



STUDENT HANDBOOK 2012-13

NEBRASKA CHRISTIAN COLLEGE

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Nebraska Christian College is accredited by



*The Association for
Biblical Higher Education*

Formerly *The Accrediting Association of Bible Colleges*

The Association for Biblical Higher Education (ABHE)

5850 T.G. Lee Blvd, Suite 130

Orlando, FL 32822

407.207.0808

HANDBOOK LIMITATION DISCLAIMER

This handbook is a supplemental document to the College Catalog and expands on policies and procedures directly related to student life. It is intended to be a fair representation of the College. It is only an announcement, however, and is not to be considered a contract. Nebraska Christian College reserves the right to make changes to the calendar, programs, courses, degree requirements, tuition, fees, refunds, and other matters without further notice. If a change is warranted, all changes are effective at such time as the proper authorities determine and may apply not only to prospective students but also to those who are already enrolled in the College.

Publication Date: 8/1/2012

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Welcome

We welcome you to Nebraska Christian College for the academic year 2012-13. We are glad you are here and hope to have many opportunities to serve you as a staff and faculty. We know that God has many great things in store for us this year, as we learn and serve together.

This Student Handbook is provided as a guide to policies and procedures that affect the students of Nebraska Christian College. Please refer to it if you have questions, or allow our personnel to guide you to the appropriate section.

Our theme for 2012-13 is "Something Better." We are taking this from Hebrews 11:39-40:

*These were all commended for their faith, yet none of them received what had been promised, since **God had planned something better** for us so that only together with us would they be made perfect.*

We will be exploring this topic in many ways this year, through chapels, classes, dorm life, activities, missions trips, and other great times of fellowship. Please join us with a spirit of anticipation and cooperation so that we might make this the best year in the history of Nebraska Christian College. We hope you are able to continue and finish your degree, becoming a proud graduate of this fine school.

Dr. Mark S. Krause
Academic Dean



Class of 2012

Correspondence Directory

Please direct any questions or requests for information to the following college officials:

Admissions	Brian Taylor, <i>Director of Admissions</i>
Athletics	Allen Boelter, <i>Athletic Director</i>
Business, Operations	Tony Clark, <i>Vice President, Operations</i>
Church Relations, Financial Gifts	Jim Hardy, <i>Chief Development Officer</i>
College Policies, Deferred Gifts	Richard D. Milliken, <i>President</i>
Curriculum, Faculty	Mark S. Krause, <i>Vice President, Academics</i>
Financial Aid	Christina (Tina) Larsen, <i>Director of Financial Aid</i>
Library	Linda Lu Lloyd, <i>Librarian</i>
Maintenance	Paul Miller, <i>Director of Maintenance</i>
Marketing, Special Events	J.D. King, <i>Director of Marketing and Special Events</i>
Mentored Ministry	Theo Hudalla, <i>Director of Mentored Ministry</i>
Student Finances	Allen Boelter, <i>Director of Institutional Finances</i>
Student Housing	Rowlie Hutton, <i>Head Resident</i>
Student Life & Activities	Leslie Stevens, <i>Dean of Women</i>
Transcripts	Mark Huddleston, <i>Registrar</i>
Veterans Affairs	Mark Huddleston, <i>Registrar</i>
Website, Technology	Tony Clark, <i>Vice President, Operations</i>

NCC office hours are:
Monday through Friday, 8:00 am – 5:00 pm

Phone: 402-935-9400
Website: www.nechristian.edu

Personnel

Administrators

Richard D. Milliken (1999)

President
Chief Executive Officer
B.A., Nebraska Christian College
M.A., University of Nebraska

Tony Clark (2007)

Vice President of Operations
Chief Operations Officer
B.A., Nebraska Christian College

Jim Hardy (2005)

Chief Development Officer
B.A., Nebraska Christian College

Mark S. Krause (2010)

Vice President of Academics
Chief Academic Officer, Academic Dean
Professor of Bible and Ministry
B.A., Puget Sound Christian College
M.Div., Emmanuel School of Religion
Ph.D., Trinity Evangelical Divinity School
Willamette University
Tyndale House, Cambridge University

