

STUDENT HANDBOOK

Nebraska Christian College
2010/2011



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Welcome

Welcome to Nebraska Christian College! We are thrilled you have chosen to follow God's leading to pursue a Bible based, Christ centered education.

The purpose of this handbook is to communicate policies and procedures that ensure student welfare (a concern for student safety, security, education, health, and development), and institutional welfare (a concern for the college's purpose, values, image, reputation, and property). This handbook will help us all work together for the common purpose of displaying in our community life the character of Jesus Christ. The guidelines in this book seek to enhance spiritual growth, not to suppress any freedom or expression of individual personality. They have been carefully worded and designed and will be enforced. The mission and core values expressed are based on the principles modeled by Jesus Christ in an effort to equip you to be a Christian leader today and to enhance that leadership in the future.

Mission & Core Values

The mission of Nebraska Christian College is to bring glory to God through the ministry of educating people at the undergraduate level for His work. NCC prepares people to know the Christ revealed in the Bible and to present Him to their contemporaries.

- ❑ CARE—Because God cares for all people, we will treat the students we serve with value and respect.
 - ❑ CHARACTER—We are committed to emulating the character of Jesus Christ in our attitudes and actions.
 - ❑ COMMUNITY—We covenant to love, forgive, and encourage one another as we live together as the family of God.
 - ❑ CONDUCT—Because we are called to honor God in every area of life, we will live lives of holiness and integrity.
 - ❑ CONSISTENCY—We will earn the right to lead by first practicing self-leadership and living a life of full devotion on a consistent basis.
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School Calendar

Fall Semester 2010

August 20	Dorms Open
August 20-23	Orientation & Registration
August 24	Classes Begin
August 30-Sept 3	R.U.S.H. Week
September 3	Campus Service Day
September 6	Labor Day
October 1	Dunning Lecture
October 13-15	Mid-terms
October 18-22	Intensive Week
November 5-6	Turning Point
November 24-26	Thanksgiving Break
December 13-17	Final Exams
December 17	End of Semester
December 18	Dorms close

Spring Semester 2010

January 14	Dorms Open
January 17	Classes Begin
February 4-5	GORF
March 9-11	Mid-Terms
March 14-18	Intensive Week
April 22 & 25	Easter Break
April 29-May 6	Week of Ministry
May 9-13	Final Exams
May 13	End of Semester
May 14	Commencement
May 14	Dorms close

Personnel

Administration

Richard Milliken	President
David Huskey	Chief Student Officer
James Hardy	Chief Development Officer
Tony Clark	Chief Operations Officer

Full Time Faculty

Mark Huddleston	Missions, Associate Academic Dean
Troy Backhuus	Family Life & Counseling Ministry
Kelvin Jones	Bible & Theology
David Haynes	Preaching Ministry
Ron Leach	Worship Arts
Bob Milliken	Christian Thought & Humanities
Eric Smith	Old Testament Studies
Barry Stackhouse	Worship Arts
Linda Lloyd	Librarian

Directors

Dan Cravatt	Director of Mentored Ministry and Athletics
Charles Wilson	Director of Residential Life
Tina Larsen	Director of Financial Aid
Stony Burke	Director of Maintenance
Leslie Kaelin	Dean of Women
Alan Bolter	Director of Institutional Finance/Business Office

Staff

Judy Gillen	Receptionist
Pat Schrant	Accounts Receivable
Jessica Knecht	Admissions Counselor
Brenden Lang	Admissions Counselor
Paul Miller	Accounts Payable
Sarah Nigro	Office Manager—Student Development
Cari Christian	Grant Writer
Becky Arnold	Cafeteria Manager
Kim Haizlip	Coordinator of Alumni Relations
Rachel Hardy	Worship Arts

Academic Policy

Accreditation

Nebraska Christian College is accredited by:
The Association for Biblical Higher Education (ABHE)
5575 Semoran Blvd, Suite 26
Orlando, FL 32822-1718

Academic Integrity

NCC takes a strong stand against the practice of cheating. Students found to have engaged in academic dishonesty will be brought before the Ethical Conduct Committee. Plagiarizing, cheating on a test, or violating academic integrity policies in any fashion constitutes cheating and will be treated as academic dishonesty.

Registration

Students are expected to register for classes each semester on the announced days and times. Registration will be considered late after 5:00 pm on registration day. If you have to register late, report to the Academic Services office as soon as you arrive on campus for late registration instructions. Students who register late will be assessed a late registration fee.

Attendance Policy

Attendance is expected at all scheduled classes at Nebraska Christian College. For the sake of both academic progress and the development of Christian character, it is important that you attend every class session, arriving on time and prepared for class. A student cannot miss more than 25% of each course's class sessions and still receive credit for the course. A pattern of non-attendance will be grounds for dismissal from NCC (college catalog p. 31). Each professor will report absences and tardies to the Chief Student Officer on a regular basis in order to detect and address unhealthy attendance patterns.

We recognize that some students will not be able to attend every class session, and their absences will be handled as follows:
If the absence is due to a college sponsored event, the sponsor of the event is to provide all faculty with the names of the students involved and the date/times they will be gone. All professors are then expected to allow students to make up the work that the class did during the missed sessions without punitive consequences. If you plan to miss a class because of a school sponsored event, you should ask the professor ahead of time about the required make-up work.

Academic Policy

Attendance Policy Cont.

All other absences will be handled according to each professor's attendance policy for that course. The professor will consider each absence with respect both for the educational process and for the student's individual needs, including the need to learn how to make mature, responsible decisions in the face of life's many demands. It is, therefore, assumed that a given absence may be treated differently for each course. The penalties incurred and the opportunity to make up for missed classes will be at the discretion of the professor. The nature of the course material, the total number of class sessions per semester, the learning exercises that were missed, the student's performance and attendance record for that course, and the professor's own philosophy of education will factor into his or her decision.

Academic Probation

If a student's semester Grade Point Average (GPA) falls below 2.0, (1.67 for freshman students) he/she will receive notice that he/she is on "Academic Probation." Parents or guardians may be notified when applicable. If at the end of the following semester the student's GPA is not brought up to a 2.0 (1.67 for freshman) or above, the student will be reviewed for possible academic suspension for one semester or placed on the S-U academic program (see College Catalog). No student can graduate whose cumulative GPA is below the 2.0 level. Additionally, the current semester GPA must also be at least 2.0. (See College Catalog for information about how your GPA is computed.) Students placed on academic probation in the fall semester remain eligible for NCC scholarships awarded for the remainder of the year.

Summer Courses

Course work taken outside of the traditional Fall and Spring semesters must be paid for at registration. If the appropriate funds are available, students may utilize funds from their NCC student accounts to meet their summer course obligations. Students will be required to pay the balance of the course expense if the funds are less than the total bill due.

Exam Policy

Students are required to take exams at the scheduled time. NCC does not allow students to take early exams. Students who miss an exam because of participation in a school sponsored event or because of a doctor verified illness must take a late exam no later than two days after their return to class. Failure to comply will result in a zero grade for the exam.

Academic Policy

Procedure for Dropping a Class

First, consult your professor. Things may not be as bad as they seem, and he/she may be able to help you. If it is decided it would be better to withdraw, follow this procedure for a NCC class:

Secure a withdrawal slip from the Registrar's Office.
Have the professor sign the withdrawal slip.
Return the slip to the Registrar's Office with a change of schedule fee (\$5.00).

Any student who is dual enrolled at a partner school and later decides not to take the class must go to the Registrar's Office at that school, fill out a drop/add form, and follow their procedures.

