International Education, Welch Hall, 8141  
<http://www.unk.edu/international/>

### **Intramural Sports Programs**

Intramurals Office, Cushing Complex, Room 119, 8849  
<http://www.unk.edu/intramurals>

### **Job/Career Search, Workshops, Placement, and Vacancies**

See "Academic & Career Services"

### **Learning Strategies/Classes**

Learning Commons, Academic Success, Second Floor, Library, 8214, <http://www.unk.edu/lso>

### **Library Information/Hours**

C.T. Ryan Library, 8596, <http://library.unk.edu>

### **Loper Dollars**

Finance Office, Founders Hall, First Floor, 8524  
<http://www.unk.edu/loperdollars>

### **Lost and Found**

Police & Parking Services, General Services Building, 8517  
<http://www.unk.edu/police>

### **Major/Advisor Changes**

Office of Academic Advising, Student Affairs Building, 8932  
<http://careers.unk.edu>

### **Medical Advice and Treatment**

Counseling & Health Care, Student Affairs Building, 8218  
[http://www.unk.edu/offices/studenthealth/health\\_care](http://www.unk.edu/offices/studenthealth/health_care)

### **Minority Student Affairs**

Office of Multicultural Affairs, Nebraskan Student Union, 8127  
<http://www.unk.edu/oma/>

### **Multicultural Programs and Services**

Office of Multicultural Affairs, Nebraskan Student Union 8127, <http://www.unk.edu/oma/>

### **Name, Address, Telephone Changes**

Office of Records & Registration, Founders Hall, 8527  
<http://www.unk.edu/offices/registrar/>

## **National Student Exchange Program**

Office of Admissions, Student Affairs Building, 8526  
<http://www.unk.edu/admissions/>

## **Nebraskan Student Union**

Nebraskan Student Union Office, Lower Level, 8523  
Services include Greek Affairs, Student Conduct, University Dining Services, the Antelope Bookstore, Conference Facilities, Welcome Desk, Loper Fitness Center, Convenience Store, Campus Cuts Hair Salon, Wells Fargo ATM, and Posters & More.

## **Network Access**

Information Technology Services, Otto Olson Building, 8363  
Select "Student Services" at [www.unk.edu/its](http://www.unk.edu/its)

## **News Services: External Media Relations, Publicity Releases and University Communications**

University Relations Office, Founders Hall, 8529; Media Communication, Communications Center Building (CMCT), 8454; Advertising and Creative Services (Copy Center, Graphic Design), CMCT 8136, Web Services, CMCT 8133

## **Notary Public**

*In Founders Hall:* Finance Office, 8524  
Human Resources Office 8522  
Office of Records & Registration, 8527  
Assessment 8255

## **Ombudsperson**

For unresolved academic, administrative or personal problems, Founders Hall 1200, 8404  
<http://www.unk.edu/offices/ombudsperson/>

## **Online Courses**

eCAMPUS, Communications Center Building, 8211  
<http://ecampus.unk.edu>

## **Organizations, Student**

Nebraskan Student Union Office, 8523  
<http://www.unk.edu/nsu>

## **Orientation**

Office of Admissions, Student Affairs Building, 8526  
<http://www.unk.edu/admissions/> (See Summer Advising and Enrollment)

## **Parking Information**

Police & Parking Services, General Services Building, 8367  
<http://www.unk.edu/police>

## **Parking Permit**

Commuters and Staff: Finance Office, Founders Hall, 8524  
Residence Hall Students: Police & Parking Services, General Services Building, 8367, <http://www.unk.edu/police>

## **Passport Information**

International Student Services, Welch Hall, 8953  
<http://www.unk.edu/international/>

## **Placement**

See "Academic & Career Services"

## **Police, Campus**

Police & Parking Services, General Services Building, 8517 or 627-4811, <http://www.unk.edu/police>

## **Police, Kearney**

City Police Department, Non-Emergency 237-2104, Emergency 911

## **Post Office**

Mail Room, Student Affairs Building, West end, 8433

## **Posters (posting for UNK Sponsored Events)**

1. Posters must be signed by organization advisor, and
2. Secure a signature on the posters from **one** of the following:  
Director of Student Life (Nebraskan Student Union),  
Director of Police & Parking Services, or Facilities Director, **then**
3. See Building Supervisor(s)

## **Pregnancy Concerns**

Counseling & Health Care, Student Affairs Building, 8218, [http://www.unk.edu/offices/studenthealth/health\\_care/](http://www.unk.edu/offices/studenthealth/health_care/); 8248, <http://www.unk.edu/offices/health.aspx?id=1800>

## **Printing (posters/flyers)**

Posters & More, Nebraskan Student Union, 8523  
<http://www.unk.edu/nsu>

## **Privacy of Academic Records**

Office of Records & Registration, Founders Hall, 8527  
<http://www.unk.edu/offices/registrar/>

## **Public Safety**

Police & Parking Services, General Services Building, 8517  
<http://www.unk.edu/police>

## **Rape/Sexual Assault**

Police & Parking Services, General Services Building, 8517 or 627-4811, <http://www.unk.edu/police>  
Counseling & Health Care and Women's Center, Student Affairs Building, 8248 or 8218, <http://www.unk.edu/offices/health.aspx?id=1800>; [http://www.unk.edu/offices/studenthealth/health\\_care](http://www.unk.edu/offices/studenthealth/health_care)

## **Recruitment-Jobs**

Academic & Career Services, Student Affairs Building, 8501  
<http://careers.unk.edu>

## **Registration**

Office of Records & Registration, Founders Hall, 8527  
<http://www.unk.edu/offices/registrar/>

## **Religious Concerns**

Cooperative Campus Ministries, Contact Person: Tom Wilson,  
Office: 234-1828

## **Reservations - Meeting Rooms**

Campus Events & Reservations Coordinator, Facilities, 8469

## **Residency Status/Change**

Office of Admissions, Student Affairs Building, 8526  
<http://www.unk.edu/admissions/>

## **Safety Concerns**

Police & Parking Services, General Services Building, 8517  
<http://www.unk.edu/police>

*Safe Walk* on campus call 627-4811

## **Scholarships**

Office of Financial Aid, Student Affairs Building, 8520  
<http://www.unk.edu/financialaid/>;

Office of Admissions, Student Affairs Building, 8526  
<http://www.unk.edu/admissions/>

## **School Closing Information-Weather Related**

Announcement will be made by 6:00-7:00 am; for night classes by 3:00 pm. Electronic notifications (calls, e-mails, and texts) will be sent via the **UNKAlert System**, also refer to all Kearney Radio Stations, NTV channel 13 TV Station

## **Sexual Harassment**

Dean of Student Affairs, Student Affairs Building, 8528  
<http://www.unk.edu/admin/vcsa/>;

Director Affirmative Action/Equal Opportunity, Founders Hall, Room 1200, 8655, <http://www.unk.edu/offices/aaeo/>

## **Sororities**

Greek Affairs Office, Nebraskan Student Union, 8523  
[http://www.unk.edu/offices/nebraskan/greek/greek\\_life\\_staff](http://www.unk.edu/offices/nebraskan/greek/greek_life_staff)

## **Special Students, Admission and Information**

Office of Admissions, Student Affairs Building, 8526  
<http://www.unk.edu/admissions/>;

Learning Strategies Office (Disabilities Services),  
Student Affairs Building, 8214, <http://www.unk.edu/lso>;

Student Support Services, Student Affairs Building, 8988,  
<http://www.unk.edu/sss>

## **Speech and Hearing Clinic**

Education Building, 8300

## **Student Accounts: Charges, Payments, and Refunds**

Finance Office, Founders Hall, First Floor, 8524,  
<http://www.unk.edu/finance.aspx?id=363>

## **Student Activities**

Student Life, Nebraskan Student Union, 8523,  
<http://www.unk.edu/offices/nsu>

## **Student Class Schedules**

Office of Records & Registration, Founders Hall, 8527,  
<http://www.unk.edu/offices/registrar/>

## **Student Conduct**

Student Life, Nebraskan Student Union, 8908

## **Student Employment**

Student Employment Services, Student Affairs Building, 8389,  
<http://www.unk.edu/offices/ses/>

## **Student Government**

Student Senate Office, Nebraskan Student Union, 8395,  
<http://www.unk.edu/studentlife/organizations.aspx?id=1220>

## **Student Handbook**

Director's Office, Nebraskan Student Union, 8523,  
<http://www.unk.edu/studentaffairs/>;

## **Student Health Services**

Counseling & Health Care, Student Affairs Building,  
North Hallway, 8218,  
[http://www.unk.edu/offices/studenthealth/health\\_care](http://www.unk.edu/offices/studenthealth/health_care)

## **Student Information, Prospective**

Office of Admissions, Student Affairs Building, 8526,  
<http://www.unk.edu/admissions/>

## **Student Life**

Student Life is a group of departments that includes: the Nebraskan Student Union, Multicultural Affairs, Student Organizations and Activities, Greek Life, Student Conduct, and the UNK ID Card Office.

## **Student Organizations**

Nebraskan Student Union Office, Lower Level, 8523,  
<http://www.unk.edu/nsu>

## **Student Services**

Student Services is a collaboration of offices that provide resources for student success. Among the services provided by the department are academic advising, career planning, academic peer tutors, services for students with disabilities and on-campus counseling and health care.

## **Student Union**

Nebraskan Student Union Office, Lower Level, 8523;  
Services include Greek Affairs, UNK Dining Services with a wide range of food vendors, the Antelope Bookstore, Conference Facilities, Welcome Desk, Loper Fitness Center, Convenience Store, Campus Cuts Hair Salon, Automatic Teller Machine, and Posters & More, <http://www.unk.edu/nsu>

## **Students with Disabilities**

Academic Success, Student Affairs Building, 8214, <http://www.unk.edu/lso>;  
Student Support Services, Student Affairs Building, 8988, <http://www.unk.edu/sss>

## **Student Support**

Academic Success, Student Affairs Building, 8988, <http://www.unk.edu/sss>;  
Learning Commons & Writing Center, Second Floor, Library, 8728; Counseling & Health Care, Student Affairs Building, 8248, <http://www.unk.edu/offices/health.aspx?id=1800>

## **Study Abroad**

International Education, Welch Hall, 8953, <http://www.unk.edu/international/studyabroad/>

## **Study Skills and Test Anxiety**

Academic Success, Student Affairs Building - North Hallway, 8214, <http://www.unk.edu/lso>

## **Summer Advising and Enrollment**

Office of Admissions, Student Affairs Building, 8526 <http://www.unk.edu/admissions/>

## **Teacher Certification**

College of Education Building, 8264 <http://www.unk.edu/acad/coe/>

## **Teacher Job Services**

Academic & Career Services, Student Affairs Building, 8501 <http://careers.unk.edu>

## **Telephones - Residence Halls (problems with)**

Business Services, Founders Hall, 8430

## **Testing Programs:**

*Residual ACT* - Office of Admissions, Student Affairs Building, 8526, <http://www.unk.edu/admissions/>  
*Career Search/Interests* - Academic & Career Services, Student Affairs Building, 8501, <http://careers.unk.edu>  
Computer Tests offered through UNK Testing Site, College of Education, C106, 8054, <http://www.unk.edu/acad/testingcenter/>  
*CLEP* - College-Level Examination Program  
*DANTES* - (DSST)  
*GRE* - Graduate Record Examination  
*iBT TOEFL* - Test of English as a Foreign Language

*MAT* - Miller Analogies Test

*PRAXIS* - Prof. Assessments for Beginning Teachers (PPST)

*PRAXIS II* - Elementary Education

NEINS - Nebraska Insurance

FINRA - Regular and Continuing Education

AAMC - Association of American Medical Colleges (MCAT)

Many other Prometric Tests - To view a full list of Prometric tests given at our site go to: [www.prometric.com](http://www.prometric.com)

Paper/Pencil Tests offered at UNK Testing Center, COE, C106, 8054, <http://www.unk.edu/acad/testingcenter/>

*ACT Residual* - ACT Assessment

*GRE* - Subject Test

*LSAT* - Law School Admission Test

*PRAXIS II* - Subject Assessments

## **Ticket Information**

*Athletic Events* - Ticket Office, Health & Sports Center, 1563

*Fine Arts Events* - Ticket Office, Fine Arts Building, 8417

*Student Activity Events* - Nebraskan Student Union, 8523 [www.unk.edu/events](http://www.unk.edu/events)

## **Transcript Requests**

Office of Records & Registration, Founders Hall, 8527 <http://www.unk.edu/offices/registrar/>

## **Transition to College**

Academic Success, 8214, <http://www.unk.edu/lso>;  
Student Support Services, Student Affairs Building, 8988 <http://www.unk.edu/sss>

## **Travel, Work-Study Abroad Information**

International Education, Ockinga Center, 8246 <http://www.unk.edu/international/studyabroad/>

## **Tutoring**

Learning Commons -Academic Success, 8728 <http://www.unk.edu/lso>; C.T. Ryan Library, <http://www.unk.edu/offices/sss>

## **Undergraduate Students, Freshmen Admission**

Office of Admissions, Student Affairs Building, 8526 <http://www.unk.edu/admissions/>

## **U.P.S. (United Parcel Service)**

Antelope Bookstore, Nebraskan Student Union, 8555 <http://www.antelopebook.com/>

## **University Card - (I.D. Card)**

UNK Card Office, Student Life Office, Nebraskan Student Union, 8154, <http://www.unk.edu/idcard/>

## **Veterans Information**

Veterans Office, c/o Office of Financial Aid, Student Affairs Building, 8649, <http://www.unk.edu/financialaid/>

## Visits and Tours

Office of Admissions, Student Affairs Building, 8526  
<http://www.unk.edu/admissions/>

## Weather Related School Closing Information

Announcement will be made by 6:00-7:00 am; for night classes by 3:00 pm. Refer to UNK Homepage Website; all Kearney Radio Stations, or NTV channel 13 TV Station

## Withdrawal from UNK

*Undergraduate* - Office of Records & Registration, Founders Hall, 8527, <http://www.unk.edu/offices/registrar/>

*Graduate* - Office of Graduate Studies & Research, Founders Hall, 8500, <http://www.unk.edu/acad/gradstudies/>

## Writing Center

Learning Commons, C.T. Ryan Library,  
Second Floor, Room 208, 8728  
<http://www.unk.edu/academics/writingcenter.aspx?id=873>

## Resources and Services

### Academic and Career Services

Student Services Office, Memorial Student Affairs Building (MSAB), Room 140, 308-865-8501, <http://careers.unk.edu>

Undergraduate students have a variety of needs as they progress through their education.

- **Freshmen** often need assistance determining goals, selecting a major and indentifying the resources available for success.
- **Sophomores** are in the process of solidifying their choices and, in some cases questioning their original decisions. Classes may be harder now so sophomores often need to utilize resources for academic success.
- **Juniors** need to start thinking about their future career plans as well as concentrating on academic excellence. During their junior year, students should start developing a professional resumé, looking at internship opportunities and identifying potential employers and/or graduate schools.
- The **Senior** year requires students to initiate their job searches and finalize their plans after graduation.

The Academic and Career Services Office helps students at all steps of their progress.

- The office provides academic and career advising for students who have not yet selected a major or for those who are unsure of their initial choice.
- Assistance in goal setting, interest assessment and major/career exploration is provided for all students.
- Students who are having academic difficulty are helped through the Early Warning Referral system, and personal contact for students who are on academic probation.
- Student support systems are enriched with the P.A.S.S. program which allows students and their parents or guardians to partner with the University to build success.

When it comes time to search for a job, the Academic and Career Services Office:

- Provides assistance with resumé development and practice interviews.
- Sponsors three annual Career and Internship fairs with over 200 employers participating.
- Website offers a free on-line job listing site called LoperCareers with over 1000 listings daily.
- Provides numerous workshops and class presentations to help students prepare for the transition from college to the workplace.

### Academic Success Offices

Student Services Offices, Memorial Student Affairs Building (MSAB), Room 163, Monday through Friday, 8:00 am to 5:00 pm, 308-865-8214, <http://www.unk.edu/lso/>

Committed to the retention of UNK students by providing resources to assist in achieving academic success and gaining access to key services at the University of Nebraska Kearney.