Faculty

Michael D. Cahill (2011)

Assistant Professor of Ministry: Biblical Communications & Youth Culture
B.A., Nebraska Christian College
M.Div., Lincoln Christian University

David A. Haynes (2004)

Associate Professor of Ministry: Preaching
B.S.L., Ozark Christian College
M.Min., Creighton University

Mark Huddleston (1997)

Professor of Greek and World Missions
Registrar
B.A., Milligan College
M.Div., Emmanuel School of Religion
M.A., University of Texas-Arlington
D.Min., Emmanuel School of Religion
Emory University

Kelvin Jones (2003)

Professor of Biblical Studies
B.A., Boise Bible College
M.A., Cincinnati Bible Seminary
M.Div., Cincinnati Bible Seminary
Th.M., Trinity Evangelical Divinity School
Ph.D., Southern Baptist Theological Seminary

Linda Lu Lloyd (1998)

Librarian
A.A., Northeast Community College;
B.S., Wayne State College;
M.L.S., Emporia State University

Robert Milliken (2006)

Professor of Christian Thought and Humanities
B.A., Nebraska Christian College
M.A., University of Nebraska-Lincoln
Ph.D., University of Nebraska-Lincoln

Stefanie Rowe (2011)

Assistant Professor of Family Ministry and Counseling (half-time)

B.S., University of Nebraska-Lincoln

M.S., University of Nebraska-Omaha

Eric Smith (2007)

Instructor of Old Testament Studies

B.A. University of Nebraska (Lincoln)

M.A. (Candidate) Trinity Evangelical Divinity School

Ph.D. Student, Trinity University, Bristol UK

Barry Stackhouse (2008)

Instructor of Worship Arts

A.A., Community College of the USAF

B.A., University of Nebraska-Omaha

Rachel Wetjen (2011)