If a student does not go to class or stops going to class and does not officially withdraw they will receive an F for the class rather than a W on your transcript. The W carries no academic penalty. Additionally, you are obligated to pay the tuition cost for the class. Any withdrawal after the twelfth week of the semester (or after two-thirds of a class's scheduled hour sessions) will be graded as follows:

A student doing passing work will receive a W.
A student doing failing or incomplete work will receive an F.
Withdrawals prior to the end of the twelfth week will be graded as W on the transcript.

Procedure for Applying for an Incomplete

A student who is unable to complete required course work on time at the end of the semester because of circumstances beyond his or her control may apply for an Incomplete by following these procedures:
Go to the Registrar's Office and secure a "Permission for Incomplete" card.
Write on the card the reason you are unable to complete the required work on time. Take the card to your professor. He/she must approve the reason by signing the card. Return the signed card to the Registrar's Office. To have an Incomplete removed and a grade entered the student must secure a Removal of Incomplete card from the Registrar's Office and pay the \$5.00 removal fee. Submit the card with your completed work to your professor. The work is due on or before Friday at 5 p.m. of the ninth week of the next semester. Permission to receive an incomplete and remove an incomplete is the responsibility of the student.

The made-up work may bear a grade penalty. To penalize or not penalize is within the discretion of the professor. Failure to submit the required work on or before the due date will result in the work being averaged into the final grade as zero.

Academic Policy

Attendance Policy Cont.

All other absences will be handled according to each professor's attendance policy for that course. The professor will consider each absence with respect both for the educational process and for the student's individual needs, including the need to learn how to make mature, responsible decisions in the face of life's many demands. It is, therefore, assumed that a given absence may be treated differently for each course. The penalties incurred and the opportunity to make up for missed classes will be at the discretion of the professor. The nature of the course material, the total number of class sessions per semester, the learning exercises that were missed, the student's performance and attendance record for that course, and the professor's own philosophy of education will factor into his or her decision.

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If a student's semester Grade Point Average (GPA) falls below 2.0, he/she will receive notice that he/she is on "Academic Probation." Parents or guardians may be notified when applicable. If at the end of the following semester the student's GPA is not brought up to a 2.0 or above, the student will be re-viewed for possible academic suspension for one semester or placed on the S-U academic program (see College Catalog). No student can graduate whose cumulative GPA is below the 2.0 level. Additionally, the current semester GPA must also be at least 2.0. (See College Catalog for information about how your GPA is computed.) Students placed on academic probation in the fall semester remain eligible for NCC scholarships awarded for the remainder of the year.

Academic Achievement Center

The Academic Achievement Center (AAC) is a free service provided to all NCC students. It exists to foster student achievement and success in their academic efforts.

The AAC staff is available for tutoring, proofreading, the development of study skills, and exam preparation.

- ◆ The AAC is available for all students, but required for all students on academic probation (AP). The following stipulations apply to all AP students: Under the supervision of the AAC staff, all AP students must develop a written plan for academic success. This plan will include the following:
 - ◆ A list of SMART Goals (specific, measurable, achievable, realistic, and tangible)
 - ◆ A process for achieving those goals (most likely a weekly planner/schedule)

(continued)

Academic Policy

Academic Achievement Center Cont.

- ◆ Appropriate accountability needed to live out these goals
- ◆ This written plan must be completed by the end of the second week of class.
- ◆ All AP students must document weekly progress in living out their written plan. Documentation must be provided by one of the following:
 - Parent
 - Resident Assistant
 - Professor
 - AAC staff member
 - Mentor
- ◆ All AP students must schedule and hold two consultations with the AAC Director. Preferably during the mid-term week of the semester, and during the last week of the semester.

All AP students who fail to meet with the AAC Director or fail to demonstrate a commitment to their written plan will be referred to the Ethical Conduct Committee for disciplinary action.

Summer Courses

Course work taken outside of the traditional Fall and Spring semesters must be paid for at registration. If the appropriate funds are available, students may utilize funds from their NCC student accounts to meet their summer course obligations. Students will be required to pay the balance of the course expense if the funds are less than the total bill due.

Exam Policy

Students are required to take exams at the scheduled time. NCC does not allow students to take early exams. Students who miss an exam because of participation in a school sponsored event or because of a doctor verified illness must take a late exam no later than two days after their return to class. Failure to comply will result in a zero grade for the exam.

Graduation Rates

NCC's graduation rate is provided in compliance with the Higher Education Act of 1965, as amended. The rate reflects the graduation/completion status of students who enrolled during the 2004-2005 school year and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2004, 40 first time, full-time, certificate or degree seeking undergraduate students enrolled. After 6 years, 48% of these students had graduated from NCC or completed their programs.

Academic Policy

Eligibility Requirements

The following are the eligibility requirements for athletics:

A student must be enrolled for at least 12 credit hours per semester.

Co-op program students must be enrolled for at least 12 credit hours applicable to a NCC degree program per semester. After completing 24 hours at NCC, the student-athlete can drop to nine hours per semester at NCC. After completing 56 hours at NCC, the student-athlete can drop to three hours per semester at NCC. A student must maintain a 2.0 or above GPA or CPA.

If a student needs a physical education credit, he/she will pay the tuition fee. If you do not need the credit, you do not pay the fee. If a student is participating for credit and he/she loses eligibility status between semesters or during the semester he/she will be shifted to the PE course and receive the credit. There are no refunds of tuition. This policy also applies to choir and audition music groups.

Any student on disciplinary probation will not be eligible to participate in athletics.

For school representative groups:

A student must be enrolled for at least 8 credit hours per semester applicable to a NCC degree program. Six of these hours must be taken at NCC.

A student must maintain a 2.0 or above GPA or CPA.

A student who is admitted to NCC on an S-U basis may audition for audition groups and, if accepted, be permitted to participate in the groups so long as he/she maintains satisfactory progress as determined by the Chief Academic Officer and Chief Student Officer. An S-U student must be enrolled for 12 hours at NCC.

Students must make satisfactory arrangements with his/her professors for all classes missed in advance. You are responsible for all lectures or exams missed.

Any student on disciplinary probation will not be allowed to participate in a school representative group.

Class Cancellation Policy

In the event of bad weather or emergency, the decision to cancel or delay classes is made by the Chief Academic Officer. Announcement of weather-related cancellations will be made by 7:00 am over major metro area media outlets.

Residential Life

On Campus Housing

Nebraska Christian College features three floors of suite-style housing for single students. Each floor features nine suites for up to six students each. A-2 and B-2 has two ADA compliant rooms and A-1 has one ADA compliant room. The college also has eight two-bedroom apartments for married students.

Housing Requirements

All students taking six or more credit hours are required to live on campus. A student must be taking a minimum of four credit hours to be eligible to live on campus. The only exceptions are for married students and students living with parents, grandparents, or legal guardians in the Omaha metro area (30 mile radius of the NCC campus). Any other exceptions must be submitted in the form of a written appeal to the Chief Student Officer who will present it to the President's Counsel for consideration. If dorm capacity has been reached, senior students (97-130 credit hours earned) will be given the option of living off campus. This option will only be available after dorm capacity has been reached and often will not be known until late in the summer. Students in violation of stated housing policy will not be allowed to register for classes.

Housing Personnel

The Chief Student Officer has the final authority for all residential policies and personnel.

The Director of Residential Life has full responsibility for the supervision of residents and enforcement of housing policy.