### Information and Referral

Memorial Student Affairs Building, Room 163  
Stop by with your questions or needs, and we'll connect you to the right office. 308-865-8214

### The Learning Commons (LC)

Calvin T. Ryan Library — Second Floor

A collaborative service consisting of Peer Tutoring, Supplemental Instruction, the Writing Center and Library support. **Contact the Learning Commons at 308-865-8728**  
**Library Reference Support at 308-865-8586**

- **Peer Tutoring**  
Calvin T. Ryan Library — Second Floor  
Academic Peer Tutors provide walk-in assistance for general studies classes with a focus on math, science, language and business. To get the most out of peer tutoring, students should start accessing help early. Access the Tutoring Schedule online or in the Learning Commons.
- Calvin T. Ryan Library — Second Floor  
Access the tutoring schedule online or in person in the Learning Commons
- **Writing Center**  
Writing Center tutors assist UNK students, staff and faculty at any stage of the writing process. Make an appointment by calling 308-865-8905, in person at the Welcome Desk or online by visiting the Writing Center. Walk-ins are accommodated as the appointment schedule allows. Calvin T. Ryan Library — Second Floor
- **Supplemental Instruction (SI)**  
SI Leaders work directly with instructors to offer review sessions in selected general studies classes. Contact the Learning Commons at 308-865-8905 for a list of current SI courses. Calvin T. Ryan Library — Second Floor

## Classes

- **University Foundations (UF) Classes/ LNSK 103**  
This three-credit transition class is strongly recommended for first year and transfer students. Students learn how to approach new ideas, study effectively, perform better in class discussions and on tests, and become familiar with campus opportunities and resources. For class listings contact 308-865-8997 or visit online.
- **Learning Skills Classes/ LNSK 075**  
These one-credit, online classes are open to all students seeking to develop specific skill sets. Also available, organizational strategies for students seeking to develop specific skill sets, including study skills, time management, listening and note taking, test taking, reading improvement, and critical thinking. Each class takes five weeks to complete. For class listings, contact 308-865-8997 or visit [http://www.unk.edu/academics/AcademicSuccess/University\\_Foundations\\_Class/](http://www.unk.edu/academics/AcademicSuccess/University_Foundations_Class/).

## Disability Services Office (DSO)

Student Services Office, Memorial Student Affairs Building, Room 175

DSO assists students who have a documented disability—defined as learning, physical, medical, and/or psychological impairments that significantly limit or restrict a major life activity. To arrange accommodations both in and out of the classroom most efficiently, students should schedule an appointment with DSO before the semester begins. Contact Disability Services Office at 308-865-8214 or visit online.

## Student Support Services (SSS)

Memorial Student Affairs Building, Room 172

This federally-funded TRIO program offers comprehensive, individualized academic support for students who are first generation, income eligible, or who have a documented disability. Academic and peer mentors provide guidance to freshmen using a structured mentoring program. Advisors provide academic advising, financial aid counseling, financial literacy, scholarship assistance and graduate school exploration. For more information contact SSS at 308-865-8988 or visit online.

## Kearney Bound Program

Calvin T. Ryan Library Room 217

Kearney Bound is a cooperative program between selective high schools and UNK. The program is an opportunity for first generation high school students to earn a four year comprehensive scholarship to attend UNK as well as receive academic support services. Contact 308.865.1593

## Computer Access

### Two Locations:

Calvin T. Ryan Library — Second Floor  
Memorial Student Affairs Building, Room 163

We provide computers with internet access as well as coaching for common computer applications. Testing for students with accommodations is available in the Memorial Student Affairs Building computer lab.

## Academic Success: Helpful Tips

Academic Success (8214) knows there is no “one size fits all” for students when it comes to an academic success strategy. We’ll work with you to develop a plan that fits your learning style. Find additional information at: [www.unk.edu/cas](http://www.unk.edu/cas) or make an appointment with an Academic Success advisor.

Successful UNK students recommend the following success tips for all students:

1. **Manage your time.**
  - ✓ Make sure your planning calendar has classes, study time, exams, time for personal care, organization, and time for family and friends.
2. **Help yourself.**
  - ✓ Access online information, review the syllabus for each class, work with your advisor, improve your computer skills, use common sense and good manners.
  - ✓ Know your resources. This Handbook is a good place to start.
3. **Establish credibility with faculty.**
  - ✓ Read the text or other references, attempt assignments, review your notes, and talk with other students in the class **before** you see the instructor for assistance.
4. **Take control of your study patterns.**
  - ✓ Use several ways to absorb material: read, write, speak, do activities, repeat, and remember to take breaks.
5. **Master test strategies.**
  - ✓ Study for the test—Write out the answers to study guides and your own questions from readings, materials, and notes.
  - ✓ Take the test—Arrive on time with the paper, pencils, and other supplies you need for the test.
  - ✓ Essay tests—Answer exactly what is asked and make a list of details you remember before writing your essay.
  - ✓ Multiple Choice Exams—Read the question and answer it before reading the choices. Read carefully and avoid second guessing the instructor.
  - ✓ True/False Tests—Look for key words. True answers often contain words like most, might, sometimes, often, usually. False answers frequently contain words like always, never, must, the most, the least.
  - ✓ After the test—Plan your study for the next exam.

## Classes That Help With the Transition to College

- » First Year classes are general studies classes that emphasize getting connected at UNK and taking advantage of student services.  
Website: [www.unk.edu/firstyear](http://www.unk.edu/firstyear)
- » University Foundations classes are focused on the transition to college. The classes target solutions for

meeting faculty expectations including time management, study skills, test anxiety, and examining values. Website: [www.unk.edu/lso](http://www.unk.edu/lso)

- » Many departments have introductory classes that demonstrate what a major would be like and career expectations.
- » Students can ask their advisors for assistance in enrolling for these classes.
- » Students who elect not to enroll in transition classes should ask about Supplemental Instruction (SI) that targets selected courses by offering out-of-class, peer-assisted, formalized study groups where students talk about the information in their classes, compare notes, discuss readings, develop study skills, and predict test items.  
Website: [www.unk.edu/offices/sss](http://www.unk.edu/offices/sss)

### **Campus Computer Labs**

For Guidelines For The Use of Information Technology Resources at UNK please refer to the UNK Catalog or the following website:  
<http://www.unk.edu/offices/its.aspx?id=44686>

#### **Residence Halls**

##### **Antelope Hall**

Open to all Antelope Hall residents 24 hours/day.

##### **Conrad Hall**

Open to all Conrad Hall residents 24 hours/day.

##### **CTE**

Open to all CTE residents 24 hours/day.

##### **Mantor Hall**

Open to all Mantor Hall residents 24 hours/day.

##### **Martin Hall**

Open to all Martin Hall residents 24 hours/day.

##### **Men's Hall**

Open to all Men's Hall residents 24 hours/day.

##### **Nester North**

Open to all Nester North residents 24 hours/day.

##### **Nester South**

Open to all Nester South residents 24 hours/day.

##### **Randall Hall**

Open to all Randall Hall residents 24 hours/day.

##### **URN-A, URN-B, URN-C, URN-D**

Open to all URN residents 24 hours/day.

##### **URS-A, URS-B, URS-C, URS-D**

Open to all URS residents 24 hours/day.

#### **Library**

##### **Library-Main Floor**

Open to all students during regular library hours.

##### **Library-Basement**

Open to all students during regular library hours.

#### **Academic Success**

##### **MSAB 163**

Open to all students.

Monday-Friday, 8:00 am -5:00 pm.

#### **College of Business and Technology**

##### **West Center 254W**

Open to all students. Hours posted.

##### **West Center 232C**

Open to all students. Hours posted.

##### **Industrial Technology**

CAD/Construction Estimating and Scheduling Labs (OTOL 127/138B) Available to Industrial Technology students. Hours posted.

##### **Industrial Distribution Lab (OTOL 135)**

Available to Industrial Technology students.  
Hours posted.

##### **Electronics/Telecommunications Lab (OTOL 131)**

Available to Industrial Technology students.  
Hours posted.

##### **Family Studies Lab (OTOL 212)**

Available to Family Studies students. Hours posted.

##### **Interior Design Studies (OTOL 203, 208)**

Open to Interior Design students. Hours posted.

#### **College of Education**

##### **COE C104 and C112**

Open to all students.

Monday-Wednesday 8:00 am-7:00 pm;

Thursday 8:00 am-9:00 pm; Friday 8:00 am -5:00 pm.

Summer hours: Monday-Friday 8:00 am-5:00 pm.

##### **Cushing Room 122A**

Open to all students Monday-Friday 8:00 am -5:00 pm.

#### **College of Fine Arts and Humanities**

##### **Art Lab/Classroom (FAB 311)**

Open to Art & Art History and Multimedia students.  
Hours posted.

##### **Design Practicum (FAB 303)**

Open to Design Practicum students only.

##### **General Art Lab (FAB 310)**

Open to Art & Art History and Multimedia students.  
Hours posted.

##### **Senior Art Lab (FAB 311A)**

Open to Senior Visual Communication and Design students.

##### **Communication (Mitchell Center 150 and 152)**

Open to students enrolled in Communication courses.  
Hours posted.

##### **Music and Performing Arts (FAB 223)**

Open to students enrolled in Music courses.  
Hours posted.

##### **Modern Languages (THMS 221)**

Open to students enrolled in Modern Language courses.  
Hours posted.

##### **English Lab (THMS 104)**

Open to students enrolled in select English Composition Courses.

##### **Theatre (FAB 106)**

Open to students enrolled in Theatre courses.

## **College of Natural and Social Sciences**

### **Computer Science Lab (OTOL 110)**

Open to students enrolled in Computer Science courses.  
Hours posted.

### **Computer Science Special Projects Lab (OTOL 117)**

Open to students enrolled in Computer Science courses.  
Hours posted.

### **Political Science/Criminal Justice Lab (FNDH 2200)**

Open to students enrolled in Political Science and Criminal Justice courses. Hours posted.

### **Founders Hall Lab (FNDH 2010)**

Open to all students. Hours posted.

### **Geography & Earth Science GIS & Cartography Lab (COPH 220)**

Open to students enrolled in Geography courses.  
Hours posted.

### **Physics Labs (BHS 102/103/106/107)**

Open to students enrolled in Physics Courses.  
Hours posted.

### **Psychology Lab (COPH 321)**

Open to all students with preference to Psychology students. Hours posted.

## **Cooperative Campus Ministries**

Cooperative Campus Ministries is composed of the full-time campus ministries listed below. Each ministry provides a wide variety of spiritual and personal growth opportunities for all students. Please feel free to contact any of the ministries if you need any information.

Phone: 402-363-4831 - CRU (Campus Crusade)  
234-1828 - Campus Lutheran (ELCA)  
234-1881 - Chi Alpha (Assembly of God)  
234-3922 - Christian Student Fellowship  
325-4992 - Fellowship of Christian Athletes  
234-1539 - Newman Center (Roman Catholic)  
234-2311 - Roger Williams (American Baptist)  
515-450-3572 - The Navigators  
627-6225 - United Campus Ministry (United Methodist, Presbyterian, U.C.C., and Disciples of Christ)  
236-8253 - University Lutheran (LCMS)  
515-306-2687 - Vantage Point

## **Counseling and Health Care**

Part of the Office of Student Services, Counseling and Health Care includes: Counseling Care, Health Care, Peer Health Education and the Women's Center.

Counseling & Health Care is located in the Memorial Student Affairs Building (MSAB). CHC provides counseling and medical care to students. Medical and mental health records are strictly confidential and we conform to laws and policies regarding your personal information. Information from records will not be given to anyone without written authorization from the student.

Services at CHC are available for all students who are taking their coursework on campus. Students who are enrolled in

seven or more credit hours per semester automatically pay the CHC fee, making them eligible for Counseling & Health Care visits. Students enrolled in less than seven credit hours can "opt-in" by paying the CHC fee. All incoming new students will be exposed to active alcohol abuse education. **Students are required to present a photo ID to access the services of CHC.**

### **Counseling Care:**

Phone: 865-8248

Hours: Monday – Friday 8:00 am to 5:00 pm

Location: MSAB, South Hallway, Room 144

Website: <http://www.unk.edu/offices/counseling/>

Counseling Care is a counseling center that offers confidential personal counseling to UNK students. Students are given an opportunity to discuss thoughts, feelings, and concerns with professional, licensed counselors in a non-threatening environment.

The college experience is exciting, yet sometimes stressful. Personal counseling is a chance to talk over what is on your mind with an objective, professional person within a caring and safe environment.

Counseling may involve exploring: relationship issues, stress, academic pressures, homesickness, depression, eating disorders, drug/alcohol abuse, anxiety, grief, sexuality issues (choices, pregnancy, and assault), addictions, and more.

**Crisis Care:** Emergency 24 hour on-call counselors available –call 308-865-8248. If no answer, dial UNK Police at 308-627-4811.

### **Health Care:**

Phone: 865-8218

Walk-in Clinic Hours:

Monday and Tuesday 8:30 am – 4:00 pm

Wednesday 9:00 am – 4:00 pm

Thursday 8:30 am – 6:30 pm

Friday 8:30 am – 4:00 pm

Location: MSAB, North Hallway, Room 184

Website: <http://www.unk.edu/offices/studenthealth>

All new students are required to complete the **Pre-Enrollment Health Requirement Form. Failure to return the completed form and required photocopies of immunization record will result in the student's inability to register for classes.**

It is federally required that **international students and students determined to be at high risk** receive tuberculin (TB) testing at Health Care upon arrival.

Health Care is an on-campus medical clinic for students. Health Care's registered nurses assess all students and schedule appointments with a nurse practitioner as needed. Students paying the CHC fee are not charged for office visits in the Health Care clinic. Other services include: laboratory testing, allergy injections, vaccinations, burn and wound care, gynecological exams and testing, contraception counseling, health education and more (**additional fees may apply**). Health Care contracts with physicians from a local primary care clinic for more complex procedures, laboratory and

radiology services. Students evaluated at Health Care and referred to this off-site medical clinic with a written referral memo will not be charged for the office visit. Usual and customary charges apply for any procedure or diagnostic testing done at the off-site clinic. The clinic may not be a PPO Provider with your insurance company.

**Life Threatening Illness or Injury:** If an ambulance is needed, call 911. Students will be transported to the emergency department at Good Samaritan Hospital, 31<sup>st</sup> and Central Avenue, Kearney, phone 308-865-7100.

**On-Campus, Residential Students Requiring Non-Emergent Illness or Injury Service when Health Care is Closed:** Students living in the residence halls should notify their Resident Advisor (RA), or Residence Hall Director (HD).

**Health Insurance:** All UNK students are encouraged to have health and accident insurance coverage. International students are required to have health insurance and will be charged for the cost of the insurance plan. A health insurance plan is available to all students enrolled at UNK. Contact Health Care to obtain a plan brochure and application. **UNK Health Care may not be a PPO Provider with your insurance.**

### **Peer Health Education:**

Phone: 865-8092

Location: MSAB, South Hallway, Room 130

Website: <http://www.unk.edu/offices/studenthealth>

Peer Health Education (PHE) is a student organization dedicated to creating a healthier student body at UNK through programming and educational presentations. Its four core areas of focus are alcohol, body image, sexual health and tobacco. PHE is focused on the enhancement of a healthy decision-making campus by supporting and encouraging individual students, who, in turn, embark upon a health campaign by interacting with other students in their daily lives.

### **Women's Center:**

Phone: 865-8279

Hours: Monday – Friday 8:00 am to 5:00 pm

Location: MSAB, Room 158

Website: <http://www.unk.edu/offices/health>

The mission of the Women's Center is to foster a campus community in which women and men can collaborate in a mutually respectful environment. The Women's Center offers personal confidential counseling by a licensed professional counselor for issues involving sexual assault, dating violence, stalking, healthy relationships, and body image. The Center also offers campus wide safety prevention education addressing sexual assault, dating violence and stalking. The Center provides a safe space for students to meet, study, and access resources designed to empower full and healthy lives.

## **Dropping a Class**

A student may drop a full semester course any time prior to the end of the ninth week of the semester. **October 19, 2012**, is the withdrawal deadline for the fall semester and **March 8, 2013**, for the spring semester. Please refer to the

Summer Class Schedule for summer session withdrawal deadlines. A grade of "W" will be awarded for classes dropped after the first week of the fall and spring semester. For courses of duration other than a semester, a student dropping a course after the first day of the class and any time prior to the end of the mid-point of the class duration (e.g., the end of the 4<sup>th</sup> week of an 8-week summer course) will be awarded a "W." **THE "W" WILL APPEAR ON THE STUDENT'S GRADE REPORT AND TRANSCRIPT. Failure to attend class does NOT constitute a drop and does NOT cancel the student's registration, or his/her obligation to pay all tuition and related fees for the course.** A grade of "F" will result for failure to officially drop a course. Withdrawing/dropping a class(es) anytime after the start of the semester does not relinquish payment of any financial obligations to the university.

Students may not drop a class or withdraw from all classes after the ninth week of the semester (or the midpoint of the class) unless extenuating circumstances (defined as circumstances beyond the control of the student) have been found to exist by the Senior Vice Chancellor for Academic & Student Affairs. If extenuating circumstances are found to exist, a "W" may be awarded and the instructor of the course will be notified.

**Students withdrawing from ALL**, or the last, or only course for which they are enrolled must follow the same ninth week deadline as that for dropping a course. Failure to officially withdraw from the University will result in a grade of failure, "F" for all registered classes. A student may not withdraw from a class(es) after the class has ended, or semester, or session in which the class(es) was taken has ended. **Note:** Please refer to the **Registration Cancellation** section of this handbook for cancellation of classes through MyBLUE.