Instructor of Worship Arts

A.A., Nebraska Christian College

B.A., Grace University

Directors

Allen Boelter

Director of Institutional Finances

Theo Hudalla

Director of Mentored Ministry

J. D. King

Director of Marketing and Special Events

Christina (Tina) Larsen

Director of Financial Aid

Paul Miller

Director of Maintenance

Leslie Stevens

Dean of Women, Interim Director of Student Services

Brian Taylor

Director of Admissions

Staff

Becky Arnold

Cafeteria

Andrew Carlson

Admission Counselor, Women's Volleyball Coach

Sarah Dabney

Admissions Counselor

Don Fletcher

Women's Basketball Coach

Joel Fowler

Admission Counselor, Men's Basketball Coach

Judy Gillen

College Receptionist

Rowlie Hutton

Head Resident

Suzette Hutton

Head Resident

Linda Lu Lloyd

Development Office

Raj Lulla

Admissions Counselor

Sarah Nigro

Student Life, Admissions

Pat Schrant

Business Office

Debi Stackhouse

Academic Services Assistant

Laurie Wilson

Church Relations Coordinator

Nebraska Christian College Calendar 2012-15

Fall Semester	2012	2013	2014
Faculty/Staff Orientation	August 15, 16	August 15, 16	August 18, 19
Dorms Open	August 19	August 25	August 24
Student Orientation, Registration	August 19-21	August 25-27	August 24-26
Convocation Chapel	August 21	August 27	August 26
Classes Begin	August 22	August 28	August 27
Campus Service Day	August 30	September 5	September 4
Labor Day Holiday (offices closed)	September 3	September 2	September 1
Last Day to Add/Drop Classes without Penalty	September 5	September 11	September 10
<i>GORF</i> Event	September 21, 22	September 20, 21	September 19, 20
Dunning Lectures	September 25-27	September 24-26	September 23-25
Mid-term Examinations	October 10-12	October 16-18	October 15-17
Fall Semester Intensive Classes	October 15-19	October 21-25	October 20-24
Incomplete Work Due (for previous Spring)	October 17	October 23	October 22
Veteran's Day Holiday (offices closed)	November 12	November 11	November 11
Last Day to Withdraw from Classes	November 14	November 20	November 19
Thanksgiving Break	November 21-23	November 27-29	November 26-28
Registration for Spring Semester 2012	November 26-30	December 2-6	December 1-5
Christmas Program	December 7, 8	December 13, 14	December 12, 13
Final Examinations	December 10-13	December 16-19	December 15-18
Semester Ends, 5:00 p.m.	December 13	December 19	December 18
Spring Semester	2013	2014	2015
Dormitory Opens	January 5	January 11	January 10
Orientation for New Students	January 6	January 12	January 11
Classes Begin	January 7	January 13	January 12
M. L. King, Jr. Holiday (offices closed)	January 21	January 20	January 19
Last Day to Add/Drop Classes without Penalty	January 22	January 27	January 26
Mid Term Examinations	February 20-22	February 26-28	February 25-27
Incomplete Work for Fall Semester Due	March 1	March 7	March 6
<i>Turning Point</i> Event	March 1, 2	March 7, 8	March 6, 7
Spring Semester Intensive Classes	March 11-15	March 17-21	March 16-20
Leadership Conference	March 15-16	March 21, 22	March 20, 21
<i>Bible Bowl</i> Event	March 22, 23	March 28, 29	March 27, 28
Last Day to Withdraw from Classes	April 5	April 4	April 3
Spring Break	March 25-29	April 14-18	March 30-April 3
Good Friday (offices closed)	March 29	April 18	April 3
Easter Sunday	March 31	April 20	April 5
Pre-Registration for Fall 2012	April 15-19	April 21-25	April 20-24
Week of Ministry Trips	April 19-27	April 5-12	April 24-May 2
Spring Formal Banquet	April 30	May 6	May 5
Campus Life Day (no classes)	May 1	May 7	May 6
Final Examinations	May 7-10	May 12-15	May 11-14
Semester Ends, 5:00 p.m.	May 10	May 16	May 15
Golf Event	May 10	May 16	May 15
Senior Banquet	May 10	May 16	May 15
Commencement/Graduation Exercises	May 11	May 17	May 16
Assessment Week	May 13-17	May 19-22	May 18-21
Faculty/Staff Year End Review	May 21	May 23	May 22

General Information

Nebraska Christian College focuses on a mission, operates from a philosophy, fulfills objectives, and proclaims a faith as set forward in this section of the Student Handbook.

Mission Statement

Nebraska Christian College is an institution of Christian higher education that seeks to bring glory to God by calling people to know Christ, preparing disciples with skills for ministry, and sending them out to make Christ known.

Philosophy

The trustees and faculty of Nebraska Christian College believe God has revealed Himself to mankind in the writings commonly known as the Old and New Testaments of the Holy Bible. They are committed to the belief that these constitute a sufficient guide in all doctrinal matters and for the guidance, pattern, and mission of the church.

The college curriculum is Bible centered. NCC shares the basic philosophy that marks Bible colleges as distinctive educational institutions, namely, that in addition to secular wisdom, one must also be knowledgeable in the Divine Word. To this end, its programs of study include Biblical and Theological Studies, General Education Studies, and Ministry Studies leading to degrees in chosen fields of specialization.

1. We believe it is imperative for today's church workers to have a deep regard for the Bible as the Word of God and to be competent in understanding and communicating its message to others. Therefore, every degree program carries a Bible major requirement.
2. We also believe that, to function effectively as servant-leaders in twenty-first century churches, people must have a broad understanding of the world in which they live, coordinated with a Christian world-view. Structured into every degree program, therefore, is a concentration of general studies designed to acquaint students with broad areas of human knowledge and to integrate it into their personal Christian faith and chosen life work.
3. Since the college was called into existence to meet the specific need of churches for a consecrated and qualified ministry, the various programs of the college center on ministry studies designed to equip students with vocational skills—the practical ministries.