The Resident Assistants are upper classmen students who serve as the Director of Residential Life's assistant on that floor. This year's Resident Assistants are:

Jessica Garrett	Rachel Jones
Joshua Laughlin	Tye Dabney

Hours

All NCC dormitories are secured with an electronic access system.

There will be open access to the facilities during normal daytime hours. For security purposes, access doors will remain locked at all other times. To gain entrance during these times you must use your electronic key card.

All first and second year students are expected to be in the dormitory by the following times and remain there through the night:

Sunday - Thursday	11:30 pm
Friday - Saturday	12:30 am

All students are expected to demonstrate a responsible approach to their sleep and study schedules. Failure to honor the standards for this educational and discipleship environment will result in the loss of privileges, or ultimately, a hearing before the ethical conduct committee.

Residential Life

Housing Guidelines

Residential life carries with it both privileges and responsibilities. The following guidelines are designed to enhance the community life by respecting the rights and privileges of everyone.

- ◆ All students will be expected to care for the facilities that have been provided. Failure to do so will result in stiff fines and/or disciplinary consequences.
- ◆ Respect is to be shown to others' personal space and possessions. Students or college personnel should not enter a student's room or borrow things from that room without permission. Authorized college personnel may enter a student's room without permission for regular inspections or when a violation of college policy is suspected.
- ◆ Each suite is supplied with major furniture pieces. Additional furniture is not allowed.
- ◆ Students are allowed to bring personal items, throw rugs, lamps, a reasonable amount of electronic equipment and a dorm-size refrigerator.
- ◆ Cooking is not allowed in suites. Vending/snack rooms are available with microwaves and other food preparation items. Students are responsible for their own clean up.
- ◆ Students are not allowed to nail items to the walls. Hanging items must be secured with material that will not damage the wall finish.
- ◆ There are no visitation privileges in suites of the opposite sex. No one is allowed in areas designated for members of the opposite sex except during special open hours as designated by the Director of Residential Life.
- ◆ Local phone service is provided. Students need to bring a phone. Long distance calls can be made using a calling card.
- ◆ All firearms must be checked in to the Director of Residential Life or kept locked in the trunk of your car. No firearms are allowed in the suites.
- ◆ No fireworks are allowed on campus.
- ◆ Students are responsible for cleaning their own bathrooms, bedrooms, and living rooms. Suites will be inspected weekly for sanitary and safety reasons. Any student who fails to maintain a clean room will be subject to either an individual or suite-wide fine.
- ◆ Any damage done to a suite is the responsibility of the registered occupants and the cost of repair will be deducted from their deposits.
- ◆ Additional storage rooms are not available.
- ◆ Electronic thermostats in each suite are preprogrammed. Do not alter the thermostat.
- ◆ Pets/animals are not allowed in the dorms at any time.
- ◆ Students have two weeks from the start of semester to request roommate changes. Please see the Director of Residential Life.
- ◆ No candles, incense, or any open burning is allowed

Residential Life

Lounges

Each floor has a common, co-ed lounge. Because these are public areas, please be aware of your conduct and appearance. The lounges are open until 11:30 pm each evening. Students are responsible for cleaning up the area each evening before the lounge closes.

The student center is a common use lounge that is to be used for television and or movie viewing. The student center is located on B-1 and is also open until 11:30 pm.

Visitor Procedures

When you are expecting someone from out of town to visit and you would like them to stay in your suite, you must notify the Director of Residential Life prior to their arrival. Visitors are welcome, but we need to know they are here. There will be no charge for their stay unless it extends past two nights.

Disciplinary Procedures

Failure to observe the rules and guidelines for residential life will be handled according to the procedures outlined in the Process for Disciplinary Infraction section.

Parking Regulations

All students who drive on campus need to register their vehicles. Once the vehicle is registered you will receive a parking permit that will be placed in the lower corner of the rear driver's side window. Permits will be color coordinated for various parking lots. Failure to abide by parking regulations will be subject to a \$10 fine. Second violations are subject to a \$20 fine. Third violations are subject to a \$30 fine and potential loss of driving/parking privileges on campus.

Speed Limits

The speed limit for all campus roads is 15 m.p.h. Violators will be subject to a fine. Other forms of inappropriate driving will be subject to the same fines as speeding. Students should also use caution when driving on gravel roads used to access the metro area. Please observe all posted driving regulations.

Fines

Parking and/or first offense speeding violations are subject to a \$10 fine. Second violations are subject to a \$20 fine. Third violations are subject to a \$30 fine and potential loss of driving/parking privileges on campus.

Residential Life

Security Procedures

In an effort to provide a high level of security all students are asked to be vigilant and aware of their surroundings.

- ◆ In case of emergency, please exit all buildings.
- ◆ Students who allow others to use their electronic access card will be subject to disciplinary consequences.
- ◆ Please keep vehicles locked. The college is not responsible for items stolen from vehicles while on campus.
- ◆ In case of emergency, immediately dial 911 to report the incident. You must then notify the Director of Residential Life or a college administrator. Please do not involve yourself in the situation unless directed to by college personnel.
- ◆ Students are not allowed to alter equipment or supplies designed for student safety. This includes smoke alarms, sprinkler systems, fire extinguishers, or emergency access panels. Students who do so will be subject to stiff disciplinary consequences.
- ◆ Students will be updated about security and safety procedures as needed.

Fire Procedures

If the fire alarm is sounded, please close all windows and doors. Proceed to the nearest available exit using stairs rather than the elevator. Stay calm and orderly, notifying others in the building if necessary. Do not reenter the building until told to do so.

Tornado Procedures

When the city tornado alarm is sounded, please proceed to the lecture hall located in the lower level of the A building. If you are unable to get to the lecture hall, proceed to the nearest hallway. It is important to stay away from windows. Use a table, chair, or other type of available furniture for protection.

Campus Crime Statistics

In compliance with federal law, Nebraska Christian College files an annual Campus Crime Report with the United States Department of Education. The following is a summary of the previous year's report. A copy of the full report is available in the Student Services Office.

Criminal offenses on campus—0
 Criminal offenses in Residence Halls—0
 Hate Crimes on campus—0
 Hate Crimes in Residence Halls—0
 Arrests—0

Student Services

Counseling Services

The entire college faculty and staff are eager to serve as counselors/helpers. You are encouraged to request help from anyone you feel comfortable approaching. If that person cannot help you with your specific problem, he/she will refer you to the person who can. The Chief Student Officer is charged with the responsibility for the counseling services of the college.

Employment Services

There are a limited number of on-campus employment opportunities for students. Please contact the business office for available opportunities. Other employment opportunities will be posted through our in-house communication system.

Food Service

In partnership with Treat America of Omaha, NCC will provide fifteen meals a week. Breakfast and lunch will be served Monday through Friday. Supper will be served Monday through Thursday and there will be a brunch on Saturday. All meals will be served in the student center during the following hours:

Breakfast	7:30–8:30 am
Lunch	11:50–1:00 pm
Supper	5:00–5:45 pm
Brunch	10:00–11:00 am

Refunds for missed meals are not available.

Those with special dietary requirements must submit a doctor signed medical report with approved diet to the Chief Student Officer. After review, the student will be notified whether the cafeteria will be able to meet the dietary requirements. If they are unable to meet the requirements the student will be excused from participating in the meal plan.

Vending and snack rooms will be available for student food preparation from 6:00 am to 11:30 pm daily during the school year. A sink, refrigerator, cabinets, microwave, and other food preparation appliances will be provided. It is the student's responsibility to clean up after his or her self when using this area.