## **Emergency Response Plan & UNK ALERT**

The University of Nebraska at Kearney is engaged in a variety of activities and programs that address the safety and security of all members of our University community. An emergency operation team was organized to function as the formal University entity to respond to campus crisis, coordinate emergency preparedness across campus, and to review and establish proactive policies and programs. Through the work of this committee a Campus Emergency Operation Plan has been developed.

To view the complete document, go to:

[http://www.unk.edu/uploadedFiles/admin/vcbf/policy/6.0/EOP\\_web\\_2010.pdf](http://www.unk.edu/uploadedFiles/admin/vcbf/policy/6.0/EOP_web_2010.pdf). Section XIX of the document (UNK General Population Emergency Plan) covers the following areas:

Reporting Emergencies	Fire
Medical Emergencies	Flood
Bomb Threats	Earthquake
Active Shooter	Evacuation
Bio-terrorism	Pandemic
Severe Weather/School Closing	Tornado
Hazardous/Infectious Material Spill	

**UNKAlert!** is an electronic emergency notification system to alert students, faculty and staff of a campus emergency

situation. Messages can be received through landline and cellular telephones, e-mails and text messages. All current students, faculty and staff will receive messages from UNKAlert! based on information in the student information and employee data bases.

## Finance Office

Phone: 865-8524

Location: Founders Hall - SW Corner of First Floor

Website: [www.unk.edu/offices/finance/](http://www.unk.edu/offices/finance/)

This office is responsible for processing all financial transactions involving university income and expenditures. This includes the distribution of Financial Aid checks and the receipting of all payments on student accounts. Departments of the Finance Office include: Cashiering, Student Accounts, Student Loans, Accounting, and Accounts Payable.

## Financial Obligations

All students who register for classes from early registration through the first week of the semester **will be issued an email billing statement notification**. This email will be sent to the student's UNK email account at the beginning of the second week of the term with the balance due in full on September 20, 2012, for Fall 2012 and February 7, 2013, for Spring 2013.

**Paper billing statements will no longer be mailed.**

Students will access their billing statement on <https://MyBLUE.nebraska.edu>. For more information please check the Student Accounts homepage at:

[http://www.unk.edu/offices/student\\_accounts](http://www.unk.edu/offices/student_accounts). It is the responsibility of students to satisfy all financial obligations to UNK before enrollment registration can be completed, records can be released, or application for a degree can be processed. All fees and other charges may be changed at any time by the Board of Regents of the University of Nebraska.

## Financial Aid Office

Phone: 865-8520

Location: Student Affairs Building

Website: <http://www.unk.edu/financialaid>

The University of Nebraska at Kearney provides financial assistance to qualified students. Financial assistance consists of scholarships, grants, loans, and part-time employment which may be offered to students in various combinations, depending on the degree of need. Need is determined by comparing the support which can be expected from the income, assets and other resources of the family with the total average cost of attendance for the academic year. Financial aid received from UNK is intended to supplement student and family resources.

In order to uniformly determine the level of need of students applying for financial assistance, all applicants should complete a Free Application for Federal Student Aid (FAFSA). This application is an annual process and can be completed online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or students can submit a paper FAFSA to the Office of Financial Aid any time after January 1<sup>st</sup>. Financial aid awarding begins in mid-March and students are notified via UNK email that their award is ready to be viewed and accepted on MyBLUE. All of our Campus-Based Aid (Federal Supplemental Education Opportunity Grant, Nebraska Opportunity Grant, Institutional Grants, Perkins

Loan and Federal Work Study) is awarded on a first-come, first-served basis.

As long as students have fulfilled at least a semester of classes at UNK, they are eligible to complete the Continuing Student Scholarship Application online through MyBLUE. The application is available during the month of February and must be submitted by March 1<sup>st</sup>. These scholarships are awarded for the upcoming academic year.

Eligible students should check the availability of funds through the Veterans Administration, Vocational Rehabilitation and other outside agencies. It is also recommended that students check the availability of business, civic, service and professional scholarships within their community. Students can also contact the Kearney EducationQuest Foundation at 308-234-6310 for additional information on scholarships.

## Financial Aid Satisfactory Progress:

The Financial Aid Satisfactory Academic Progress Policy at UNK applies to all students who are presently receiving financial aid or hope to do so in the future. This policy is established to encourage students to meet and maintain the University's minimum academic standard and to assist students in making progress toward a degree.

Satisfactory Academic Progress is measured quantitatively by looking at attempted hours versus earned hours and qualitatively by looking at the student's cumulative GPA.

For the most up-to-date policy, go to:

[http://www.unk.edu/offices/financial\\_aid/students/Standards\\_of\\_Satisfactory\\_Academic\\_Progress/](http://www.unk.edu/offices/financial_aid/students/Standards_of_Satisfactory_Academic_Progress/)

## Greek Life

Phone: 865-8523

Location: Nebraskan Student Union

Website: [http://www.unk.edu/offices/nebraskan/greek/greek\\_life/](http://www.unk.edu/offices/nebraskan/greek/greek_life/)

About 11% of the student population is involved in a fraternity or sorority at UNK. These organizations recruit new members during the fall and spring semesters. There are three governing bodies that oversee the operations for each of the chapters. These governing organizations are designed to fit the individual needs of the different fraternities and sororities at UNK.

### Interfraternity Council

Alpha Tau Omega

Delta Tau Delta

Phi Delta Theta Colony

Phi Gamma Delta

Pi Kappa Alpha

Sigma Phi Epsilon

### Panhellenic Council

Alpha Omicron Pi

Alpha Phi

Gamma Phi Beta

### Multicultural Greek Council

Lambda Theta Nu Sorority, Inc.

Mu Sigma Upsilon Sorority, Inc.

Sigma Lambda Beta Fraternity, Inc.

Sigma Lambda Gamma Sorority, Inc.

The Greek Affairs Office, within the Department of Student Life, is ready to answer any questions regarding Greek Life at UNK. You can contact Erin Christensen, Assistant Director for Greek Affairs, at 308.865.8523, or christenseef@unk.edu.

### Library and Learning Commons

The Calvin T. Ryan Library (<http://library.unk.edu/>) has many online resources available to students, including more than 81,000 full-text periodicals and 33,000 e-books and online reference works. These online resources are available 24/7 to students both on- and off-campus.

If you have questions or need help finding information, you can get assistance anytime through the Ask Us 24/7 online chat service located at: <http://www.unk.edu/academics/library.aspx?id=36928>. You can also submit questions from that webpage by e-mail, or by calling 308-865-8586 or 1-866-454-4865 (toll free).

The Library is a popular and comfortable place for quiet study, working in groups, using computers equipped with MS Office, or using your own laptop connected to a secure wireless network.

The Library's book collection includes more than 387,000 books (including quality juvenile literature titles), 220,000 U.S. and Nebraska government documents, 580,000 microforms, a special collection of the history of Nebraska and the Western Frontier, a selection of K-12 textbooks, and thousands of DVDs, CDs, and VHS videotapes. The Library also maintains the Archives of the University. Materials not available in the UNK Library can often be obtained from another library via Interlibrary Loan at no charge to the student.

Library faculty members provide group or individualized instruction and assistance in the use of both print and electronic resources upon request, and the Library website includes links to numerous self-paced lessons or online tutorials on how to search for reliable information. Our goal is to help you succeed in your academic endeavors.

The Learning Commons is part of the Student Services Offices, and is located on the second floor of the Library. Certified Learning Commons personnel offer subject tutoring services on a walk-in basis and provide personalized assistance with all levels of writing projects by appointment. Supplemental Instruction is available for selected, high-demand courses. Peer and writing tutoring are also available online.

Main Floor	
Library Dean	8535
Library Hours	8596
Circulation & Reserves	8598 / 8599
Reference Help	8586
Access Services Head	8597
Coord. Collection Services	8853
Coord. User Services & Instruction	8592
Electronic Resources	8585
Library IT & Systems	8313 / 8274
Acquisitions	8589
Computer Lab Reservations	8592

LIITS computer Lab (27 units), Coffee Shop, Library Conference Room, Newspapers  
Photocopiers / Scanners / Microform digitizers / Public Computers / Networked Printers

### Second Floor

Learning Commons	
Peer Tutoring	8728
Writing Center	8728
Office Associate	8728
LC Welcome Desk	8905
Government Documents	8542
Interlibrary Loan	8594 / 8721
Special Collections	8593
University Archives	8593
Book Collection / Reference Collection	
Student Media Production & Practice Room	
Jennings Class and Conference Room	
Group Study Rooms & Open Study Areas	
Computers & Networked Printers	

### Lower Floor

Curriculum Collection & Curriculum Classroom Reservations	8276 / 8819
Juvenile Literature	
Group Study Room	
Listening / Viewing Rooms	
Magazines & Periodicals (Current & Bound)	
Microforms, Indexes, Abstracts	
Non-book Collection (DVD, CD, VHS, etc.)	
Regional Instructional Materials Center	
Adaptive Technology Room	
LCLL Computer Lab (23 units)	
Computers (PC & Mac) & Networked Printers	

### Mail Service

The United States Postal Service has a Contract Station in the west end of the Memorial Student Affairs Building. It is open Monday through Friday from 10:00 am to 3:00 pm, excluding the lunch hour from 12:00 noon to 1:00 pm. The Front Desk in the Nebraskan Student Union sells postage stamps. Please refer to the Residence Hall section of this handbook for information on sending and receiving mail in the residence halls.

In addition, both U.S. and campus mail can be dropped off at residence hall information desks. Campus mail is a free service provided by the University for mail which goes from one on-campus location to another. Offices on campus utilize campus mail and students may also use this convenient service.

### Multicultural Affairs

Phone: 865-8127

Location: Nebraskan Student Union, First Floor East End

Website: [www.unk.edu/offices/oma/](http://www.unk.edu/offices/oma/)

Part of the Office of Student Life, Multicultural Affairs is located in the Nebraskan Student Union Multicultural Center. The Office of Multicultural Affairs administers programs and services that foster a supportive environment for students of American Ethnic heritage, promote a multicultural climate conducive to educational achievement, provide leadership opportunities, scholarship information, and encourage a global

perspective of learning.

The office assists currently enrolled and prospective students in defining and fulfilling personal and educational goals. Educational, cultural, and social programs are open to all students, faculty, and staff at UNK.

Our student organizations plan events to celebrate various social and educational cultural events including our major Heritage Month events:

Hispanic Heritage Month	Sept. 15 - Oct. 15, 2012
Native American Heritage Month	November 2012
Martin Luther King, Jr. Holiday Celebration	January 10, 2013
African American History Month	February 2013
Women's History Month	March 2013
Cesar Chavez Day	March 31, 2013
Asian American Heritage Month	April 2013

As part of a recruitment initiative, the Office of Multicultural Affairs and the Office of Undergraduate Admissions, host two conferences for high school students:

Multicultural Scholars & Leaders Day	Oct. 31, 2012
Nebraska Cultural Unity Conference	March 29, 2013

## Police and Parking Services

Phone: 865-8517 (office) or 627-4811 (officer)  
After 5:00 pm, weekends and holidays 627-4811  
Location: General Services Building  
Website: [www.unk.edu/police/](http://www.unk.edu/police/)  
E-mail: UNKPD@unk.edu

Police and Parking Services partners with students, faculty, staff and visitors to provide a safe, protected and orderly environment. This is to include but not limited to enforcing all University policies, state, federal and local laws, providing security, crime prevention resources, the safe walk service, and monitoring campus parking. For more parking information see Page 27. Officers are trained through the Nebraska Law Enforcement Training academy and are commissioned as State Deputy Sheriffs giving them full arrest powers. For more detailed information concerning Police and Parking Services go to their website.

**A copy of the following are available upon request at the Police and Parking Services Office or via the Department of Police and Parking Services website:**  
[www.unk.edu/annual\\_security\\_report](http://www.unk.edu/annual_security_report)

- **The University of Nebraska at Kearney Annual Campus Security, Crime Awareness and Fire Report**
- **Drug Free Schools and Campus Regulations Report**
- **The Sex Offenders Registry Listing**

## Recreational Facilities

The Cushing Facility is the indoor home of physical activity at UNK. Students may use the equipment and facilities at Cushing when they are not in scheduled use by physical

education classes, athletics, intramurals, or special events. A valid UNK I.D. must be presented at the Control Center for recreational equipment use and facility use. Racquetball Courts are available by appointment. During the winter months (December to March) the space for recreational use becomes limited during afternoon hours. Questions regarding facilities can be directed to 308-865-8849.

Pool hours can be obtained by calling the phone number noted above.

General facility hours during school year are:  
Monday-Thursday: 6:00 am to 11:00 pm  
Friday: 6:00 am to 7:00 pm  
Saturday: 1:00 pm to 5:00 pm  
Sunday: 1:00 pm to 10:00 pm  
Hours are subject to change.

## Registration Cancellation

Students who have registered for classes and who wish to cancel their registration for Fall or Spring may do so until 5:00 pm on **Friday of the first week of the semester** by using MyBLUE. Registrations cancelled by this date will not incur any fee charges. **After the first week**, students may still process schedule adjustments on MyBlue however they will not receive a full refund. See Withdrawal from UNK section of this handbook for complete details and deadlines.

Students may adjust their schedules for Fall or Spring (drop and/or add classes) on MyBLUE **through the 9<sup>th</sup> week of the semester**. Refer to Change of Schedule section in the Semester Class Schedule.

**NOTE:** At the point that the Registration System confirms registration into a course, the student is considered **officially enrolled**. Failure to attend class meetings does not, in itself, constitute withdrawal from the class, nor does it absolve the student from **making complete payment** for all tuition and related fees associated with that course. Students who choose not to attend **MUST** follow the appropriate withdrawal procedures in order to terminate their enrollment.

## Reservations for Campus Facilities

The University of Nebraska at Kearney is pleased to make its facilities available to responsible groups and organizations when, in the judgement of the University, such use will not interfere with the academic programs of the University or provide an undue risk to personnel or property. All groups should complete a reservation form well in advance of the event or activity. Recognized student groups may reserve meeting room space in the Nebraskan Student Union through the Nebraskan Student Union Office 308-865-8392. Reservations for other campus facilities may be made at the General Services Building 308-865-8692.

## Student Organizations

Student organizations are an integral part of campus life at the University of Nebraska at Kearney. By participating in student organizations, students have the opportunity to:

- Make friends
- Become informally acquainted with faculty and staff

- Develop leadership and public speaking skills
- Prepare for future civic leadership
- Acquire valuable experience and employment skills

Significant contributions to the intellectual, cultural, recreational, and spiritual life of the University are provided by student organizations. The University reserves the right to recognize all organizations and requires that they function in accordance with their constitutions; abide by federal, state, and local laws; and observe University rules and regulations. The University requests that:

- A list of organization advisors and officers is on file in the Student Life Office, Nebraskan Student Union.
- An updated constitution should be submitted to the Student Life Office. Organization constitutions are reviewed by Student Government every four years, or at other times as deemed necessary. Recognition does not imply University endorsement of the purposes of an organization, nor does the University assume sponsorship of, or responsibility for activities of the group.

### Administration of Student Organizations

The Division of Student Affairs is responsible for the administration of Greek Life and student organizations. Within the Division, the Office of Student Life coordinates student groups and student programming.

#### Registration, Recognition, and Definitions

Student organizations should be registered and recognized in order to receive the maximum benefits from the University of Nebraska at Kearney.

##### A. Registration

To become registered, a student organization must have a faculty or staff advisor and submit a list of officers to the Student Life Office. Registration should be completed each academic year, or more frequently as changes in the organization occur. Registered student organizations may be eligible to reserve university facilities.

##### B. Recognition

To become recognized, a student organization must follow the "Procedures for Recognition" in the following section. These procedures need to be repeated at least every four years. Recognized student groups may be eligible to reserve University facilities, post advertising, and to apply for University Program and Facility Fee allocations.

##### C. Definition

A recognized student organization is an unincorporated group of students which receives no academic class credit, has a UNK faculty or staff advisor, and has a current, approved constitution on file with the Student Life Office and Student Government.

Membership in all institution-related organizations is open to any qualified member of the campus community who subscribes to the stated aims and obligations of the organization. There shall be no limitations on membership based upon race, creed, color, sex, national origin, age, religion or handicap.

### Policies - Student Organizations

- Each organization should keep the Student Life Office informed of its officers. Changes of officers during the year should also be reported.
- A student organization should have at least five currently enrolled, full-time UNK students who actively participate in the group. At least 80 percent of those who regularly attend group meetings should be UNK students.
- Each organization should be approved for recognition by Student Government. Constitutions and bylaws should be reviewed by Student Government at least every four years.
- Proposed changes in an organization's constitution and/or bylaws must be approved by Student Government. A revised copy should be placed on file in the Student Life Office.
- Each student organization must have an advisor who is a member of the UNK staff or faculty. Officers of the group must be in good academic standing at UNK.
- Each student organization should develop a program that is consistent with its stated purpose to meet the interests and needs of its members.
- Only recognized student organizations are eligible to apply for an allocation of University Program and Facility Fees.
- University facilities, when available, may be used by recognized student organizations without charge. Reservations may be made through the Nebraskan Student Union Office. If a student organization uses a facility for financial gain, a fee may be required.
- On-campus news conferences should be scheduled and coordinated with the Nebraskan Student Union Office.
- Organizations must adhere to policies governing posting and advertising on campus.
- Student organizations are expected to conduct themselves in a manner that will not discredit the University of Nebraska at Kearney.