Objectives

To fulfill its mission, NCC offers education programs and degrees for Christian students to achieve the following objectives:

1. To prepare professional leaders and staff for ministry positions in local churches (such as preaching ministry, youth/student ministry, worship ministry, ministry to the deaf, or family life ministry).
2. To prepare missionaries for world-wide and/or cross-cultural evangelism.
3. To prepare people who, regardless of occupation, will serve and provide vitality in local churches (such as elders, deacons, Bible teachers, youth leaders, worship leaders, ministry team leaders, and church-planting team members).
4. To develop professional leaders and staff for positions in parachurch organizations (such as teachers, administrators, and staff for Christian schools, camps, day care centers, colleges, seminaries, nursing homes, retirement villages, publishing companies, and campus ministries).
5. To encourage and prepare students to be life-long learners.
6. To develop the whole person: physically, intellectually, emotionally, and spiritually.

History

The history of Nebraska Christian College began in 1944. On October 26, fifteen Christian people met in Wymore, Nebraska to talk over possibilities and formulate plans for starting the school. Guy B. Dunning, a well-known evangelist, was elected president. Norfolk, Nebraska was the location selected because a favorable relationship with Norfolk Junior College (now Northeast Community College) provided general education classes to supplement the Bible College curriculum.

The college purpose was stated: as “the teaching and training of Gospel preachers who will be true to Christ and the Bible.” In addition, the founders included the offering of a program of study for “other young people who desire . . . to be better Christians and to be able to render more and better service to Christ and their Church.”

Through the years, the college has grown and changed. Now located on its third site, NCC has outgrown previous facilities twice, but has never changed its purpose, and remains committed to the mission for which it was originally called into existence.

Location

Papillion is a community of about 20,000 in the Omaha metropolitan area. The Omaha metro area has a population of over 800,000. The business community provides a large number of part-time jobs for students. Likewise, the proximity of several colleges and universities enables NCC students to take desired courses on those campuses. The presence of many churches associated with the college provides weekend ministry opportunities for students.

Statement of Faith

Preamble

Nebraska Christian College is a Bible College whose purpose is to invite, equip, and empower each generation of disciples fully to engage in ministry for the proclamation of the gospel and the glory of Jesus Christ.

Nebraska Christian College is open to all students who acknowledge Jesus Christ as Savior and Lord. It is part of the Restoration Movement and is affiliated with the Christian churches and churches of Christ, a non-denominational fellowship that seeks the restoration of biblical Christianity and the unity of all believers on the basis of the New Testament Scriptures. We desire simply to be Christians, but do not claim to be the only Christians in journey to know and obey Christ. We seek fellowship with all who also confess Jesus Christ as Lord and submit in joyful obedience to the teachings of the Word of God.

We acknowledge also that there are matters in Scripture that are open to opinion. Believers in Christ are called to love each other regardless of differing preferences and opinions.

Core Beliefs

Those who seek to attend Nebraska Christian College will find value in knowing the **Core Beliefs** that guide both instruction and community within our campus. Those who seek to work or teach at Nebraska Christian College will find identity and harmony in affirming and advocating these **Core Beliefs** and are required to sign a statement of affirmation and support each year.

Nebraska Christian College affirms these Core Beliefs:

1. **THE BIBLE.** The Bible, consisting of the Old and New Testament Scriptures, is the Word of God written and is God-breathed, and therefore is completely true, reliable, authoritative, and profitable for faith and life in every generation and culture.
2. **GOD.** There is one true God, who has revealed Himself to be supremely holy, full of love and truth. God has demonstrated His exclusive activity as Creator, Ruler, Sustainer, and Redeemer of all creation. God has revealed Himself to us as Father, Son, and Holy Spirit, three Persons possessing equally and eternally the divine nature and attributes of God. Jesus is the Son of God, conceived of the Holy Spirit and born of the virgin Mary; He is God the Word incarnate. He lived a sinless life, and in His suffering and death on the Cross He endured for others the wrath of God against sin. Jesus was raised bodily from the dead and now reigns as Lord and Mediator and will return in power at the end of all time. The Holy Spirit is God who reveals the word of truth, convicts all of sin, righteousness, and judgment, and indwells each believer to empower the holy life and spiritual work that God has called each believer to fulfill.