Health Services

The college does not provide professional health services, but we do provide over-the-counter medicine to all dorm residents. Please see the Director of Residential Life for assistance. If you become ill, please contact your RA or the Director of Residential Life and follow their instructions. If a doctor is consulted, the student is responsible for any fees, prescriptions, or other charges.

Student Services

Mail Service

Mailboxes are assigned to each student during registration with the key included in the registration packet. Each mailbox will have an assigned number. When giving your address to others, please include the following information:

Your Name
12550 S. 114th Street
Papillion, NE 68046

Tutoring Services

The college offers tutoring services for all students through the Academic Achievement Center, located in suite 212. Hours of available tutoring will be posted.

Other Services

If you want to use a room for a special meeting or activity you must clear the meeting with the Chief Student Officer and then schedule the use of the room through the business office.

Spiritual Life

Spiritual Formation

Even though you are on the campus of a Christian college, spiritual formation will not happen automatically. Every student is urged to practice their own spiritual habits on a daily basis. Spiritual growth occurs through a combination of worship, study, service and accountability. At NCC we offer various opportunities to engage in all these activities.

Group Devotions

Group devotions are held weekly in the dorm lounge. They are student-led and while attendance is not required, it is strongly encouraged. Group devotions are under the direction of the Spiritual Life Committee. If you have suggestions or would like to participate, please see the Spiritual Life Chairperson.

Chapel

Chapel attendance is required of all students living on campus or who are enrolled for at least six (6) credit hours at NCC. You are responsible to be sure that those recording chapel attendance have marked you present for chapel. Chapel meets on Tuesdays and Thursdays at 11:00 AM.

Upon the fifth (5) chapel absence in one semester, the student will receive written notification from the Chief Student Officer. If the student acquires seven (7) chapel absences in a semester they will be placed on disciplinary probation.

Worship

Spiritual formation activities on campus should never take the place of involvement in a local church. NCC is not a church and students should make it a priority to connect with a local church for worship, fellowship and service.

Discipleship Groups

Each semester students will be part of a student-led discipleship group (D-group). Each group will meet at a mutually agreed upon time for prayer, encouragement and accountability.

Guy B. Dunning Memorial Lectureship

Made possible by the Dunning family, this lectureship brings premier Christian leaders and scholars on campus for an intensive lectureship. The program is in honor of the ministry of Guy B. Dunning, the first president of Nebraska Christian College. This year's Dunning Lecture will feature Dr. Jack Cottrell and will be held Friday, October 3.

Spiritual Life

R.U.S.H. Week

Held every September, R.U.S.H. (raising up spiritual highs) week is the opportunity to commit to spiritually focused activities such as Mentored Ministry and Discipleship groups. The Spiritual Life committee plans this week in coordination with the Chief Student Officer.

Challenge Week

Challenge Week is planned by the Spiritual Life committee with the goal of challenging students to Christian ministry and spiritual growth.

Week of Ministry

This week is designed as an opportunity for all students to take the knowledge they have gained in the classroom and express it in a ministry context. A variety of options are offered each year, including local, national, and international cross-cultural experiences. Participation in the week is a required part of the NCC curriculum.

Mentored Ministry

Mentored ministry is a program designed to help students find a place to do ministry and a person with whom they can reflect on their formation in ministry. Mentored ministry is a required part of the NCC curriculum and will focus on four objectives:

- Spiritual, moral, and personal formation.
- Ministry call and identity.
- The ability to think and act biblically.
- The development of practical skills for ministry.

Mentoring relationships will be formed early in the fall semester. Please see the Mentored Ministry Handbook for more information.

Standards for Student Conduct

Personal and Ethical Conduct

At Nebraska Christian College we require all students to act with thoughtfulness and responsibility regarding the choices they make in self-expression in dress, appearance and conduct. Any choices one makes regarding self-expression should be based on careful reflection about what it means to be a Christ-follower and a fellow member of His community.

Our desire is to produce students who emulate the character and conduct of Jesus Christ. Spiritual transformation happens from the inside out. While spiritual transformation cannot be regulated by external appearance, that does not mean there should not be any standards at all. With this foundation, the following general guidelines are offered regarding standards for student appearance and conduct.

All students are expected to reflect Christian maturity, modesty and professionalism in their appearance. The Chief Student Officer (or other college personnel) reserves the right to ask any student to remove jewelry or cover tattoos that are distracting to the learning environment of the classroom or in any way hinder a student's witness, service, or ministry for Christ.

On weekdays the college functions in a professional business and educational environment and students are expected to dress accordingly. Therefore, pre-professional attire is to be worn weekdays in all class and chapel settings. Appropriate attire is clothing that is neat and clean, and would include jeans or khaki-type pants for men and skirts, dresses, jeans or khakis for women. This does not include caps, fatigues, tank tops, sweats, or pajama pants.

Recreational apparel such as shorts and sweats may be worn during the weekdays when not in class or chapel. Short shorts and tight fitting shorts are not allowed. Modesty in our dress is still the rule.

Shoes or sandals must be worn in all buildings except private living areas.

Abstinence is required regarding the use of alcoholic beverages, tobacco, non-prescription narcotic or hallucinogenic drugs and involvement in immoral sexual activity.

NCC is committed to the biblical standards of sexual purity and expression. Couples, married and unmarried, should be discrete, modest, and pure in their displays of affection. They should respond positively when fellow students, faculty, administration, and staff raise concerns. Premarital and extramarital heterosexual expressions as well as homosexual behavior are grounds for discipline and dismissal.

Standards for Student Conduct

Areas of Restraint and Discretion

It is expected that all students will demonstrate godly wisdom regarding certain areas of entertainment. This would include areas such as the choice of television programs, music, movies, gambling, dancing, printed material, and organizations with which you choose to associate.

Those who continue to show lack of restraint or discretion in the above areas after being requested to do so are subject to disciplinary action.

Major Offenses

The college may dismiss a student for violations of the college's standards of personal and ethical conduct that include, but are not limited to:

Academic dishonesty
 Use or possession of alcohol
 Use or possession of tobacco
 Use or possession of illegal drugs
 Use or possession of sexually explicit material (print or electronic)
 Heterosexual misconduct or homosexual behavior
 Giving false statements orally or in writing, or altering records
 Financial irresponsibility
 Fighting
 Use of vulgar or abusive language
 Theft of any kind
 Violations of local, state, or federal law
 Visitation violations
 Recurrent, flagrant disregard for college regulations, policies or personnel
 Absence classes and/or chapel

Procedure for Disciplinary Infractions

The following procedures will be followed when a student unwittingly violates a rule or fails to honor the core values set forth in this handbook, purposely tests the rules or challenges the authority of persons placed over them, or seeks resolution when they think they have been wronged by others. These procedures are designed to provide an opportunity for exercising the principles of correction, discipline, and restoration outlined in Matthew 18:15-17, Galatians 6:1, Hebrews 12:7-11. Nebraska Christian College is concerned with each student's right to due process as well as its need to be just, honest and compassionate in its dealings. The goal of these procedures is spiritual formation through training so maturity and fruitfulness can be obtained.

Conflict Resolution

According to biblical principles, any problems or conflict situations are first to be addressed personally between only the parties directly involved. If a satisfactory resolution is not reached, you are to contact a RA. If satisfactory resolution is still not reached you are to contact the Director of Residential Life. Matters that are not able to be resolved on these levels should be taken to the Chief Student Officer.