### Poster Approval for UNK Organizations

- Events sponsored by recognized UNK student groups and/or campus departments, or an event taking place on campus may be advertised by displaying posters. Advertising for other university or community events may be posted as space allows with permission from the Approver. Posters must list the name of the sponsoring organization(s). Advertising for events sponsored by recognized student groups must also be signed by the group's advisor.
- Posters may be 11" x 17" or smaller. Due to the number of campus visitors, posters should be suitable for all ages, and should not suggest, promote or illustrate the use of alcohol, drugs, tobacco, profanity or imply sexual, racial or any other form of discrimination. Posters not meeting

the above criteria or posters without signature approval will be removed from bulletin boards.

- C. Persons seeking approval to hang a poster on public bulletin boards should receive signature approval from their organization's UNK advisor and one of the following approvers:
  - 1. Director of Student Life or Designee, Nebraskan Student Union.
  - 2. Director of Police & Parking Services or Designee, General Services Building.
  - 3. Facilities Director or Designee, General Services Building.
- D. Approved and signed posters will be returned to requester to make copies and hang the posters on public campus bulletin boards. Some bulletin boards are departmental and not public. Approval is for public bulletin boards only. Advertising for specific events may be posted until the event concludes, but not more than a total of 30 days. Persons hanging posters should remove them at the conclusion of event; Building Supervisors will also remove outdated items.

### **Sidewalk Advertising**

Events advertised by sidewalk chalk must be held on campus and sponsored by an officially recognized UNK student group. Recognized UNK student organizations wishing to use sidewalks to advertise organization activities may do so by sending the following information by email or letter to one of the above approvers:

- A. A sketch of the advertising/announcement as it will appear on the sidewalk. The design must incorporate the student organization's name. The sketch must be approved by the organization's advisor.
- B. A list of materials to be used. All materials must be water-soluble.

Organizations are encouraged to limit advertising to the Courtyard of the Nebraskan Student Union; however, sidewalk advertising may be approved for other areas of campus. Organizations will be subject to clean-up charges for advertising in unauthorized areas.

Advertising may appear on sidewalks for four (4) days prior to an activity. Organizations are encouraged to wash off advertising upon completion of the activity. Advertising can remain for three (3) days after an event. If advertising remains after three (3) days, clean-up charges may be assessed to the organization.

### **Sandwich Boards**

Use of sandwich boards is limited to the Nebraskan Student Union. Use and design of sandwich boards requires approval of the Director of Student Life. Sandwich boards are subject to the other requirements of this policy.

## **Procedures for Recognition**

Student Government grants recognition to student organizations. It also reviews the constitutions of approved student organizations. The following steps should be followed to become a recognized student organization:

- A. Select an advisor, hold organizational meetings, and prepare a constitution. The Student Life Office has sample constitutions to assist student groups.
- B. Submit the names of at least five, full-time UNK students who are active members, the officers and the advisor to the Student Life Office. This may allow access to campus facilities for organizational meetings.
- C. If a campus meeting place is desired, complete a reservation form through the Nebraskan Student Union Office.
- D. After a constitution has been completed, set up a meeting with the Student Government Screening and Constitutional Review Committee. This committee reviews constitutions before they are presented to Student Government for approval. The committee is composed of appointed students who may suggest changes.

Ten (10) copies of the proposed constitution should be made available prior to meeting with the committee. In addition, at least two members and an advisor from the organization should be present.

- E. After the constitution is approved by the Screening Committee, it is presented at a regularly scheduled Student Government meeting.

The organization must bring 5 copies of their constitution showing any changes suggested by the Screening and Constitutional Review Committee to the Student Senate meeting. Two student members and one advisor should be present.

- F. A copy of the constitution should be sent to the Student Life Office.

## **University Program and Facility Fee Fund**

Recognized student organizations may be eligible to apply for an allotment of University Program and Facility Fees to present a program to UNK students. Allocation of the U.P.F.F. Fund is delegated to the Student Activities Budget Commission. Allocation procedures are available from the Student Life Office.

## **Suspension of a Student Organization**

Recognition of a student organization may be suspended temporarily by the Dean of Student Affairs pending a review by the appropriate governing body. Following a review, temporary or permanent suspension of recognition may be made by the Dean of Student Affairs if:

- A. A recognized student organization fails to conduct activities in accordance with its constitution and with the procedures and limits set forth by the University for

student organizations.

- B. An organization does not comply with University regulations, or with local, state or federal laws. Suspended organizations will not be eligible to participate in Intramurals, Homecoming, and other campus programs.

## Hazing

The University of Nebraska at Kearney maintains the autonomy of student organizations within the constraints of the established rules and regulations as outlined in this Student Handbook and in the Student Organization Handbook. Initiation into student organizations, and other activities undertaken by such organizations or by individuals, must be consistent with the stated purposes of the organization.

Any activities that may be construed as hazing on the part of any individual, group of individuals, or organizations are prohibited and are subject to civil and University disciplinary actions.

Hazing is defined as any planned action or created situation, on- or off-campus, that is demeaning to an individual; produces mental or physical duress, harassment, embarrassment, or ridicule; or which recklessly endangers the health or safety of any person. Actions and activities which are explicitly prohibited include, but are not limited to, the following:

- A. Forcing, requiring, or endorsing pledges/associate members to drink alcohol, or any other substance.
- B. Unauthorized or illegal use of alcohol, or any other illegal substance, in any form or quantity.
- C. Eating anything an individual refuses to eat.
- D. Calisthenics such as sit-ups, push-ups and runs.
- E. Chairings, "pollings," pledge walks, lineups, or other similar "traditional" activities.
- F. Paddle swats of any nature.
- G. Pushing, shoving, tackling, or any other physical abuse.
- H. Throwing anything (whipped cream, garbage, water, paint, etc.) at an individual.
- I. Theft of property under any circumstances.
- J. Assigning or endorsing "pranks," such as stealing, panty raids, or harassing another organization.
- K. Conducting new-member related activity between the hours of 1:00 am and 7:00 am, or awakening individuals during these hours.
- L. Permitting less than six continuous hours of sleep for associates/pledges each night.
- M. Conducting unauthorized quests, treasure hunts, scavenger hunts, paddle hunts, big sister or little sister hunts.
- N. Conducting activities which do not allow adequate time for study during pre-initiation or initiation periods.
- O. Expecting participation in an activity that the full members will not do.
- P. Deceiving new members as to the purposes or consequences of any activity.
- Q. Requiring pledges/associate members to "march" in formation.
- R. Carrying of items such as coconuts, helmets, burlap bags,

shields, paddles, rocks, dog collars, bricks, etc..

- S. Publicly wearing apparel which is conspicuous and not "normally" in good taste.
- T. Yelling and screaming at associates/pledges.
- U. Calling associates/pledges demeaning names (scum, etc.).
- V. Not permitting pledges/associate members to talk for extended periods of time.
- W. Holding or transporting an associate/pledge under physical restraints.
- X. Nudity at any time.
- Y. Running personal errands (servitude).
- Z. Forcing, requiring or endorsing pledges/associate members to violate any University or national policy or any local, state or federal law.

Any student organization, sorority, or fraternity found in violation of this hazing policy shall be subject to indefinite suspension from the University.

## UNK Student Organizations

At the University of Nebraska at Kearney the possibilities for involvement outside the classroom are almost endless. Following is a list of campus student organizations. Review the names and select those organizations that interest you. For more information, contact the Office of Student Life at 865-8523 or [http://www.unk.edu/studentlife/student\\_org](http://www.unk.edu/studentlife/student_org)

### Academic / Professional Organizations

Advertising/Public Relations Club  
Agriculture Business Association at UNK  
Alpha Eta Rho  
American Marketing Association  
Association for Computing Machinery Professionals  
Association of Information Technology Professionals  
Athletic Training Student Association  
Biology Club  
Chemistry Club  
Construction Management Organization  
Criminal Justice Club  
Elementary Education Majors Club  
Family Studies Organization  
Fine Arts and Humanities Graduate Student Association  
Geography Club  
Graduate Student Association  
Graduate Student Association of Student Psychologists  
Health Science Club  
History Club  
Industrial Distribution Organization  
Kearney Student Speech, Language and Hearing Association  
Locke and Key  
Math Club  
Middle Level Educators Club  
Model United Nations  
National Art Education Association Student Chapter  
Physical Education Majors Club  
Physics Club  
Psychology Club

Science Club - Sigma Xi  
 Society for Human Resource Management  
 Society for Physics Students  
 Sociology Club  
 Sports Administration Major's Club  
 Student Athlete Advisory Committee  
 Student Education Association of Nebraska  
 Student Interior Designs Organization  
 Student Nurses Association  
 Student Social Work Organization  
 Students for the Reynolds Review  
 Students in Free Enterprise  
 Students in Mass Media  
 Telecommunications Networking Organization  
 Travel and Tourism Club  
 UNK Art Society  
 Wildlife Society

**Broadcasting, Radio, & TV**

KLPR-FM Radio, Department of Communications  
 KFTW-8 Television, Department of Communications

**Campus Ministries**

Alpha & Omega International Student Association  
 CRU - Campus Crusade for Christ International  
 Campus Lutheran (ELCA)  
 Chi Alpha  
 Christian Student Fellowship  
 Cooperative Campus Ministries  
 Fellowship of Christian Athletes  
 Good Shepherd Campus Ministry (Wisconsin Synod)  
 The Navigators  
 Newman Center  
 Overflow  
 Revive  
 Roger Williams Fellowship  
 United Campus Ministry  
 University Lutheran (LCMS)

**Campus Recreation**

Free Running Association of Kearney  
 Intramural Sports Council            Recreation Club  
 UNK Soccer                                UNK Rugby  
 UNK Sapphires Dance Team        UNK Spirit Squad  
 Yoga Community

**Greek Organizations**

**Greek Governance:**

Inter-Fraternity Council  
 Junior Panhellenic Council  
 Multicultural Greek Council  
 Panhellenic Council

**Fraternities:**

Alpha Tau Omega  
 Delta Tau Delta  
 Phi Gamma Delta  
 Pi Kappa Alpha  
 Sigma Lambda Beta

**Sororities:**

Alpha Omicron Pi  
 Alpha Phi  
 Gamma Phi Beta  
 Lambda Theta Nu  
 Mu Sigma Upsilon

Sigma Phi Epsilon                        Sigma Lambda Gamma  
 Phi Delta Theta Colony

**Honorary / Honer Societies**

Alpha Kappa Upsilon Iota - Student Union Honor Society  
 Alpha Mu Gamma - National Honor Society of Foreign Language  
 Alpha Phi Sigma - Criminal Justice Honorary  
 Alpha Psi Omega - Theatre Honorary  
 Beta Alpha Psi  
 Chi Sigma Iota - Graduate Counseling Honorary  
 Delta Omicron - International Music Honorary  
 Epsilon Pi Tau- Industrial Technology Honorary  
 Gamma Theta Upsilon - Geography Honorary  
 Honors Student Advisory Board Committee  
 Iota Iota Iota - Women's Studies Honor Society  
 Kappa Delta Pi - Education Honorary  
 Kappa Kappa Psi - Marching Band Fraternity  
 Kappa Mu Epsilon - Math Honorary  
 Kappa Pi - Art Honorary  
 Lambda Pi Eta - Communication Honorary  
 Mortar Board - Senior Honor Society  
 National Residence Hall Honorary  
 Omicron Delta Epsilon - Economics Honorary  
 Order of Omega - Greek Honorary  
 Phi Alpha - Social Work Honorary  
 Phi Alpha Theta - History Honorary  
 Phi Beta Delta - International Scholar Honor Society  
 Phi Beta Lambda Business Honorary  
 Phi Eta Sigma - National Honor Society  
 Phi Kappa Phi - Honor Society  
 Pi Kappa Delta - Debate Honorary  
 Psi Chi - Psychology Honorary  
 Sigma Tau Delta - English Honorary  
 SPURS - Sophomore Honorary  
 Tau Beta Sigma - Marching Band Sorority

**International & Multicultural**

African Student Association  
 Ambassadors of International Studies (AIS)  
 Asian American Student Assoc.  
 Black Student Assoc.  
 Chinese Students & Scholars Assoc. (CSSA)  
 Cultural Enrichment, Diversity, & Equity Council  
 Hillel  
 Hispanic Student Association  
 International Student Association  
 Japanese Association of Kearney (JAK)  
 Korean Student Association of Kearney (KSAK)  
 Ladies Mix (Dance Team)  
 Latin American Student Association  
 Mujeres Del Futuro  
 Nepalese Student Assoc. of Kearney (NESAK)  
 Student Council of Intertribal Nations (SKINS)  
 Sister to Sister

## **Musical Groups**

### **Bands:**

Intern'l Trombone Assoc.  
Intern'l Tuba Euphonium Assoc.  
Jazz-Rock Ensemble  
Kearney Area Symphony  
Marching Band  
Pep Band  
Small Ensembles  
Symphony Band  
Wind Ensemble

### **Choral:**

Choraleers  
Men's Chorus  
Music-Theatre  
Nebraskats  
Vocal Collegium  
Women's Chorus

Glass & Sculpture Club  
Loper Liaisons  
Non Traditional Students  
NORML  
Open Mic  
QSA  
Rodeo Club  
St. Jude's  
Student Alumni Foundation  
Students for Life

## **Political Organizations**

College Republicans  
Young Democrats

## **Publications**

The Antelope Newspaper  
The Carillon  
Undergraduate Research Journal

## **Residential Organizations**

Resident Assistant Council  
Residence Hall Association  
Residence Hall Governments and Councils  
    Antelope / Nester Hall Council  
    Centennial Towers East Hall Council  
    Conrad Hall Council  
    Mantor Hall Council  
    Martin Hall Council  
    Men's Hall Council  
    Randall Hall Council  
    University Heights Council  
    University Residence North and South Councils

## **Service Organization**

Alpha Phi Omega - National Service Fraternity  
American Cancer Society  
Amnesty International  
Campus Kitchen  
Chancellor's Student Ambassadors  
Circle K  
Collegians for Integration and Accessibility  
Cornerstone UNK  
Friends  
GAMMA - Greeks Advocating Mature  
    Management of Alcohol  
Peer Health Education  
UNK Habitat  
UNK Rotoract

## **Special Interest**

Active Minds  
Antelope Artillery  
Astronomy Club  
Collegiate Veteran's  
Ducks Unlimited  
Forensics (Speech & Debate)

## **Student Activities**

Loper Legion  
Loper Programming and Activities Council (LPAC)

## **Student Government**

Student Court  
Student Government

## **UNK Dining Services - in Partnership with Chartwells**

Phone: 308-865-8428  
Location: Nebraskan Student Union, Second Floor  
Websites: [www.dineoncampus.com/UNKearney](http://www.dineoncampus.com/UNKearney)

UNK Dining Services and the University offer a wide variety of dining options for both on- and off-campus students. Those students who live on-campus may select from various meal plan options. Both on- and off-campus students have the option of purchasing Loper Dollars which can be used like cash on campus. Students may choose to eat their meals in the resident dining facilities, or receive a transfer meal during specified hours in one of the retail facilities.

UNK Dining Services offers catering services, through Loper Catering, for special events. Go on-line or speak to the Catering Director for special student pricing.

## **UNK Card (UNK Identification Card)**

The non-transferable UNK Card is issued by University of Nebraska at Kearney to the Cardholder only and is the property of UNK. It is the cardholder's responsibility to protect and maintain the condition of his/her card. The card is used for identification and transaction of UNK business. It should be carried when you are on University property and be presented upon request. Your card may be cancelled or revoked by the University at any time and must be returned to the UNK Card Office upon request.

The cardholder is responsible for immediately reporting a lost or stolen card online at <http://www.unk.edu/offices/idcard.aspx?id=4508> to deactivate the card for on-campus services.

A nonrefundable \$5 fee is charged to replace damaged, lost or stolen cards. The University is not responsible for the use of a lost or stolen card.

Your UNK Card is used for access to meal plans, printing and

Loper Dollars. See <http://www.unk.edu/loperdollars> for more information.

If you have chosen to link your UNK Card to a Wells Fargo checking account, the card also has your bank account number embossed on the face of the card. You should protect your card like any financial instrument. **If your card is lost or misplaced and you have linked it to Wells Fargo checking account, you must immediately report the loss directly to Wells Fargo.**

## Withdrawal from UNK

A student wishing to withdraw from the university and all classes for Fall or Spring may do so via the MyBLUE Registration system **prior to 5:00 pm** on Friday of the first week of the term. Registrations cancelled by this date will **not** incur any fee charges. After the first week, the student **may still withdraw** from all classes using MyBLUE, but there will not be a full refund.