The Honor System

A student who violates a rule should confess the infraction to an appropriate authority (RA, Director of Residential Life, faculty member, Chief Student Officer). Voluntary confession will often mitigate disciplinary penalties. A student with knowledge of an infraction should go to the offender privately and encourage the offender to confess the wrongdoing. If there is no positive response, the student may then ask a RA to join in encouraging the offender to confess. If an offender refuses to acknowledge the wrongdoing, the student should then communicate his or her knowledge to a proper authority (Director of Residential Life, professor, or Chief Student Officer). This is not being a tattletale, it is honoring the scriptural mandate to not stand by passively when a brother or sister is in error so that the process of redemption, correction, and restoration can be initiated (Galatians 6:1, James 5:19-20).

Disciplinary Conference

The following individuals have the authority to address with a student the following issues:

1. A professor/classroom instructor may discuss with a student inappropriate classroom behavior or appearance, alleged incidents of cheating or plagiarism, or violations of core values.
 2. A Resident Assistant or Director of Residential Life may discuss with a student minor offenses dealing with residential life, appearance, and violations of core values.
 3. Any college representative may address with a student any violation of conduct, appearance, or core values that occur while under the supervision of the college representative. This might include college-sponsored trips, outreach teams, athletic events, week of ministry, etc.
 4. A college administrator may address with a student any violation of con-
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Procedure for Disciplinary Infractions

duct, appearance, or core values.

The aforementioned individuals also have the authority to assess penalties/corrective measures when warranted. However, such penalties and corrective measures may not result in disciplinary probation, assigned mandatory counseling, indefinite suspension, or dismissal from school. These penalties require the action of the Chief Student Officer or a hearing of the Ethical Conduct Committee. When a disciplinary conference results in a specific penalty and/or corrective measure, written documentation must occur and that information forwarded to one's immediate supervisor. Unresolved issues should be forwarded to the Chief Student Officer.

Ethical Conduct Committee

The Ethical Conduct Committee will hear unresolved issues from a disciplinary conference and matters regarding alleged major offenses in order to determine appropriate disciplinary measures. The committee seeks to exercise genuine Christian concern in its dealings with students. Its actions and decisions are intended as vehicles of redemption, correction, personal growth, and professional development. Its primary concerns are the welfare of the student, the college community, and the churches the college serves. The committee will consist of three members: the Chief Student Officer, one additional administrator, and one faculty representative. The Chief Student Officer will preside over the hearings. Should the Chief Student Officer remove himself because of a conflict of interest, the college administrator will preside.

Hearing Process

The student being called into a hearing of the Ethical Conduct Committee will be notified of the time and location of the hearing not less than one day before its scheduled time. The student may choose to waive this notification in lieu of a quick resolve. The student will be notified as to the charges against him or her and the right to gather evidence and/or witnesses to contest the charge. During the hearing, the committee and/or witnesses will present the evidence for the charge. The student will then present rebuttal evidence and/or witnesses. The committee and the student will have the opportunity to challenge evidence and testimony. The student will be excused while the committee deliberates until a consensus for verdict and action is reached. The student will be notified of the committee's decision. A written summary of the hearing will be prepared for the student's file. It will include the charge, a list of witnesses who presented evidence, the decision of guilt or innocence, and any penalties assessed. If a decision of innocence is reached, the student may ask for the summary to be removed from his or her file after one year. If punitive or corrective measures are assessed, the Student Government will be notified as to the student involved and the measures levied. The charge will not be stated. The college President will be given a copy of the written summary.

Procedure for Disciplinary Infractions

Corrective Measures and Penalties

Actions of the Ethical Conduct Committee include, but are not limited to:

1. A written reprimand.
2. Campus confinement for a specified period of time. This means the student is confined to his/her room except for classes, meals, chapel, work, and dorm devotions. The student may be restricted from representing the school during the time of confinement.
3. Monetary compensation for damage to college property and/or personal property.
4. Assigned hours of community and/or campus service.
5. Assigned mandatory counseling with an approved counselor (at the student's expense).
6. Disciplinary probation for one semester or one year. Disciplinary probation includes exclusion from representing the school in any official capacity, leadership positions on campus, and loss of NCC scholarships (no student will be allowed to graduate while under disciplinary probation).
7. Loss of credit in the course or courses where cheating or plagiarism occurs.
8. Temporary suspension from class and/or campus with time and terms of re-admittance indicated. (All suspensions will be considered unexcused absences. A student under suspension forfeits any and all refunds that might normally be available, including, but not limited to, withdrawing from class, room, or board.)
9. Indefinite suspension with time and terms of re-admittance not indicated. Appeal for re-admittance must go through the committee.
10. Dismissal from college.

Any of the above actions may be noted on the student's transcript and may be removed at the discretion of the committee.

NOTE: The Chief Student Officer has the right to enact an immediate suspension when the safety of other students or the well being of the college community is at risk. Such a student will retain his or her right to a hearing before the Ethical Conduct Committee.

Appeal Process

A student wishing to appeal a decision made against them may do so, in writing, within five (5) days of notification of disciplinary action taken by the Ethical Conduct Committee. This request will result in a second hearing before the committee. If the student is not satisfied with the committee's decision after the appeal hearing the student may make a final written appeal to the President within five (5) days of the appeal hearing. Suspensions can be enforced even during the appeal process.

Procedure for Disciplinary Infractions

Grievance Policy

Grievance issues are those in which there is a possibility of the following:
 An error in the college's policies or procedures.
 An error in the administration of these policies or procedures.
 Any combination of the above.

It is desirable for a student to identify and resolve difficulties with college policies or personnel first through informal means. Applying the principles of Matthew 18, the student should first speak privately with the college personnel involved. If satisfactory resolution is not reached, you are to involve an arbitrator or witness. If satisfactory resolution is still not reached you are to contact the individual's immediate supervisor. Matters that are not able to be resolved on one of these levels should be appealed to the President. The Student Government is also available to help a student through the grievance process.

Concerns may also be filed with:
 The Association for Biblical Higher Education
 5575 S. Semoran Blvd. Suite 26
 Orlando, FL 32822

Theology of Discipline

Discipline is learning that molds character and enforces correct behavior. The purpose of any discipline is to instruct and train.

Have nothing to do with godless myths and old wives' tales; rather, train yourself to be godly. For physical training is of some value, but godliness has value for all things, holding promise for both the present life and the life to come.

1 Timothy 4:7-8

And you have forgotten that word of encouragement that addresses you as sons: "My son, do not make light of the Lord's discipline, and do not lose heart when he rebukes you, because the Lord disciplines those he loves, and he punishes everyone he accepts as a son." Endure hardship as discipline; God is treating you as sons. For what son is not disciplined by his father? If you are not disciplined (and everyone undergoes discipline), then you are illegitimate children and not true sons. Moreover, we have all had human fathers who disciplined us and we respected them for it. How much more should we submit to the Father of our spirits and live! Our fathers disciplined us for a little while as they thought best; but God disciplines us for our good, that we may share in his holiness. No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.

Hebrews 12:5-11

Drug & Alcohol Abuse Program

Nebraska Christian College supports the "Drug-Free Schools and Communities Act of 1989." Its students and employees implement the following program to prevent the illicit use of drugs and the abuse of alcohol.

Abstinence Requirement

NCC requires abstinence from the unlawful possession, use or distribution of illegal drugs and alcohol among its students. This also applies to any school sponsored activities whether on or off campus.

Health Risks

There are health risks associated with the use of drugs and the abuse of alcohol. Prolonged drug and alcohol abuse will harm the major organs of the body, especially the brain functions and the cardiovascular system. They are also a major cause of birth defects. Diseases such as hepatitis and AIDS are specifically caused by drug injections with infected needles.

Treatment

Any students or employees of NCC who have a problem with drug and/or alcohol abuse are encouraged to contact a counseling treatment center. The Chief Student Officer or your faculty counselor/advisor can assist you in arranging treatment.

Disciplinary Action

NCC will take action against students and employees who use, distribute, or possess controlled substances on or off campus, and who violate college rules in reference to possession of alcohol.

If an employee seeks help prior to discovery, confidentiality, job security, and benefits will be protected. If an employee does not seek professional help and the problem is brought to the attention of the college, then disciplinary action will result. The employee will be subject to discharge and prosecution by the applicable state and federal laws.

If a student seeks help prior to discovery, confidentiality will be protected. The student will be subject to some disciplinary action but will not be dismissed from school. If a student requires treatment, he/she will be advised to withdraw from school. Upon the successful completion of treatment, the student can be re-admitted to NCC with full privileges. If the student does not seek help and the problem is brought to the attention of the college, then disciplinary action will result. The student will be subject to dismissal and prosecution by the applicable state and federal laws. If an employee or student is arrested while away from the college for drug involvement, the college will consider the various circumstances surrounding the arrest before taking action.

Student Government and Organizations

Student Government

The purpose of the Student Government is to foster a spirit of Christian unity and school pride among the students of Nebraska Christian College by organizing activities and projects during the school year. The Student Government also serves as a sounding board and advisory panel for the college. Individual students or student groups with concerns, complaints, grievances, or suggestions regarding college policies or personnel are encouraged to voice their views through the Student Government. The specific policies and procedures of the Student Government are administrated under the Bylaws of the Student Government of Nebraska Christian College. Copies of the bylaws are available in the library.

This year's Student Government is:

President	Joshua Laughlin
Secretary/Treasurer	Stephen Mizell
Spiritual Life Chairperson	Kendall Holmes
Global Gospel Team Chairperson	Nathan Walters
Activities Chairperson	Brian Hilgemann

The Student Government meets on a monthly basis.

The Student Body Forums are meetings normally held monthly during a regular chapel hour. The primary purpose of these meetings are to inform the student body of decisions made at the Student Government meetings.

Spiritual Life is involved in initiating programs to help meet the spiritual needs of students and to challenge them to grow in their spiritual lives.

The Global Gospel Team organizes and administers missionary emphasis for each school year including missions giving.

The Activities Committee is responsible for the planning and supervision of parties for the student body and/or college family.

Student Organizations

All student organizations must abide by the following guidelines in order to be recognized as a bona fide student group:

Must have a faculty or staff sponsor approved by the Chief Student Officer.

Must submit a financial report with books and minutes of meetings to the college office during the first week of May at the close of each college year. Groups are encouraged not to have May meetings.

No special group or organization shall schedule programs involving persons outside the college family without clearing such programs and persons through the Student Services office.

Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, as amended, is a Federal law which states (a) that a written institutional policy must be established and (b) that a statement of adopted procedures covering the privacy rights of students be made available. The law requires the institution to maintain the confidentiality of student education records.

Nebraska Christian College accords all the rights under the law to students who are declared independent. No one outside the institution shall have access to nor will the institution disclose any information from students' education records without the written consent of students except to personnel within the institution, to officials of other institutions in which students seek to enroll, to persons of organizations providing students financial aid, to accrediting agencies carrying out their accreditation functions, parents of a student who have established that student's status as a dependent according to the Internal Revenue Code of 1954, Section 152, to persons in compliance with a judicial order, and to persons in an emergency in order to protect the health or safety of students or other person. All these exceptions are permitted under the act. Within the Nebraska Christian College community only those members, individually or collectively, acting in the students' educational interest, are allowed access to student education records.

At its discretion, the institution may provide Directory Information in accordance with the provisions of the ACT to include: student name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold Directory Information by notifying the Director of Academic Services by the first day of class for the fall term.

The law provides students with the right to inspect and review information contained in their education records, to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory, and to submit explanatory statements for inclusion in their files if the hearing panels are unacceptable. The Director of Academic Services at Nebraska Christian College has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personal, academic, and financial files, and academic, cooperative education, and placement records. Students wishing to review their education records must make written requests to the Director of Academic Services listing the item or items of interest. Only records covered by the ACT will be made available within forty-five days of the request. Students may have copies made of their records with certain exceptions (e.g., a copy of the academic records for which a financial "hold" exists, or a transcript of an original or source document which exists elsewhere). These copies would be made at the students' expense at prevailing rates which are listed in the current catalog. Education records do not include records of instructional, ad-

Educational Rights and Privacy Act

ministrative, and educational personnel which are the sole possession of the maker and are not accessible or revealed to any individual except a temporary substitute, records of the law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students may not inspect and review the following as outlined by the ACT: financial information submitted by their parents; confidential letters and recommendations associated with admissions, employment, or job placement, or honors to which they have waived their rights of inspection and review; or education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student.

Students who believe their education records contain information that is inaccurate or misleading or is otherwise in violation of their privacy or other rights may discuss their problems informally with the Director of Academic Services. If the decisions are in agreement with the students' request, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended, and they will be informed by the Director of Academic Services of their right to a formal hearing. Student requests for a formal hearing must be made in writing to the Chief Academic Officer who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of the hearings. Students may present evidence relevant to the issues raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the students' expense.

Decisions of the hearing panels will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all parties concerned. The education records will be corrected or amended in accordance with the decisions of the hearing panels, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records and released whenever the records in question are disclosed.

Students who believe the adjudications of their challenges were unfair or not in keeping with the provisions of the ACT may request, in writing, assistance from the President of the institution to aid them in filing complaints with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education, and Welfare, Washington, DC 20201.

Network Acceptable Use Policy

A. Guiding Principles

The primary purpose of the Nebraska Christian College's computer network is educational. The network serves as a resource for enriching, teaching and learning objectives. Approved uses of the network are intended to enhance NCC's established curriculum. We are stewards of the gift of technology and God requires accountability in its usage. As a fellowship that yields to the mission of God's ministry with a focus on Christ, Nebraska Christian College expects responsible use of technology by students, faculty and staff in obedience to Biblical ethics, commands, and values.

Nebraska Christian College recognizes the value of providing accessible, affordable, high-quality education through various delivery modes; as such NCC provides the Internet. The Internet can help meet some users' information and research needs, as well as provide valuable reference retrieval through electronic means. Assistance with the use of the Internet is intended to support the needs of students, faculty and staff in order to facilitate the intellectual growth and lifelong learning needs of all users.

The following principles will guide our use of NCC's network:

1. Respect for one another's need for access.

Students, faculty and staff who are involved in educational or research activities or the administration thereof should have the highest priority in the use of technology. Their use should not be hindered by others engaged in lower priority activity. NCC is a community where all members should act in their neighbor's best interest.

Not hindering legitimate access also means that faculty, staff and students not waste technological resources. This includes use of the computers, telephones, networks or printers. Using more than your share of resources is not good stewardship to the college network, or to others who share it, and excessive use of non-course-work related usage will not be tolerated. It also includes destruction or degradation of any resource, either physically or with software.

Internet file sharing and the use of software enabling file sharing services (i.e. Kazaa, Morpheus, Bear Share, etc.) not only raise ethical and legal issues, but consume extremely large amounts of bandwidth that leaves little available to other members of the community. Therefore, Internet file sharing is expressly forbidden on any system on NCC's network.