A student may withdraw from college any time prior to the end of the ninth week of the semester. **October 19, 2012**, is the withdrawal deadline for the fall semester and **March 8, 2013**, for the spring semester. Please refer to the Summer Class Schedule for summer session withdrawal deadlines. Failure to officially withdraw from the University will result in a grade of failure, "F" for all registered classes. **Failure to attend class does NOT constitute a drop/withdrawal and does NOT cancel the student's registration or his/her obligation to pay all tuition and related fees for the course(s).** If a student is **living on campus**, checkout procedures must be followed or improper checkout charges will be added and billed directly to the student. Withdrawing/dropping a class(es) anytime after the start of the semester does not relinquish payment of any financial obligations to the university.

Students may **NOT** withdraw after the ninth week of the semester (or mid-point of the class) unless extenuating circumstances (defined as circumstances beyond the control of the student) have been found to exist by the Senior Vice Chancellor for Academic & Student Affairs. If extenuating circumstances are found to exist, a "W" may be awarded and the instructor of the course(s) will be notified.

## Policies & Procedures

### Academic Integrity Policy

Please refer to the Student Code of Conduct in this Handbook, Article VIII: Academic Integrity.

### Academic Requirements

All students should maintain a 2.0 cumulative GPA for work taken at this institution. Students are placed on academic probation at the end of any semester in which their cumulative GPA falls below 2.0.

Unless special permission is granted by the student's academic advisor, students on academic probation must carry less than 16 hours. Offices of **Academic and Career Services**, **Academic Success**, **Counseling Care** and **Multicultural**

**Affairs** work individually with probationary students to help them meet their individual needs.

Students who are placed on academic probation are suspended for one academic year when the following conditions exist:

1. Credit Hours Attempted 1 – 24: cumulative GPA is below 2.0 during the prior semester (academic probation) and **both** the semester and cumulative GPA are below 1.80
2. Credit Hours Attempted 25 – 45: cumulative GPA is below 2.0 during the prior semester (academic probation) and **both** the semester and cumulative GPA are below 1.90
3. Credit Hours Attempted 46 and above: cumulative GPA is below 2.0 during the prior semester (academic probation) and **both** the semester and cumulative GPA are below 2.0

Students who are suspended may enroll for classes during the summer term.

Graduation is dependent upon a minimum GPA of 2.0, utilizing earned grades of all courses taken while pursuing an undergraduate degree. This minimum GPA must also be earned in all courses needed to fulfill competency requirements within a comprehensive major, or within the major and minor programs of study, or within the endorsement areas in teacher education programs. Individual departments, however, may require a grade of at least a "C" for courses in their majors. Students entering any teaching program of study within the College of Education must be accepted for Teacher Education. A minimum GPA of 2.5 is required before admission to Teacher Education may be granted. To be graduated from any teacher education program and be recommended for a teaching certificate, a candidate must have met the scholarship requirements and maintain a 2.5 GPA.

### Financial Aid Satisfactory Academic Progress

The University of Nebraska at Kearney is required to establish minimum academic standards that students must meet to be eligible or maintain eligibility for federal and state financial aid. Students who are receiving financial aid or who seek financial aid in the future are required to meet these minimum standards. Failure to meet these standards for two consecutive semesters (fall, spring, summer) means the student is no longer eligible to receive financial aid.

### Quantitative Requirement

The quantitative requirements for undergraduate students are based upon your enrollment status (full-time, part-time, half-time) at the end of drop and add week at the start of each semester. You must successfully complete the number of hours specified below according to your enrollment status at the end of drop and add week.

Enrollment status & quantitative progress for undergraduate students is defined as follows:

- Fulltime = 12 or more Credit Hours. Minimum required Earned Hours must be 12 credit hours.

- Part-time = 9 to 11 Credit Hours. Minimum required Earned Hours must be 9 credit hours.
- Halftime = 6 to 8 Credit Hours. Minimum required Earned Hours must be 6 credit hours.
- Less than Halftime = 5 or less Credit Hours. Minimum required Earned Hours is 1 credit hour.

and

### **Qualitative Requirement**

The qualitative requirements for undergraduate students are:

1. Credit Hours Attempted 1 – 24: cumulative GPA is 1.80 or above
2. Credit Hours Attempted 25 – 45: cumulative GPA is 1.90 or above.
3. Credit Hours Attempted 46 and above: cumulative GPA is 2.0 or above.

Students who already have a bachelor's degree, who are admitted to a second bachelor's degree program, must maintain a cumulative 2.0 GPA or above.

Students who are seeking their first teaching certificate or who are seeking an additional subject or field endorsement to their teaching certificate must maintain a cumulative 2.5 GPA or above.

## **Peaceful Demonstrations, Campus Disorders, and Administrative Response**

### **1. Demonstrations**

Members of the academic community, including guests of the University, have the right to extensive latitude in making their opinions known. It is understood, however, that in exercising this right, the rights of others must not be jeopardized. The public exploration and resolution of differing views can be successful, only when groups and individuals discuss the issues in forums where the right to disagree, speak freely, and be heard is preserved. Within this context, the University community recognizes peaceful demonstrations as a legitimate means of expressing one's opinion.

The preservation of freedom of speech, and the recognition of the right to peaceful demonstrations as part of that freedom, is possible only in an orderly environment in which individuals are not endangered by force, or violence and in which they are free from coercion and interference in the exercise of their rights or in carrying out their legitimate activities. Consequently, in the specific case of campus demonstrations, the University community may impose behavioral restrictions which are necessary to preserve the orderly functioning of the University and the right of all to be heard. Such restrictions fall into two categories:

#### **a. Prevention of violence or the use of force:**

Demonstrations which coerce individuals, constitute a hazard to the safety of any persons, or threaten destruction of property are not protected by freedom

of speech provisions and will not be tolerated. Similarly, a hostile audience will not be allowed to interfere with a peaceful demonstration.

#### **b. Protection from interference with University operations:**

The University community may restrict conduct which interferes with the holding of classes, the carrying forward of University business, properly organized and scheduled University events, or the discharge of responsibility by any University officer, employee, or student. Although the mere presence of demonstrators in public areas within buildings does not necessarily constitute interference, demonstrators cannot be allowed physically to obstruct access to University facilities. Noise and boisterous activity is objectionable when it prevents others from exercising their rights and duties.

Persons engaging in disruptive action shall be subject to disciplinary measures, including separation from the University, and also to charges of violation of the law.

### **2. Response to Disruptive Action**

The response of the University to disruptive behavior must ultimately depend on the judgment of the officials who are in charge. However, the following guidelines should be observed:

- a. Every effort will be made to end the disruption through reason and persuasion. These efforts shall include a clear indication of the willingness to discuss issues and to make clear the procedures for discussion and arbitration of the issues involved. Discussion of the issues will not be conducted under condition of duress.
- b. If the discussion methods fail, the individuals involved will be notified that they are in violation of University regulations, and they will be asked to cease the activity. In the event the alleged violators do not cease the activity within a reasonable length of time, temporary sanctions, which may include conduct probation and, if necessary, suspension, may be imposed on the scene. However, unless both the student and the University officials agree to a postponement, the University must hold disciplinary hearings within five (5) school days or the temporary sanctions will be dissolved. Such disciplinary hearing shall be held, as far as possible, in accordance with the established disciplinary procedures of the University. No temporary sanction shall be made part of a student's permanent record. If a student is found innocent of the action for which temporary sanctions were imposed, no record of the temporary sanction, or of the hearing shall become part of any of the student's files or records, and the student shall be given the opportunity to make up any work which was not completed because of the disciplinary action.
- c. If the use of institutional sanctions and discussion methods are not effective in ending the disruptions,

or when alleged violators are not members of the University community, extra-institutional methods (including the invoking of police force) may be used. Nonmembers of the University community who are engaged in disruptive behavior may be referred to civil authorities for appropriate action.

- d. Evidence regarding the activity of non-student members of the University community who are alleged to have engaged in disruptive behavior may be referred to their supervisors for appropriate action.  
The University community abhors the use of force as a method for settling disagreement and will always make exhaustive attempts to deal with issues by rational methods. When, however, such rational efforts prove ineffective or when imminent danger to life or property exists, more forceful methods shall be used to protect the rights and property of members of the community.

## Peer-to-Peer File Sharing Policy

Peer-to-peer (p2p) networking is a popular way of sharing files, but it is often used to download and share copyrighted materials, which violates University of Nebraska at Kearney policy. Your computer may be removed from the UNK network for policy violations and there can be legal and/or University conduct consequences for downloading copyrighted materials. UNK recommends the removal of p2p applications from computers on the UNK network. For more information on peer-to-peer file sharing, see our web site at <http://www.unk.edu/offices/its.aspx?id=44740>.

## Police and Parking Services Safety Policies

### Children On Campus Policy

Small children ages 12 and under must not be left unattended on any property controlled by the University of Nebraska at Kearney. Children of this age, left unsupervised, are susceptible to accidents and potential injury. In addition, this act may be viewed as a violation of Nebraska Statute 28-707. Anyone found in violation of this Policy is subject to University discipline.

**Children in Classrooms or Labs:** A professor may determine what constitutes disruptive behavior in his/her classroom. This includes bringing children to the classroom. If a professor determines that bringing a child to class is disruptive to the classroom setting and learning experience, he/she can ask the student not to bring the child to the classroom.

### Pets In Buildings Policy

For health and safety reasons, pets/animals (other than “guide dogs” and “research animals”) are not allowed in buildings at the University of Nebraska at Kearney. Pets which are brought onto property controlled by the University must be kept on a leash or carrying container and not left unattended. Anyone found in violation of this policy is subject to University discipline. Notice of such is to be reported to the respective Building Supervisor or Police & Parking Services immediately.

## Parking Regulations Summary

Parking Services: 308-865-8367  
Department of Police & Parking Services: 308-865-8517  
Location: General Services Building  
Website: [www.unk.edu/police/](http://www.unk.edu/police/)  
E-Mail: [parking@unk.edu](mailto:parking@unk.edu)

For the benefit of students, employees and visitors, the University of Nebraska at Kearney provides parking on campus. UNK has established and will enforce parking regulations and levy penalties to control parking. In order to regulate parking, permits are sold for use in designated lots.

The laws of the State of Nebraska are applicable and enforced on campus 24 hours a day, seven days a week. Consistent violation of these laws and parking regulations may lead to revocation of your privilege to park on campus as well as be subject to towing and impoundment of your vehicle. For full regulations and policies regarding parking, go to: [www.unk.edu/administration/vcbf\\_policies.aspx?id=9678](http://www.unk.edu/administration/vcbf_policies.aspx?id=9678)

### Points to Remember

1. A permit does not guarantee a parking space.
2. We must see the entire permit for it to be valid.
3. You must report the loss or theft of a permit to Police and Parking Services immediately.
4. Permits must be placed on the inside lower part of the driver’s side of the windshield, above the VIN number on your dash.
5. Nebraska parking regulations are always enforced.
6. Parking citations double at the end of the 14<sup>th</sup> day of the date the citation was written.
7. Permits are enforced 7:30 am to 5:00 pm Monday through Friday.
8. Parking citations can be paid by check or cash at the Police & Parking Services Office. All other forms of payment must be made at the Finance Office in Founders Hall.
9. Snow Removal policies are enforced November 1 through April 1. You cannot park in Commuter Lots between Midnight and 6 am For more information on Snow Removal Policies go to: [www.unk.edu/administration/vcbf\\_policies.aspx?id=9674](http://www.unk.edu/administration/vcbf_policies.aspx?id=9674)

Citations may be appealed by going online at <http://www.unk.edu/parkingappeal>. All appeals must be submitted in full by the fourteenth (14) day from the date of the citation.

### University Liability

The University of Nebraska at Kearney assumes no liability for vehicles parked or being operated on campus. Comments, concerns, or complaints regarding the University parking program, rules or policies should be addressed in writing to the Parking Advisory Committee for their review. The correspondence should be mailed or e-mailed to the Parking Services Office, Police & Parking Services, General Services Building, 2507 19<sup>th</sup> Avenue, Kearney, NE 68849.

## Skateboards, Bicycles, and Rollerblades Policy

The use of skateboards, bicycles, scooters and roller blades will be allowed on the UNK campus by those associated with UNK, and then only as a means of transportation. Anyone using skateboards, bicycles, scooters or roller blades on UNK property shall give right of way to pedestrians and will travel at a reasonable and prudent speed. The use of skateboards, bicycles, scooters and roller blades is prohibited within 25 feet of any building entrance and any sidewalk around the Nebraska Student Union, Fine Arts building and the Health and Sports Center and inside any building on campus. Recreational rollerblading, skateboarding, bicycling and riding scooters is prohibited. Recreational activities include performing acrobatic stunts of any type. It also includes using any bench, table, stair or similar object as a platform for these recreational vehicles. While transportation on the hike-bike trail is encouraged, use of skateboards, scooters, bicycles and roller blades for other transportation across the UNK campus by those not associated with UNK is considered trespassing.

Skateboarders, rollerbladers, scooter holders and bicyclists are responsible for any damage or injury (including to themselves) they may cause on the UNK campus. This may include holding the parents of underage participants liable. The University will assume no responsibility for any injury or damage caused by skateboarders, rollerbladers, scooter holders and bicyclists. UNK students violating this policy may be referred to the UNK Conduct System for appropriate action, in addition to being charged with a criminal offense if the situation warrants. Non students causing damage to UNK property of injury may be dealt with through civil or criminal court. Any non student found skateboarding, rollerblading, bicycling or riding a scooter in violation of this policy will be given a verbal warning to the rules and issued a trespassing warning. If the situation is warranted they may also be banned from all UNK property. Any future violations will result in the confiscation of the skateboard, rollerblades, bicycle or scooter, a ban being issued or trespassing charges being issued.

Bicyclist and scooter operators are required to use the storage racks located throughout the UNK campus. Bicycles and scooters shall not be attached to trees, posts, signs, stairwells, railings, or handicapped ramps. Bicycles or scooters found secured to any object other than a bike rack or laying on the ground are subject to confiscation by UNK Police & Parking Services and Facilities. They will be held by UNK Police & Parking Services for a minimum of 60 days. If left unclaimed, bicycles and scooters will be sold at auction or given to charitable organizations.

For this policy the term “scooter” will refer to all push or pedal style scooters. Motorized scooters will be considered the same as a motorcycle and must follow all motor vehicle laws and UNK Parking Regulations.

## UNK Student Code of Conduct

(Approved June 2010 by the Board of Regents of the University of Nebraska)

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### Preamble

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. The University of Nebraska at Kearney (UNK) is a community of scholars which values the freedoms of inquiry and expression. The University has the duty to protect these freedoms and furthermore has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

All members of the University community must at all times govern their social and academic interactions with tolerance and mutual respect so that the men and women who pass through the University’s doors are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the University’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable in a university setting.

This Student Code of Conduct is intended to present a clear statement of student rights and responsibilities and to set forth the procedures established by the University of Nebraska at Kearney to protect those rights and address the abdication of those responsibilities. The Student Code of Conduct describes the types of acts that are not acceptable in an academic community, as well as the general processes used to address those acts.

The UNK Student Code of Conduct procedures act as an educationally-based fact-finding process, not a court of law. Its proceedings are not civil or criminal trials. The hearings are not adversarial proceedings but rather inquiries conducted by the Conduct Officer and/or Board.

Students do not relinquish their rights or shed their responsibilities as citizens by becoming members of the

University community. Students must also be aware that, as citizens, they are subject to all federal and state laws in addition to all University regulations governing student conduct and responsibilities.