Network Acceptable Use Policy

Educational use takes priority over recreational or extracurricular use in the computer lab. Students checking email, chatting, playing games or other non-educational activities are expected to yield stations to students who wish to do course-related computer work. Upon completion of your work in the lab, you must log off of the computer. Failure to do so leaves you responsible for the use of your account by another user and also leaves the data in your student directory vulnerable.

2. Respect for one another's values and feelings.

New technologies often enhance our ability to communicate and greatly increase the risk of communicating poorly and inappropriately. Communication should illustrate respect for others and a sense of personal integrity. Ephesians 4:29 is applicable here: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen." Thus, communication that degrades or harasses individuals or groups is unacceptable. The need to communicate with respect and integrity is particularly important in our contacts with those inside, as well as those outside NCC. Our communications will reflect not only on the college, but also on its Christian mission.

Netiquette is etiquette on the Internet. Since the Internet changes rapidly, its netiquette does too, but it's still usually based a few Golden Rules. Listed below are a few tips to practical communication considerations:

- ◆ The immediacy and availability of e-mail lend themselves to hastily constructed notes that may not express your feelings accurately or may be dashed off without pausing to consider the impact of your words.
- ◆ Never forget that you are putting words into print and that they can come back to you.
- ◆ Sarcasm and humor may not be nearly as funny as you intended without the benefit of face-to-face communication, and what you intended as a joke may come off as critical and hurtful.
- ◆ Be careful what you say about others. E-mail is easily forwarded, although it is quite rude to forward personal e-mail without the original author's permission.
- ◆ Do not type messages in all capital letters. (CAPITAL LETTERS ARE REGARDED AS SHOUTING!) Capitalize words sparingly and only to highlight an important point. Another convention is to use *asterisks* around a word to supply emphasis.
- ◆ Keep spam in the kitchen cabinet. Spam is a term that refers to widely spreading an unsolicited message (such as a commercial announcement) in inappropriate places, such as to multiple newsgroups or to an electronic mailing list. Think of spam as electronic junk mail and don't do it.
- ◆ Copyright and license agreements apply to e-mail just as they do to print publications.

Network Acceptable Use Policy

- ◆ One way to show your savvy is to use abbreviations and emoticons. Standard abbreviations are widely used in the Internet community, and emoticons are keyboard-created "faces" with special meanings. Here are a few examples:

BTW - By the way
 FAQ - Frequently Asked Questions
 FYI - For your information
 FWIW - For what it's worth
 IAC - In any case
 IMO - In my opinion
 IMHO - In my humble/honest opinion
 LOL - Laughing out loud
 ROFL - Rolling on the floor laughing
 MOTD - Message of the day
 NBIF - No basis in fact
 NRN - No response necessary
 OTOH - On the other hand
 POV - Point of view
 :) - Happy face to indicate humor
 ;-) - Happy face with a wink
 :-(- Sad face to indicate displeasure

3. Respect for one another's property.

Theft or unauthorized use of either tangible property or intellectual property will not be tolerated. This includes unauthorized copying of copyrighted software and any other form of media, which is not only unethical, but also illegal.

Federal copyright law applies to all forms of information, including electronic communications. Violations of copyright laws include, but are not limited to, making unauthorized copies of any copyrighted material (including software, text, images, audio, and video), and displaying or distributing copyrighted materials over computer networks without the author's permission except as provided in limited form by copyright fair use restrictions. The "fair use" provision of the copyright law allows for limited reproduction and distribution of published works without permission for such purposes as criticism, news reporting, teaching (including multiple copies for classroom use), scholarship, or research.

4. Respect for one another's privacy.

Respect for others also means respect for their privacy. Unauthorized reading or altering of someone else's files, e-mail, or other communications is prohibited.

Network Acceptable Use Policy

B. Responsible Use Policy Detail

Nebraska Christian College's information systems, including but not limited to computers, voice mail, e-mail and access to the Internet, are provided as tools in support of the mission of NCC. The principal concern of this responsible use policy is the effective and efficient use of Information Technology (IT) resources. Therefore, the primary focus is to ensure that the resources are used in a manner that does not significantly impair or impede their use by others in the pursuit of the mission of the college.

1. Scope

This policy applies to any user (faculty, staff, student or other) of the college's IT resources, whether initiated from on or off campus. This includes any telephone, computer and information system or resource, means of access, networks and the data residing thereon.

2. Overview

Telephones, computers and networks can provide access to resources on and off campus, as well as the ability to communicate with other users worldwide. Such open access is a privilege and requires that individual users act responsibly. Users must respect the rights of other users, respect the integrity of the systems and related physical resources, and observe all relevant laws, regulations, and contractual obligations as well as conduct themselves in a way that is consistent with Christian life at NCC.

3. Rights

Access to NCC's network including the Internet by faculty, staff and students is a privilege, NOT a right and is extended for the purpose of academic research, completion of class assignments and other pursuits related to the mission of NCC. Users assume all responsibility for their actions when using the NCC network, e-mail and Internet.

4. Personal Responsibility

All users must take responsibility to monitor their use of the Internet, including the sites they visit and the amount of time they spend in chat rooms. If a user begins to believe they have a problem with their use of the Internet, they should make an appointment with the Chief Student Officer for review.

At the beginning of the school year, each student will be assigned a confidential login, password and e-mail address, allowing them access to NCC e-mail and his/her own student account on the NCC network. All NCC e-mail accounts should be checked on a regular basis as faculty, staff and other students will use this e-mail address for various communications with the student. All users of the network will be held accountable for their use of the computer, including any use of any computer located on the NCC network by someone using their login.

Users of the computer lab may not copy, download, install or otherwise modify the system setup or software.

Network Acceptable Use Policy

All existing laws (federal, state and local) and NCC regulations and policies apply, including not only laws and regulations that are specific to telephones, computers and networks, but also those that may apply generally to personal conduct. This may also include laws of other states and countries where material is accessed electronically via college IT resources by users within those jurisdictions, or where material originating within those jurisdictions is accessed via college IT resources.

Fraudulent, harassing, pornographic or obscene materials, whether written, oral or visual, are expressly forbidden on any portion of the network, and may not be stored on any college-owned computer, telephone systems or any system connected to the NCC network.

The college reserves the right to limit access to its resources when policies or laws are violated and to monitor routing information of communications across its network services and transaction records residing on college resources. NCC may monitor and restrict the content of material transported across or posted on college systems to preserve network/system integrity, continued service delivery, and to maintain a safe and wholesome Internet environment to all users of the network consistent with its mission.

Specific details are given in Section C below.

C. Policy Provisions

1. Authorized Use

NCC's IT resources are owned by the college, and access is a privilege granted to faculty, staff and students in support of their studies, instruction, duties as employees, official business with the college, and other college-sanctioned activities.

The privilege of using NCC IT resources may not be transferred or extended by members of the college community to outside individuals or groups.

Gaining access to the college's IT resources does not imply the right to use those resources. The college reserves the right to limit, restrict, remove or extend access to and privileges within, material posted on, or communications via its IT resources, consistent with this policy and applicable law, and irrespective of the originating access point.

It is expected that these resources will be used in an effective and efficient manner in support of the mission of the college as authorized by NCC. All other use not consistent with this policy may be considered unauthorized use and could subject the user to possible civil charges, criminal charges or disciplinary actions.

Network Acceptable Use Policy

2. Data Security, Confidentiality and Privacy

NCC users are responsible for ensuring the confidentiality and appropriate use of college data to which they are given access, ensuring the security of the equipment where such information is held or displayed, and abiding by related privacy rights of students, faculty and staff concerning the use and release of personal information, as required by law or existing policies.