## **Article I: Definitions**

1. The term “University” means University of Nebraska at Kearney (UNK).
2. The term “Code” means the University of Nebraska at Kearney Student Code of Conduct.
3. The term “student” includes all persons taking courses at the University, whether full-time or part-time, pursuing undergraduate, graduate, or professional studies, whether or not they reside in the University residence halls. Persons who withdraw after allegedly violating the Code, or who are not officially enrolled for a particular term but who have an academic relationship with the University may be considered “students.”
4. The term “accused student” means any student who is charged with having violated one or more provisions of the Code.
5. The term “faculty member” means any person hired by the University to conduct classroom or research activities.
6. The term “University official” includes any person employed by, associated with, or performing assigned administrative or professional responsibilities in the interests of the University.
7. The term “member of the University community” includes any person who is a student, staff, faculty member, University official, or any other person employed by, or associated with the University. A person’s status in a particular situation shall be determined by the Conduct Officer.
8. The term “University premises” includes all land, buildings, facilities, and other property in the possession of, or owned, used, or controlled by the University, including adjacent streets and sidewalks.
9. The term “student organization” means any group recognized by UNK Student Government. A “student organization” also applies to but is not limited to the following:
  - a. Any athletic team – whether varsity, intercollegiate, or club
  - b. Any self-organized student group (which may be an identifiable sub-group of students of the University of Nebraska at Kearney)
  - c. Any organized extracurricular function, not otherwise specified
10. The “Senior Student Affairs Officer” is the person authorized by the Board of Regents of the University and the University Chancellor to be responsible for the administration of the Code.
11. The term “Conduct Officer” means a University official authorized on a case-by-case basis by the Senior Student Affairs Officer to impose sanctions upon students or student organizations, found to have violated the Code.
12. The term “advisor” means any person, including legal counsel, who assists the accused student or Conduct Officer during a Conduct proceeding.
13. The term “in violation” means that it is more likely than not that a student committed one or more violations of the Code.
14. The term “not in violation” means that it is more likely than not that a student did not commit one or more violations of the Code.
15. An “Officer Hearing” is a meeting between the Conduct Officer and an accused student to determine whether a student or student organization has violated the Code and to impose sanction(s), if warranted.
16. The term “Conduct Board” means persons authorized by the Senior Student Affairs Officer to determine whether a student, or student organization, has violated the Code and to impose sanction(s), if warranted.
17. The term “Appeals Board” means persons authorized by the Senior Student Affairs Officer to determine on appeal whether a student or student organization has violated the Code and/or to recommend the imposition of one or more or sanctions.
18. The term “shall” is used in the imperative sense.
19. The term “may” is used in the permissive sense.
20. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the student handbook, residence life handbook, and graduate/undergraduate catalogs.

## **Article II: Student Code Authority**

1. The Senior Student Affairs Officer, or designee, shall determine the selection process for the Conduct Board and Appeals Board member’s pool consistent with Sections 5.3 and 5.4 of the *Bylaws of the Board of Regents of the University of Nebraska*.
2. The Conduct Officer shall develop policies for the administration of the Conduct program and procedural rules for the conduct of hearings that are consistent with provisions of the Code.

## **Article III: Proscribed Conduct**

### **A. Student Code Jurisdiction**

1. Generally, University jurisdiction and discipline shall be limited to conduct which occurs on University premises. However, University disciplinary jurisdiction may extend to any violation of the Code, by an individual student or a student organization as defined under Article I, whether or not the act occurs on University premises.
2. In regards to any investigation related to student misconduct, said student information may be internally communicated between any or all University organizations which a student may have contacted.
3. The University shall cooperate fully with law enforcement and other agencies in the enforcement of criminal law on University premises and in the conditions imposed by criminal courts for the punishment or rehabilitation of student violators. Individual members of the University community, acting in their personal capacities, remain free to

interact with governmental representatives as they deem appropriate.

4. All sanctions imposed by the Conduct Officer and/or Conduct Board shall be, and continue, in effect pending the outcome of an appeal.
5. The decision(s) of the Appeals Board shall be final.

#### **B. Acts of Misconduct of Individual Students**

Any individual student found to have committed or to have attempted to commit the following misconduct is subject to sanctions.

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty.\*
  - b. Furnishing false information to any University official, faculty member or office.
  - c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
  - d. Tampering with the election of any University student or campus organization.\*\*Academic Dishonesty may be subject to both academic and disciplinary sanctions. The Standards of Academic Integrity are outlined in Article III. D.
2. Disruption or obstruction of University activities, including but not limited to:
  - a. Teaching
  - b. Research
  - c. Administration
  - d. Living Environment
  - e. Public-service functions
  - f. Authorized non-University activities
  - g. Other University activities, not otherwise specified
3. Conduct that threatens or endangers the health, welfare, or safety of any person, including but not limited to:
  - a. Physical abuse
  - b. Verbal abuse
  - c. Threats
  - d. Intimidation
  - e. Harassment
  - f. Coercion
  - g. Threat of Harm to Self
  - h. Other threats or endangerments, not otherwise specified
4. Attempted or actual sexual assault, sexual activity, or sexual misconduct including but not limited to:
  - a. Non-consensual touching and/or fondling
  - b. Forcing an unwilling person to touch another's intimate parts
  - c. Forcible sodomy or sexual penetration with an inanimate object
  - d. Forcible sodomy, sexual penetration, or intercourse without consent
  - e. Forcible sodomy, sexual penetration, or

intercourse when a person is unable to give consent

- f. Forcible sodomy, sexual penetration, or intercourse under conditions of force, threat, or fear
  - g. Other inappropriate sexual activity, not otherwise specified
5. Attempted or actual theft, including the acquisition of the property of others by fraud, deception or coercion, including but not limited to:
    - a. University property
    - b. Property of a member of the University community
    - c. Other personal or public property
    - d. Possession of such property
  6. Intentional or negligent acts which result, or are intended to result, in damages to:
    - a. University property
    - b. Property of a member of the University community
    - c. Other personal or public property
  7. Failure to comply with the directions of a University official or law enforcement officers acting in performance of their duties, including failure to produce a photographic identification to these persons when requested to do so.
  8. Unauthorized tampering with any University premises, including but not limited to:
    - a. Possession, duplication, or use of keys
    - b. Entry into University premises
    - c. Use of University premises
    - d. Remaining in University premises
  9. Use, possession, distribution, public intoxication, or being in the presence of, alcoholic beverages except as expressly permitted by the law and University regulations.
  10. Use, possession, distribution, or being in the presence of narcotics, marijuana, drugs, or other controlled substances, or possession of paraphernalia for their administration, except as expressly permitted by law.
  11. Possession of the following on University premises:
    - a. Firearms and Concealed Weapons
    - b. Explosives
    - c. Deadly weapons
    - d. Dangerous chemicals
    - e. Fireworks
    - f. Other dangerous instruments, not otherwise specified
  12. Participation in a campus demonstration on University premises which infringes on the rights of other members of the University community, including but not limited to:
    - a. Leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area located on University premises

- b. Intentional obstruction which unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus
13. Unauthorized obstruction of the free flow of pedestrian or vehicular traffic on University premises, or at functions participated in by the University, including but not limited to:
    - a. University-sponsored or supervised events
    - b. Ingress or regress of campus premises
  14. Inappropriate behavior on University premises or at University sponsored or supervised functions, or at functions participated in by the University, including but not limited to:
    - a. Disorderly conduct
    - b. Lewd and/or indecent actions
    - c. Breach of the peace
    - d. Aiding, abetting, or procuring another person to breach the peace
    - e. Other inappropriate conduct, not otherwise specified
  15. Unauthorized use of computers, computing resources, or networks systems, including but not limited to:
    - a. Violation of the Guidelines for the Use of Computing Resources at the University of Nebraska at Kearney
    - b. Violation of UNK's Acceptable Use of Residential Network Policy
    - c. Violation of the Policy for Responsible Use of University Computers and Information Systems (Executive Memorandum No. 16)
    - d. Violation of the Nebraska Computer Crimes Act
    - e. Other unauthorized computer use, not otherwise specified
  16. Abuse of the Conduct system by any of the following:
    - a. Failure to obey the summons of the Conduct Officer, Conduct Board, or University official
    - b. Falsification, distortion, or misrepresentation of information before the Conduct Officer or a Conduct Board
    - c. Disruption or interference with the orderly conduct of a Conduct proceeding
    - d. Recklessly initiating and/or participating in a Conduct proceeding without due cause
    - e. Attempting to discourage an individual's proper participation in, or use of, the Conduct system
    - f. Attempting to influence the impartiality of a member of a Conduct Board prior to and/or during the course of, the Conduct proceeding
    - g. Interfering with members of a Conduct proceeding prior to, during, and/or after a Conduct proceeding, including but not limited to:
      - i. Verbal harassment
      - ii. Physical harassment
      - iii. Intimidation
      - iv. Retaliation
  - h. Failure to comply with sanction(s) imposed under the Code
  - i. Influencing or attempting to influence another person to commit an abuse of the Conduct system
17. Violation of other published University policies, rules, or regulations, including but not limited to:
    - a. Firearms and Concealed Weapons Policy
    - b. Hazing Policy
    - c. Skateboards and Rollerblades Policy
    - d. Academic Integrity Policy
    - e. Trespassing Policy
    - f. Sexual Harassment Policy
    - g. Non-Discrimination Policy
    - h. Housing Policies
  18. Violation of any law, statute, ordinance, policy, rule, or regulation, not otherwise specified:
    - a. Federal
    - b. State
    - c. County
    - d. Municipal
    - e. University System
- C. Acts of Misconduct of Student Organizations**
- An organization may be held responsible for misconduct, and subsequent sanctioning when:
1. Its officers, or other leadership, use, or recklessly allow the use of, facilities, resources, membership or name of the student/campus organization for actions that are a violation of the Code; and/or
  2. The officers or other leadership, of the student organization encourage, or fail to prevent violation of the Code by its members; and/or
  3. A significant number of members of the student organization engage in concerted action which violates the Code and the officers or other leadership of the student organization are aware of the violation by its members and takes no reasonable action to stop the violation.
- D. Standards of Academic Integrity**
- The maintenance of academic honesty and integrity is a vital concern of the University community. Any student found in violation of the standards of academic integrity may be subject to both academic and disciplinary sanctions. Academic dishonesty includes, but is not limited to, the following:
1. Cheating: Copying or attempting to copy from an academic test or examination of another student; using or attempting to use unauthorized materials, information, notes, study aids or other devices for an academic test, examination or exercise; engaging or attempting to engage the assistance of another individual in misrepresenting the academic performance of a student; or communicating information in an unauthorized manner to another person for an academic test, examination or exercise.

2. Fabrication and falsification: Falsifying or fabricating any information or citation in any academic exercise, work, speech, test or examination. Falsification is the alteration of information, while fabrication is the invention or counterfeiting of information.
3. Plagiarism: Presenting the work of another as one's own (i.e., without proper acknowledgment of the source) and submitting examinations, theses, reports, speeches, drawings, laboratory notes or other academic work in whole or in part as one's own when such work has been prepared by another person or copied from another person.
4. Abuse of academic materials and/or equipment: Destroying, defacing, stealing, or making inaccessible library or other academic resource material.
5. Complicity in academic dishonesty: Helping or attempting to help another student to commit an act of academic dishonesty.
6. Falsifying grade reports: Changing or destroying grades, scores or markings on an examination or in an instructor's records.
7. Misrepresentation to avoid academic work: Misrepresentation by fabricating an otherwise justifiable excuse such as illness, injury, accident, etc., in order to avoid or delay timely submission of academic work or to avoid or delay the taking of a test or examination.
8. Other Acts of Academic Dishonesty: Academic units and members of the faculty may prescribe and give students prior written notice of additional standards of conduct for academic honesty in a particular course, and violation of any such standard shall constitute the Code.

#### **E. Procedures and Sanctions for Academic Integrity**

Under Section 2.9 of the *Bylaws of the Board of Regents of the University of Nebraska*, the respective colleges of the University have responsibility for addressing student conduct solely affecting the college. Just as the task of inculcating values of academic honesty resides with the faculty, the college faculty are entrusted with the discretionary authority to decide how incidents of academic dishonesty are to be resolved. If a faculty member suspects that a student has intentionally violated Code standards of academic integrity, the faculty member shall initiate the following procedures:

1. The faculty member shall request a meeting with each student involved. At the meeting the faculty member shall:
  - a. Attempt to ascertain the facts pertinent to the incident;
  - b. Explain to the student the basis for the suspicion of academic dishonesty; and
  - c. Give the student an opportunity to explain the matter satisfactorily.
  - d. If the student admits responsibility for the act

of dishonesty and the faculty determines that imposition of only an academic sanction is appropriate, the faculty member may impose an academic sanction, such as retaking a test or rewriting a paper, or failure for the work involved or failure for the course.

2. If a graduate student and the faculty member cannot reach agreement on either the alleged act of dishonesty and/or the academic sanction, the student may file an appeal according to the approved appeal policies of the University of Nebraska Graduate College. The faculty member will complete a report as indicated in Article III, Section E, 6, below.
3. If an undergraduate student and the faculty member cannot reach agreement on either the alleged act of dishonesty and/or the academic sanction, they may request the department chair to serve as a confidential mediator.
4. If an undergraduate student and the faculty member cannot reach agreement on either the alleged act of dishonesty and/or the academic sanction with the department chair's assistance, they may request the Dean, or Dean's designee to serve as a confidential mediator.
5. If the matter cannot be resolved with an undergraduate student through mediation with the department chair and the Dean or designee, as provided in Article III, Section E, 3 and E, 4, within ten (10) school days, or if after the initial meeting with the student, the faculty member determines with the concurrence of the department chair and the Dean of the college that the severity of the alleged academic dishonesty is of a nature that, if true, would warrant the imposition both academic and disciplinary sanctions, the Dean shall contact the University's Conduct Officer to convene a Conduct Board to hear and adjudicate the matter of the alleged academic dishonesty.
  - a. The Conduct Board will function procedurally as outlined in Code, Article IV., Section E.
  - b. If the matter was referred to the Conduct Board as a result of failure of resolution through mediation with the department chair and the Dean, and the Board finds the student in violation of the standards of academic honesty, it may:
    - i. Uphold the faculty member's recommended academic sanction, or
    - ii. Impose any less severe sanction that the Conduct Board determines to be appropriate.
  - c. Should the matter come to the Conduct Board because the severity of the alleged violation of standards of academic honesty has been determined to be of a nature that would warrant imposition of both academic and non-academic sanctions, and the Board finds the student in violation of those standards, the Board may impose both disciplinary sanctions as outlined

in the Code, Article IV, Section F, and academic sanctions.

6. If the student accepts the initial academic sanction from the faculty member, or the determination reached after subsequent mediation with the department chair or Dean, the faculty member shall make a report in writing of the facts of the case and any academic sanction imposed, giving a copy of the report to the student. The faculty member will forward the report to the Senior Vice Chancellor for Academic Affairs & Student Life, via the Department Chair and Dean.
7. If the Conduct Board imposes disciplinary sanctions and/or academic sanctions, a report in writing of the facts of the case and the sanctions imposed will be given to the student and to the Senior Vice Chancellor for Academic Affairs & Student Life.
8. The decision reached by the Conduct Board may be appealed by the student within five (5) University business days of delivery of the decision to the student, according to the appeals process established in the Code, Article IV, Section H.

#### **F. Violations of Law and Student Code**

1. If a student is charged with a violation of federal or state law, a county or municipal ordinance or regulation, whether on or off of University premises, action may also be taken and sanctions imposed under the Code.
2. University disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Code, for example, if both violations result from the same factual situation, without regard to pending litigation in court, criminal arrest, or prosecution.
3. Proceedings under this Code may be carried out prior to, simultaneously with, or following, civil or criminal proceedings off-campus.
4. When a student is charged by federal, state, county, or municipal authorities with a violation of any law, ordinance, or regulation, the University shall not request or agree to special consideration for that individual because of his or her status as a student.
5. If the alleged offense is, or may also be, the subject of a Conduct proceeding under the Code, the University may advise off-campus authorities of the existence of the Code and how such matters will be handled internally within the University community.

### **Article IV: Student Code Procedures**

#### **A. Interim Action – Removal from Academic Setting**

1. If a University faculty or staff member observes conduct which substantially interferes with, or disrupts the academic environment within a classroom or other setting, s/he has the authority to remove the student from the environment in which

the conduct occurs, up to and including contacting UNK Police to effect the removal.

2. Pending initiation of University Conduct proceedings, the faculty or staff member, may then temporarily suspend a student from that academic environment when that faculty or staff member believes that the presence of the Accused Student in that environment would seriously disrupt the normal operation of that environment.
3. In such cases of removal and/or interim suspension, the faculty or staff member shall forward the complaint to the Conduct Officer within 24 hours for consideration of Conduct proceedings against the Accused Student. The Conduct Officer shall then initiate appropriate Conduct proceedings against the Accused Student as promptly as is reasonably possible.
4. Until the Conduct Officer so directs, the student may not re-enter the academic setting. The student may be eligible for return after a specific period of time, determined by the Conduct Officer, contingent upon meeting specified conditions for re-admittance.

#### **B. Interim Action – Temporary Suspension from Campus**

1. Any student charged as being in violation of the Code has the right to maintain status as a student and attend classes while the case is pending final resolution within the University Conduct process, unless it is determined by the Senior Student Affairs Officer or his/her designee that the student's continued participation as a student, whether inside or outside of the classroom, is an immediate harm, threat of harm, or source of hostile environment for the student charged, any alleged victim, or others.
2. Pending initiation of University Conduct proceedings, the Senior Student Affairs Officer, may at any time, temporarily suspend a student when the Senior Student Affairs Officer finds and believes from information coming to his or her attention that the presence of the Accused Student on the University premises would seriously disrupt normal operation of the University or constitute an immediate harm, threat of harm, hostile environment and/or danger to the health, safety, or welfare of the Accused Student or any member of the University community.
3. In such cases of interim suspension, the Senior Student Affairs Officer shall promptly instruct the Conduct Officer to initiate appropriate Conduct proceedings against the Accused Student as promptly as is reasonably possible.
4. During the suspension described in this article, the Accused Student may be denied access to any University premises (including classes) and/or all other University programs, activities or privileges for which the student might otherwise be eligible, as the Senior Student Affairs Officer may determine to be appropriate.

5. If a student placed on interim suspension is ultimately found “not in violation” of having violated the Code, such student shall be allowed, at the reasonable discretion of the appropriate faculty, to make up academic work missed while on suspension.

### **C. Student Conduct Rights**

1. Any student involved in a Conduct proceeding has the right to confidentiality as mandated by the Family Educational Rights and Privacy Act of 1974 (FERPA).
2. An Accused Student has the right to have the case disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Conduct Officer.
3. An Accused Student has the right to see all charges in written form.
4. Any student involved in a Conduct hearing has the right to be assisted by an advisor (although advisors are not permitted to speak to the Conduct Officer or Conduct Board during the Conduct proceeding).
5. An Accused Student has the right to hear all evidence, present evidence, testify, and to hear and question witnesses.
6. An Accused Student has the right to have an opportunity to inspect documents and a list of witnesses for the hearing.
7. An Accused Student has the right to be notified of the decision rendered.
8. An Accused Student has the right to request an appeal.

### **D. Student Conduct Charges**

1. Any member of the University community may submit allegations against any student or student organization for violation(s) of Student Conduct Rules and Regulations. Allegations shall be prepared in writing and directed to the Conduct Officer for his/her consideration of filing charges. Any allegation should be submitted as soon as possible after the alleged misconduct takes place, preferably within, but not limited to, five (5) University business days.
2. The Conduct Officer may conduct an investigation to determine if the allegation(s) have merit, determine if the allegations warrant a Conduct proceeding, and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Conduct Officer. Such disposition shall be final and there shall be no subsequent proceedings.
3. All charges shall be presented to the Accused Student in written form by a University official or the Conduct Officer.
4. A time shall be set for a hearing, not less than three (3), nor more than ten (10) University business days

after the student has been notified, unless waived by mutual consent of the Accused Student and Conduct Officer. Maximum time limits for scheduling of hearings may be extended at the discretion of the Conduct Officer.

5. Except in the case of a student charged with failing to obey the summons of the Conduct Officer, a Conduct Board, or other University official, no student may be found to have violated the Code solely because the student failed to appear.
6. In such cases when a student fails to appear before the Conduct Officer, Conduct Board, or Appeals Board, a plea of “not in violation” shall be entered on the Accused Students’ behalf and the hearing may proceed as scheduled.
7. In all cases, whether the Accused Student is present or not, the evidence in support of the allegations shall be presented and considered.

### **E. Student Conduct Hearings**

1. Officer hearings conducted by the Conduct Officer shall be carried out according to the following guidelines:
  - a. The Conduct Officer shall initially meet with the Accused Student to ascertain their status as a student, explain the Conduct proceedings, obtain a plea, and determine if the Conduct Officer will conduct an Officer hearing or if the case will be referred to a Conduct Board.
  - b. If an Officer hearing occurs and the student pleads “in violation”, the Conduct Officer may impose sanction(s) at that time.
  - c. If an Officer hearing occurs and the student pleads “not in violation”, the Conduct Officer may discuss the facts of the case with the student, render a decision and, if the student is found to be “in violation”, impose sanction(s) at that time.
2. Conduct Board hearings shall be carried out according to the following guidelines:
  - a. In cases where either University Suspension, Expulsion, or Deactivation are considered, the case shall be referred to a Conduct Board for an original hearing.
  - b. The Conduct Board shall be composed of 5 members – consisting of at least one faculty member, one staff member, and one student
  - c. The Conduct Board shall select its own chair with all the members possessing voting privileges.
  - d. Hearings shall not be open to the public.
  - e. In hearings involving more than one Accused Student, the chairperson of the Conduct Board, in his or her discretion, may permit the hearings concerning each student to be conducted separately.
  - f. The Accused Student(s) and the Conduct Officer are responsible for presenting their respective cases to the Conduct Board.

- g. The Accused Student(s), the Conduct Officer, and the Conduct Board shall have the right to hear all evidence, present evidence, testify, and to hear and question witnesses.
  - h. The Accused Student(s) and the Conduct Officer shall have an opportunity in advance to inspect documents and a list of witnesses for the hearing.
  - i. Pertinent records, facts, reports, and statements may be accepted as evidence for consideration by a Conduct Board.
  - j. All procedural questions are subject to the final decision of the chair of the Conduct Board.
  - k. After the hearing, the Conduct Board shall determine by simple majority vote whether the student is found to be “in violation” of the Code. The decision shall be based solely upon evidence introduced and received at the hearing.
  - l. The Conduct Officer, the Conduct Board’s, or the Appeals Board’s determination shall be made on the basis of whether it is more likely than not that the Accused Student violated the Code.
  - m. The burden of proof shall rest upon the Conduct Officer bringing the charge.
3. The alleged victim and the Accused Student have the right to be assisted by any advisor they choose, including legal counsel, at their own expense.
  4. The role of the advisor is limited in that they may only confer privately with the party they are representing and cannot directly address any other member of the Conduct proceeding. The only appropriate role for the advisor is to provide advice to the party who has requested his/her presence in a manner which does not disturb Conduct proceedings. If an advisor fails to act in accordance with these guidelines, he/she may be barred from Conduct proceedings.
  5. There shall be a single verbatim record, such as a tape recording, of all hearings before a Conduct Board. The record shall be the property of the University.
  6. In each case in which a Conduct Board determines that an Accused Student has violated the Code, the sanction(s) shall be determined and imposed by the Conduct Board.
  7. Within five (5) University business days following the hearing, the Conduct Board shall inform the Accused Student in writing of its findings and of the sanction(s) imposed, if any.

#### F. Conduct Sanctions Against Individual Student

1. The following sanction(s) may be imposed upon any individual student found to be “in violation” of the Code.
  - a. **Warning:** A formal, written notice that the student is violating, or has violated, one or more

University Conduct Rules and Regulations and that a continuance of the misconduct may lead to additional disciplinary action. Also, that the incident has been documented and shall remain in the student’s Conduct file for the remainder of their UNK career.

- b. **Probation:** A formal, written reprimand for a student’s violation(s) of specified University Conduct Rules and Regulations. This probation, including strict campus conduct guidelines, is for a designated period of time and may remain in effect for the remainder of a student’s UNK career. It includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any University Conduct Rules and Regulations during the probationary period.
- c. **Loss of Privileges:** Denial of specified privileges for a designated period of time.
- d. **Restitution:** Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary, and/or material replacement.
- e. **Referral:** Mandatory appointment(s) with on-campus services. Any costs or further actions associated with the referral are the responsibility of the student.
- f. **Discretionary Sanctions:** In accordance with the goal of education and assisting students with conduct problems, this may include work assignments, educational requirements, service to the University or Kearney community, parental notification, or other related discretionary assignments (such assignments must have the prior approval of the Conduct Officer). Any costs associated with the assignment are the responsibility of the student.
- g. **Residence Hall Relocation:** Moving a student from one room to another and/or one residence hall to another
- h. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- i. **Residence Hall Expulsion:** Permanent removal of the student from any and all of the residence halls. Student may not re-enter the residence halls, under any conditions, even as a visitor. Students expelled from the residence halls remain liable for all Residence Life costs and meal plan fees and are not eligible for refunds for the full occupancy period of the UNK Housing Contract.
- j. **University Suspension:** Separation of the student from the University for a definite period of time, after which the student may be eligible for return, contingent upon meeting specified conditions for re-admittance. The student must satisfactorily demonstrate to the Senior Student Affairs Officer that all conditions for re-admittance have been met before the student will be allowed to matriculate.

- k. University Expulsion: Permanent separation of the student from the University, without the possibility of re-admission.
- 2. More than one of the sanctions listed above may be imposed for any single violation.
- 3. If a student fails to abide by one or more of the sanctions imposed, a hold may be placed on his/her registration account until satisfactory progress is made towards completion.
- 4. Other than University expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential disciplinary record.
  - a. After graduation, and upon application to the Conduct Officer, the student's confidential disciplinary record may be expunged of disciplinary actions other than residence-hall expulsion, University suspension, or University expulsion.
  - b. Cases involving the imposition of sanctions other than residence hall expulsion, University suspension, or University expulsion, shall be expunged from the student's confidential record seven (7) years after graduation, final disposition of the case, or as otherwise authorized or required by law.

#### G. Conduct Sanctions Against Student Organizations

- 1. The following sanction(s) may be imposed upon any student organization found to have violated the Code.
  - a. Warning: A formal, written notice that the student organization is violating, or has violated, one or more University regulation(s) and that a continuance of the misconduct may lead to additional disciplinary action. Also, that the incident has been documented and will remain in the organization's Conduct file for the remainder of their existence at UNK.
  - b. Probation: A formal, written reprimand for the student organization's violation(s) of specified regulation(s). This probation is for a designated period of time up to and including strict campus conduct guidelines for an extended period of time. It includes the probability of more severe disciplinary sanctions if the student is found to be in violation of any University regulation(s) during the probationary period.
  - c. Loss of Privileges: Denial of specified privileges for a designated period of time.
  - d. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary, and/or material replacement.
  - e. Referral: Mandatory appointment(s) with on-campus services. Any costs or further actions associated with the referral are a responsibility of either the student organization or the individual students themselves.

- f. Discretionary Sanctions: In accordance with the goal of education and assisting student organizations with conduct problems, this may include work assignments, service to the University or Kearney community, advisor notification, or other related discretionary assignments (such assignments must have the prior approval of the Conduct Officer). Costs associated with the assignment are a responsibility of the student organization.
- g. Deactivation: Loss of all privileges, including University recognition, for a specified period of time.
- 2. More than one of the sanctions listed above may be imposed for any single violation.

#### H. Appeals

- 1. A decision and/or sanction(s) reached by the Conduct Officer or Conduct Board may be appealed by the Accused Student or student organization within five (5) University business days of delivery of the decision to the student or student organization.
- 2. Upon receipt of an appeal, a time shall be set for a hearing, not less than three (3), nor more than ten (10) University business days after the appeal notice has been received, unless waived by mutual consent of the Accused Student and Conduct Officer. Maximum time limits for scheduling of hearings may be extended at the discretion of the Conduct Officer.
- 3. Appeals may be filed for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Code was violated, and giving the Accused Student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
  - b. To determine whether the decision reached regarding the Accused Student was based on the evidence, that is, whether the evidence presented was sufficient to establish that a violation of the Code occurred.
  - c. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing or could not have been discovered by the person.
  - d. To determine whether the sanction(s) imposed are appropriate for the violation of the Code, which the student was found to have committed.
- 4. An appeal that does not clearly raise in writing one or more of the issues listed above shall be dismissed without further consideration.
- 5. In cases citing issues raised in Article IV, Section H, 3.d., by students or student organizations found

to have violated the Code, review by the Appeals Board of the sanction(s) imposed by the Conduct Officer or Conduct Board shall not result in more severe sanction(s) for the Accused Student or student organization.

6. Appeals shall be in writing and shall be delivered to the Senior Student Affairs Officer, or his/her designee.
7. Except as required to explain the basis of new evidence, an appeal shall be limited to review of the verbatim record of the initial hearing and supporting documents.
8. Upon the filing of an appeal, whether from an Officer hearing or Conduct Board, the Senior Student Affairs Officer shall appoint an Appeals Board to consider the appeal.
9. Appeals Board hearings shall be carried out according to the following guidelines:
  - a. In cases where the Conduct Board has imposed either Suspension, Expulsion, or Deactivation as a sanction, the case shall automatically be referred to an Appeals Board for an appellate hearing.
  - b. The Appeals Board shall be composed of 5 members – consisting of at least one faculty member, one staff member, and one student.
  - c. The Appeals Board shall select its own chair, with all members possessing voting privileges.
  - d. Hearings shall not be open to the public.
  - e. Members of the Appeals Board shall not have been members of the original Conduct Board who heard the facts and incidents of the case at hand.
  - f. In hearing an appeal, the Appeals Board's scope shall be limited to only those issues directly raised in the written appeal.
  - g. The Appeals Board may ask the Accused Student or student organization making the appeal and the Conduct Officer to make an oral presentation. The board may then ask questions of both parties.
10. The Appeals Board shall complete its review of the appeal within ten (10) University business days after its hearing, and shall promptly issue its written decision to the student or student organization.

## **Article V: Interpretation, Review, and Revision**

1. Interpretation: Any question of interpretation regarding the Code shall be referred to the Senior Student Affairs Officer, or designee, for final determination.
2. Review: The Code shall be reviewed at least every five (5) years under the direction of the Senior Student Affairs Officer and Conduct Officer. The Senior Student Affairs Officer may convene a committee to consider revisions to the Code as deemed necessary.
3. Revision: A minimum of five (5) University business

days' written notice will be given to the student body for changes to this document. The most current version of this document shall be posted on-line.

*Revised October 2009*

## **Students' Rights and Responsibilities**

### **Equal Educational Opportunity**

The University of Nebraska affirms its policy of administering all educational programs, related support services, and benefits in a manner that does not unfairly discriminate on the basis of a student's, or prospective student's race, age, color, disability, religion, sex, sexual orientation, national or ethnic origin, marital status, or Vietnam-era veteran status for admission, academic performance and conduct in accord with University policies and rules and laws applicable to student conduct.

Furthermore, the University commits itself to encourage greater involvement of those individuals traditionally underrepresented in the student body, and to establish organization structures and procedures that assure all students equal access to the facilities and educational benefits of the institution. Grievance procedures exist for those students who believe they have been unfairly discriminated against on the basis of race, age, color, disability, religion, sex, sexual identity, national or ethnic origin, marital status, or Vietnam-era veteran status.

### **SECTION I**

The Board of Regents Bylaws, Chapter 5, contains a series of policies entitled "Responsibilities and Rights of Students." A number of those policies are contained in this section, with the remainder being incorporated into other applicable sections.

#### **A. Statement of Responsibility**

Students, like all members of the academic community, have the responsibility to create and support an educational environment. Each member of the community should be treated with respect and dignity. Each has the right to learn. This right imposes a duty not to infringe upon the rights of others. The academic community should assure its members those opportunities, protections, and privileges which provide the best climate for learning. (Board of Regents-BOR Bylaws, Section 5.0)

#### **B. Publicity of Rules Affecting Students**

The University shall publicize and keep current all rules, regulations, and policies concerning students and insure that they are readily available to all students and other interested persons. (BOR Bylaws, Section 5.1)

#### **C. Admissions and Continued Enrollment Criteria**

The University shall publish the criteria for admission, academic progress, certificates, and degrees for all colleges of the University of Nebraska at Kearney. Admission to the University and the privileges of the University students shall not be denied to any person because of age, sex, race, color, national origin, or religious or political belief. (BOR Bylaws, Section 5.2)

#### **D. Administrative Withdrawal**

The University reserves the right to exercise an

administrative withdrawal. Administrative withdrawals may be initiated when a student's continued presence on the campus would constitute the potential for danger to self or others, or disruption of University community interests including teaching, administration or other University recognized activities.

#### **E. Academic Evaluation (BOR Bylaws, Section 5.3)**

1. Students shall be informed of the requirements, standards, objectives, and evaluation procedures at the beginning of each individual course.
2. Each student shall be given an evaluation of his/her performance during the progress of the course, if requested.
3. Each college shall provide for a faculty-student appeals committee for students who believe that evaluation of their academic progress has been prejudiced or capricious. Such procedure shall provide for changing of a student's evaluation upon the committee's finding that an academic evaluation by a member of the faculty has been improper.

Procedures for appealing evaluation of academic progress are provided by each college unit. Generally, but not necessarily conclusively, the procedures are similar to the following: students wanting to appeal a grade (evaluation that has been prejudiced or capricious) shall attempt to discuss the matter directly with the instructor. If the student and instructor do not reach a satisfactory agreement, the student may submit an appeal in writing to the chairperson of the department in which the course is offered. If the student and chairperson do not reach a satisfactory agreement, the student may submit an appeal in writing to the dean of the college in which the course is offered. Normally, the decision made at this level, which may include a hearing by a faculty-student appeals committee, will be final.

4. Each college shall provide a mechanism by which students have an opportunity to report their perceptions of courses and the methods by which they are being taught, provided that such mechanism shall protect members of the faculty from capricious and uninformed judgments.

#### **F. Student Communications Media**

Student publications and broadcasting stations shall be supervised in a manner such that editorial freedom will be maintained and that the corollary responsibilities will be governed by the canons of journalistic ethics. Student publications, financed in whole or in part by fees collected from all students at UNK, shall be supervised by a Publications Committee. This committee shall have the full responsibility of a publisher and the power of decision on the proper application of the canon of journalism or ethics. Students shall comprise a majority of the membership, but the committee shall also include members of the faculty and professional journalists from outside the University. (BOR Bylaws, Section 5.9)

#### **G. Eligibility for and Participation in Co-Curricular Activities**

The University shall permit students to organize and join associations to promote their common interests and shall establish procedures for the official recognition of those organizations for use of campus facilities. Each such recognized organization shall be required to comply with all applicable federal and state statutes and University regulations. (BOR Bylaws, Section 5.10)

Co-curricular activities are offered by the University to meet the needs and interests, and to promote the development of special skills, of its student population. To participate, as a member, in any recognized University organization, a student must be registered (officially and continuously enrolled in at least one credit course, excluding audit hours).