For the purposes of this policy, all institutional data is to be considered sensitive and/or confidential. Access to such data is based on an individual's "need to know" and is restricted to uses directly related to assigned duties. Users are responsible for the security of any accounts issued in their name and any institutional data they may retrieve, modify, reproduce or destroy. Disclosure of confidential information to unauthorized persons or entities, or the use of such information for self-interest or advantage, is prohibited. Access to institutional data by unauthorized persons or entities is prohibited.

In general, information stored on college computers is to be considered confidential unless the owner grants explicit permission to other individuals or groups to view that information or intentionally makes it available to the public. However, all users of NCC's IT resources are advised to consider the open nature of information disseminated electronically, and should not assume any degree of privacy or restricted access to such information as it may be intercepted, copied, read, forged, destroyed, or misused by others.

Unless the law provides otherwise, no personal right of privacy exists in any information placed by students or employees on college-owned computers, or transmitted via the college's voice mail or e-mail systems. In the event of a college investigation stemming from a complaint of alleged misconduct, voice mail, e-mail or files may be locked or copied by IT management to prevent destruction and loss of information, and/or the contents may be reviewed.

E-mail accounts will be deleted once an individual leaves NCC with no known intention of return or continuance date.

All logins, requests for web pages and commands executed by users are recorded in log files that are owned and maintained by Information Technology. This information is monitored and content may be blocked for inappropriate activity and may be the basis for policy enforcement.

Requests for disclosure of confidential information and retention of potential evidence will be honored when approved by authorized college officials or legal authorities, or when required by state or federal law.

Network Acceptable Use Policy

3. Network and System Integrity

Activities and behaviors that threaten the integrity of college computer networks or systems are prohibited on both college-owned and privately-owned equipment operated on or through college resources. These activities and behaviors include but are not limited to:

- ◆ Interference with or disruption of computer systems and networks and related services, including but not limited to the propagation of computer "worms," "viruses" and "Trojan Horses".
 - ◆ Intentional or careless acts, processing extremely large amounts of data, or causing extremely high system utilization to the extent that these interfere with network or system performance so that access to networks or information systems by others may be disrupted or substantially degraded. This includes, but is not limited to, any local network file sharing, the transfer of large files across the network and any gaming activity, shared (multi-player) or otherwise which degrades the network performance.
 - ◆ Failure to comply with requests from appropriate college officials to discontinue activities that threaten the operation or integrity of computers, systems or networks.
 - ◆ Revealing passwords or otherwise permitting use by unauthorized others, by intent or negligence, of personal accounts for computer and network access. Individual password security is the responsibility of each user.
 - ◆ Unauthorized scanning of computers and networks for security vulnerabilities and unauthorized attempts to circumvent data protection schemes or uncover security loopholes.
 - ◆ Connecting unauthorized equipment to the campus network computers.
 - ◆ Attempting to alter any college computing or network components without authorization or beyond one's level of authority, including but not limited to bridges, routers, hubs, wiring, connections, etc.
 - ◆ Negligence leading to damage of college electronic information, information technology resources, computing systems or networks.
 - ◆ Utilizing network or system identification numbers or names that are not assigned for one's specific use on the designated system.
 - ◆ Using campus resources to gain unauthorized access to any computer system.
 - ◆ Violating Copyright and Fair Use practices (see section C7).
 - ◆ Masking the identity of an account or machine.
 - ◆ Capturing passwords or data on the network not meant for you.
 - ◆ Modifying or extending NCC network services and wiring beyond the area of their intended use. This applies to all network wiring, hardware and in-room jacks.
 - ◆ Placing content on web pages which violates this Network Use Policy.
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Network Acceptable Use Policy

4. Academic Honesty

The college will not tolerate academic cheating or plagiarism in any form. Users of Information Technology resources are expected to uphold the standards of Nebraska Christian College (see p. 5 for specifics).

5. Commercial and Political Activity

Use of the college's Information Technology resources is strictly prohibited for hosting or serving unauthorized commercial activities, personal or political gain, private business, fundraising, or use otherwise unrelated to the college. This includes soliciting, promoting, selling, marketing or advertising products or services, or reselling college resources.

6. Trademarks and Patents

Unauthorized use of trademarked names or symbols, including NCC's, is prohibited. Where college resources are used, the college retains ownership of all faculty, staff and student inventions and other intellectual property that may be patented, copyrighted, trademarked or licensed for commercial purposes.

7. Electronic Communications

College electronic communications are to be used to enhance and facilitate teaching, learning, scholarly research, support academic experiences, and to facilitate the effective business and administrative processes of the college.

The following activities and behaviors are prohibited on college or privately-owned equipment or networks operated on college resources:

- ◆ Online gambling and file sharing and the use of any media enabling these types of activities.
 - ◆ Altering electronic communications to hide one's identity or to impersonate another individual. All e-mail, news posts or any other form of electronic communication must contain the sender's real name user ID.
 - ◆ Initiating or forwarding electronic "chain letters".
 - ◆ Sending unsolicited commercial advertisements or solicitations.
 - ◆ Operating unofficial e-mail reflectors.
 - ◆ Sending messages to large numbers of users.
 - ◆ Use of system aliases by non-authorized personnel.
 - ◆ Use of official aliases to broadcast unofficial and/or unauthorized messages.
 - ◆ Attempting to monitor or tamper with another user's electronic communications, or reading, copying, changing, or deleting another user's files or software without the explicit permission of the owner.
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Network Acceptable Use Policy

The college reserves the right to send electronic communications, including large group or broadcast messages, to its own users.

The college reserves the right to limit the size of individual messages being transmitted through college resources.

8. Internet

The college reserves the right to block categories of Internet content as well as specific sites. Currently the college blocks Internet sites that are known to be pornographic, that facilitate the practice of plagiarism, or that provide file sharing services.

D. Consequences of Non-Compliance

1. College

An individual's computer use and/or network connection privileges may be suspended immediately upon the discovery of a possible violation of these policies. Because of the nature of the networking, Information Technology may not know who owns a computer that may be involved in a violation. In this case, access to the network from that computer will be suspended until the owner of the computer contacts Information Technology and resolves the issue.

The Information Technology administrative staff will judge an offense as either major or minor. The Information Technology administrative staff will normally deal with a first minor offense. Additional offenses will be regarded as major offenses. Substantiated, major violations by students will be confidentially reported to the Chief Student Officer; those of faculty and staff to the President.

Violations of these policies will be dealt with in the same manner as violations of other college policies and may result in disciplinary review.

2. Civil and Criminal

In addition to the above, certain inappropriate use of Information Technology resources may result in personal criminal and/or civil liability.

User shall indemnify NCC for any losses, costs or damages, including reasonable attorney fees incurred by NCC relating to, or arising out of, any breach of this Use Policy by user.

E. Reporting Irresponsible or Inappropriate Use

Suspected violations of this policy should be reported to the Director of Information Technology.

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Information Technology personnel will advise the user on what, if any, action to take, act directly when appropriate, and/or refer the violation to other offices for further action. IT personnel will also assist other offices with investigations of suspected policy violations when appropriate. Information Technology personnel may also be contacted to report violations when the complainant is unable, or it is not desirable, to do so through other channels.

F. Fees

A listing of student fees for use of IT resources is available upon request.

G. Exceptions

Anyone desiring an exception to this policy must get written approval from the Chief Student Office.



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