In order to participate as a member in any recognized co-curricular activity, a student must maintain a cumulative GPA of at least 1.75 for the first 45 hours attempted and at least 2.00 for 46 or more hours attempted. To be eligible to run for or hold an elected or appointed position in the UNK Student Government, a student must maintain a minimum cumulative GPA of 2.00 and not be on disciplinary probation. These requirements supersede the membership rules, constitutions, and bylaws of all recognized student organizations. It is assumed that advisors and officers of all organizations shall establish and enforce membership requirements which may be more, but not less, stringent than the foregoing. Under all circumstances, University policy prohibits denial of University privileges to students on the basis of race, color, religion, sex, disability, age, or national origin, except under special circumstances as authorized by the law.

#### **H. Campus Speakers**

The purpose of a speakers program is to advance the general educational processes of the University by putting before the University community a broad range of ideas in a variety of contexts. The organizations administering speaker programs should make every attempt to provide balance on all subjects.

UNK's procedures will insure the orderly and adequate preparation for the event; however, the control of campus facilities will not be used as a device of censorship. (BOR Bylaws, Section 5.11)

## **SECTION II**

#### **A. Public Information Regarding Students**

In compliance with the federally-enacted Family Educational Rights and Privacy Act, and as defined by the Board of Regents, public information regarding students attending UNK shall be the student's name, current address, permanent address, year at the University, academic major field of study, telephone number, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, and current enrollment status. Information contained in personal files of the student is considered confidential and requires written authorization by the student for release to the public. Records with names and personal identification deleted may be available for governmental or University-approved research and analysis. Public

information will be released by the Registrar to anyone, upon inquiry, unless the student has requested that specific items not be released. **The student's request to have public information withheld should be filed at the Office of Records & Registration during the first week of each term of enrollment.** (Bylaws, Section 5.6)

**B. Counseling/Medical Records**

Information exchanged with and/or maintained by a professional counselor/psychologist or medical personnel, about a student client, will remain confidential.

**C. Disciplinary Records**

Please refer to the Student Code of Conduct in this Handbook, Article IV: Conduct Policies, Section B. Sanctions, #3.

**D. Campus Solicitation Policy**

In order to preserve and promote an academic environment for students and faculty at the University, the following policy statement is hereby adopted:

1. The use of any part of the campus of the University of Nebraska at Kearney (buildings or grounds) for purposes of solicitation by a group not formally recognized by the University is strictly prohibited.
2. Solicitation is defined as the selling of any object or service for money. Also seeking donations, love offerings, or gifts by any group not formally recognized by the University will be considered solicitation. Solicitation is further defined as contacting any member of the campus community by personal contact, telephone, or letter to either recruit or gain membership in an organization not formally recognized by the University.
3. The use of campus mailboxes and bulletin boards for solicitation is strictly prohibited. Also, sale bills, fliers or political campaign materials placed on an automobile are strictly prohibited. Distribution of the aforementioned materials is also prohibited on campus, provided, however, that nothing herein shall prohibit the posting of political materials within the various campus buildings for any Federal, State or city or student election after said materials have been approved for posting by the respective building supervisor.
4. All outside groups must obtain sponsorship by an approved UNK organization before they will be allowed to use on-campus facilities. No individual student or faculty member may sponsor an outside group for purposes of solicitation. Community organizations may reserve space in the Nebraskan Student Union to publicize events and activities.
5. Any organization sponsoring the activities of an off-campus group will be held responsible for the actions of their guests. Also, the faculty sponsor of the organization must be present while the off-campus group is visiting UNK.
6. Nothing in this policy shall be interpreted as restricting the use of the University newspaper or other appropriate publications for advertisements or solicitation or political materials, the publication

of which remains consistent with responsible journalism.

## SECTION III

### Petitions

It shall be the right of any individual member or group of members of the University (i.e., students, faculty, or staff) to be granted, upon petition to the appropriate policy-making body or office, a public hearing at which the policy indicated by the group of petitioners in their petition shall be discussed. The policy-making body or offices petitioned shall schedule the hearing for some time convenient to the interested parties, if possible no later than two weeks after the petition is submitted during periods when the University is in session, and shall announce publicly in advance the time and place of the hearing.

At the hearing, that body responsible for the policy indicated in the petition, shall clarify said policy, offer the reasons, which justify that policy in view of the objections or questions raised about it in the petition, and respond to any additional questions or criticisms of the policy or related policies raised at the hearing by any member of the University. It is expected that, before such a petition is submitted, all other normal channels for raising questions about the policy will have been exhausted. If, in the view of the policy-making body or office to whom the petition may be submitted, the petition is merely a form of harassment or adequate answers are available through other normal channels, the petition may be referred to the appropriate representative body of that group primarily affected, i.e., Student Senate, Faculty Senate, or Staff Advisory Council, to determine whether the hearing must be held. A decision by that representative body not to hold a public hearing shall be overruled by the submission to the same of a petition requesting such hearing and signed by at least 100 members of the University community. (UN Governance Manual, Section 6541.1)

## SECTION IV

### Disruptive Behavior

The University of Nebraska at Kearney recognizes peaceful demonstration as a legitimate means of expressing one's opinion. The response of the University to disruptive behavior must ultimately depend on the judgment of the officials who are in charge. However, the following should be observed:

1. Every effort should be made to end the disruption through reason and persuasion. These efforts shall include a clear indication of the willingness to discuss issues involved. Discussion of the issues will not be conducted under conditions of duress.
2. If the discussion method fails, the individuals involved will be notified that they are in violation of University regulations and they will be asked to cease the activity. In the event that the alleged violators do not cease the activity within a reasonable length of time, temporary sanctions, which may include probation and suspension, may be imposed on the scene. However, unless both the students and the University officials agree to a postponement, the University must hold disciplinary

hearings within ten (10) working days or the temporary sanctions will be dissolved. Such disciplinary hearings shall be held, keeping in mind the established disciplinary procedures of the University. No temporary sanctions shall be made part of the student record. If a student is found innocent of the action for which temporary sanctions were imposed, no record of the temporary sanctions or of the hearings shall become part of any of the student's file or records, and the student shall be given the opportunity to make up any work which the disciplinary action prevented the student from completing.

3. If the use of institutional sanctions and discussion methods fail to end the disruption, or if alleged violators are not members of the University community, extra-institutional methods (including the invocation of appropriate police powers) may be used. Non-members of the University community who engage in disruptive behavior on campus may be referred to civil authorities for appropriate action.
4. Evidence regarding the activity of non-members of the University community who are alleged to have engaged in disruptive behavior on campus may be referred to the appropriate agencies or persons.
5. The University community abhors the use of force as a method of settling disagreements and will always make exhaustive attempts to deal with issues by rational methods.

### **University of Nebraska Trespass Policy-RP-6.4.7**

1. Persons Not Authorized in Non-Public Areas of University Buildings.

The areas of University academic, research, public service, and administrative buildings of the University used for classrooms, laboratories, faculty and staff offices, and the areas of University student residence buildings used for student living quarters are not open to the general public. Any person not authorized to be or remain in any such building area will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521.

2. Persons on University Property Between the Hours of 11:00 pm and 6:00 am

Persons who are not students, faculty, staff, tenants, licensees, agents or contractors of the University, or their employees, visitors or guests, shall not be permitted on University property between the hours of 11:00 pm and 6:00 am. Visitors and guests are expected to conduct themselves in a proper and lawful manner while on University property, and failure to do so may result in imposition of personal restrictions relating to their presence on University property.

Specifically, the right of a visitor or guest to be present on University property will be restricted when the visitor or guest has disrupted normal services, or has harmed or threatened to harm a member of the student body, faculty or staff. The right of a visitor or guest to be on

University property will also be restricted when the visitor or guest has damaged or poses a risk of damage or loss to University property or to the property of others located on University property.

3. Persons in University Buildings After Closing to the Public.

Many University buildings are open to the public at designated times which are posted at building entrances. Some University buildings are closed and locked during the times they are not open to the public. Also, some University buildings, such as student unions, are closed to the public at designated times which are posted at building entrances, but remain unlocked for access and use by students, faculty, staff and other authorized persons. Persons who are not authorized by the University to be in a University building after the posted time of closing to the public will be deemed to be trespassing on University property, and may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521.

4. Ban and Bar Notices.

University law enforcement or security personnel may issue written notices to any person who has been contacted or observed on University property while engaged in any unlawful or unauthorized activity banning and barring such person from University property, except as may be specifically authorized in such notice. Violation of any such notice will be deemed to be trespassing on University property, and the offending party may be cited and subject to prosecution for criminal trespass in violation of Neb. Rev. Stat. § 28-520 or § 28-521. The term "unlawful or unauthorized activity" shall mean any conduct, act or omission by any person that is in violation of (i) any law, rule, regulation or order of the State of Nebraska or of the United States, or (ii) any policy, rule or regulation of the University of Nebraska.

**Reference:** BRUN, Minutes, 64, p. 78 (December 14, 2002)

### **UNK Family Educational Rights and Privacy Act**

*Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). Education records, as defined by FERPA, includes all records that schools or education agencies maintain about students. FERPA affords students certain rights with respect to their education records. These rights include:*

1. The right to inspect and review their records. Students should contact the Office of the Registrar to determine the location of appropriate records and the procedure for reviewing such records.
2. The right to request that records believed to be inaccurate or misleading be amended. The request should be submitted in writing to the University office responsible for maintaining the record. If the request for change is denied, the student has a right to a hearing on the issue.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records. Generally, the University must have written permission from the student before releasing any information from the student's record. FERPA does however authorize disclosure without consent in certain situations. For example, disclosure without consent can be made to school officials with a legitimate educational interest in the record.

A school official is a person employed by UNK in an administrative, supervisory, academic, research or support staff position; a person or company with whom UNK has contracted (such as an auditor, attorney or collection agent); a person serving on the Board of Regents; a student serving on an official committee (such as a grievance or disciplinary committee) or assisting another school official in performing his/her tasks. A school official has a legitimate educational interest if he/she must review the education record in order to fulfill his/her official responsibilities.

Upon request, UNK will disclose education records without consent to officials of another school in which the student seeks or intends to enroll.

UNK may also disclose "directory" information without the student's prior consent. Directory information has been defined as:

- Student name
- Address
- Telephone number
- Major field of study
- Participation in officially recognized activities and sports
- Dates of attendance
- Degrees and awards received
- Most recent previous education institution or agency attended
- Current enrollment status

Students have the right to prevent directory information from being released. In order to maintain directory information as confidential, a student must sign a Directory Restriction Form at the Office of Records & Registration by the end of the first week of each semester/summer term for which the restriction is to be in place.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by UNK to comply with the requirements of FERPA.

For additional information or to review the complete text of the UNK FERPA policy, contact the Office of Records & Registration, Founders Hall.

## **UNK Missing Person Policy**

Revised: 02/28/12

The purpose of this policy is to establish procedures for the University of Nebraska at Kearney to respond to and assist with reports of missing students. This policy applies to students

who reside in campus housing.

For purposes of this policy, a student may be deemed a "missing person" if the university is notified a person is missing for more than 24 hours without any known reason, or which is contrary to his/her usual behavioral pattern, or within the 24 hour period if there is unusual circumstances.

### A. Procedures for designation of an emergency contact

1. Students will be given the opportunity yearly during the housing registration process to designate an individual or individuals to be contacted by the university no more than 24 hours after the time the student is determined to be missing in accordance with the procedures set forth below. This individual will further be updated as to the progress of the investigation into the missing person. This designated emergency contact will remain in effect until changed or revoked by the student.
2. If a student decided to complete this form at a time other than housing registration or they need to make updates to this form they may contact Residence Life at 308-865-8519, or at their office located at 2615 11<sup>th</sup> Avenue, Conrad Hall.
3. Students under the age of 18 who are not emancipated will have their custodial parent or guardian notified no more than 24 hours after the student is determined to be missing in addition to notifying any emergency contacts they have listed.

### B. Procedures for notification that a student is missing

1. Any individual who believes a residential student may be a missing must notify either the Office of Residence Life at 308-865-8519, 2615 11<sup>th</sup> Avenue, Conrad Hall, or Police and Parking Services at 308- 627-4811, 2507 19<sup>th</sup> Avenue as soon as possible.
2. If an individual who lives off campus is believed to be missing, the reporting person will be immediately referred to their local police department. All University departments will work with these agencies to assist them in their investigation.
3. The Office of Residence Life or Police and Parking Services will work together to gather all essential information about the residential student to determine the validity and credibility of the report.
4. If the above actions are unsuccessful in locating the student or it is apparent immediately that the student is a missing person (e.g., witnessed abduction) the Office of Police and Parking Services will report the missing person to the National Crime Information Center of the Department of Justice and contact the appropriate law enforcement agency to report the student as a missing person and request their assistance as the lead investigating agency on the case.
5. No later than 24 hours after determining that a residential student is missing, the Office of Residence Life will notify the emergency contact for

the students. In addition, the parent/guardian for the students under the age of 18 will be contacted.

6. The Universities Administrative and Emergency Operation Teams will also be notified at this time.
- C. Campus communications about missing students  
The lead investigating agency will be the contact point for the release of any information pertaining to the case. This agency may consult with the universities Office of Communications. All inquiries to the University regarding the missing student's case, or information provided to any individual about a missing student, shall be referred to the Office of Police and Parking

Services who shall refer such inquiries and information to the lead investigating agency.

Prior to providing any information about a missing student, university employees shall consult with the Office of Police and Parking Services and investigating law enforcement authorities to ensure that communications do not hinder the investigation.

### **UNK Non-Discrimination Policy Statement**

Website: <http://www.unk.edu/offices/aaeo/>  
Click on Policies

The University of Nebraska at Kearney declares and affirms policy of equal educational and employment opportunities, affirmative action in employment, and nondiscrimination in providing its services to the public. Therefore, the University of Nebraska at Kearney shall not discriminate against anyone based on race, age, color, disability, religion, sex (including sexual harassment), sexual orientation, national or ethnic origin, marital status, or veteran status.

The University of Nebraska at Kearney reaffirms that all women and men--students, staff, faculty, and administrators--are to be treated fairly and equally with dignity and respect. Any form of discrimination, including sexual harassment, is prohibited. This policy is enforced by Federal law and the University of Nebraska Board of Regents policies. The Director of Affirmative Action/Equal Opportunity monitors the University of Nebraska at Kearney's affirmative action and equal opportunity policies.

A work and academic environment free of discrimination is the responsibility of every member of the campus community. Students, faculty, staff, and administrators may assist parties in bringing forward inquiries or complaints of alleged prohibited discrimination. Inquiries about the Nondiscrimination or Sexual Harassment Policies and Grievance Procedures Relating to Alleged Prohibited Discrimination may be made to a University Representative (i.e. Director, Department Chair, Dean, Vice Chancellor, or AA/EO Director). University representatives shall observe confidentiality with respect to any matter brought under the Grievance Procedures Relating to Alleged Prohibited Discrimination. Grievance procedures relating to alleged prohibited discrimination are available to any employee, applicant for employment, student, candidate for admission, campus visitor or other invitee, licensee or university volunteer who believes he or she has not received the benefits of the

Nondiscrimination or Sexual Harassment Policies. There shall be no retaliation against any person who in good faith participates in or takes advantage of these procedures. The University reserves the right to take appropriate action against prohibited discrimination affecting the academic or work environment in the absence of a complaint from an individual. Some incidences are reportable as violations of the Clery Act, confidentiality can be maintained.

### **UNK Sexual Harassment Policy**

Website: <http://www.unk.edu/offices/aaeo/>  
Click on Policies

The University of Nebraska reaffirms that all women and men — students, staff, faculty and administrators — are to be treated fairly and equally with dignity and respect. Any form of sexual harassment is prohibited.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; or
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individuals; or
3. Such conduct 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.

Sexual harassment does not include personal compliments welcomed by the recipient and social interaction or relationships freely entered into by students, employees or prospective employees; however, the potential for sexual harassment even in consensual relationships must be recognized, especially in situations where a professional power differential exists (e.g., faculty/student, administrator/student, supervisor/employee, tenured/nontenured faculty.) Sexual harassment does not include behavior which is considered to be appropriate to an academic discipline for the purpose of instruction or individual safety.

Sexual harassment will not be tolerated in the work or academic environment, nor will acts of sexual harassment be permitted outside the work or academic environment if such acts affect the normal work or academic environment.

Inquiries or complaints about sexual harassment and this policy may be made to the Title IX officer. Some incidences are reportable as violations of the Clery Act and/or Title IX, however, confidentiality can be maintained.