3. **SALVATION.** Salvation from sin's consequences and contamination is a result of God's mercy achieved through the atoning death, burial, and resurrection of Jesus Christ. Every individual may receive this gift of grace through faith in Jesus as the Son of God demonstrated in repentance from sin; confession of Jesus as Lord and Christ; baptism by immersion in water for the forgiveness of sins and the gift of the indwelling Holy Spirit; and living a life that delights in God's goodness and reflects God's glory. Jesus Christ will return to complete the judgment and redemption of creation, and every person will dwell eternally in Hell or in Heaven.
4. **THE CHURCH.** The Church is one and consists of those around the world who acknowledge Jesus Christ as Savior and Lord, and submit to His authority. The Church's purpose is to glorify God by boldly presenting and faithfully representing the good news of salvation through Jesus Christ. The Church fulfills its mission as it seeks to evangelize those who are lost and edify those who are saved.

Academic Information

ABHE Solutions

Nebraska Christian College uses an administrative software package provided through its accrediting agency called ABHE Solutions. Upon enrollment, each student will be given access to his or her ABHE Solutions account. This is an online, web-based system, thereby allowing a student to access his or her account from any internet-capable source. ABHE Solutions allows students to the following:

- Update his or her personal contact information
- Register for courses
- Monitor transcript information
- Check financial information
- Access information for specific courses such as current grades, document downloads, and discussion forums
- Find syllabi for courses that may be offered in the future
- Take online tests
- Participate in online course evaluations and surveys
- Be notified of campus emergencies through ABHE's SMS function

Academic Integrity

As both a Christian institution and an institution of higher education, Nebraska Christian College expects the highest standards of academic integrity and honesty from its students. Two offenses against academic integrity are specifically prohibited:

- Plagiarism: Using material from another source that is unattributed and/or unacknowledged.
- Cheating: Using methods, sources, or material prohibited by a professor to complete an assignment or test.

These are the most common forms of violation of academic integrity, but not the only ones. Violations are determined by the professor of a course. The professor may choose to handle the situation individually, but the standard penalty will be loss of credit for a particular assignment or test. In other situations, the professor may decide not to award credit for the course, thus failing the student. If the professor believes the situation is too extreme for these remedies, the situation may be referred to the Dean of Students for an Ethical Conduct Committee hearing. This may result in removal from a course, or suspension from the college.

Academic Year

The academic year is divided into two semesters that includes orientation, registration, special events, and examinations. The average academic program anticipates the student will enroll for fifteen to seventeen (15-17) credit hours per semester.

- Fall semester: August-December
- Spring semester: January-May

The college may offer some courses in a Summer semester, running June-July.

Accreditation and Approvals

Nebraska Christian College is accredited by the Commission on Accreditation of the Association for Biblical Higher Education. The contact information for ABHE is:

The Association for Biblical Higher Education (ABHE)
5850 T. G. Lee Blvd, Suite 130
Orlando, FL 32822
407.207.0808
www.abhe.org

- NCC is listed in the Educational Directory of the Office of Health, Education, and Welfare as a recognized institution of higher education.
- NCC is approved by Nebraska State Law to grant degrees and certificates.
- NCC is approved by the Nebraska State Department of Education to train veterans and others eligible for Veterans Administration benefits.
- NCC is approved by the United States Department of Justice, Immigration and Naturalization Service to train non-immigrant alien students.

Advanced Placement

NCC allows credit toward a degree program under the Advanced Placement (AP) Program of the College Entrance Examination Board and the College Level Examination Program (CLEP) in accordance with the recommendation of the American Council on Education (ACE). AP and CLEP credit may be awarded only when a General Education Studies requirement has not been met by previous course work and only up to the amount needed to fulfill degree requirements. Credit by examination is normally not accepted to meet elective course requirements. Students seeking credit by examination may consult with the Registrar concerning hours allowable and test scores required.

NCC may also accept credits for students who have completed an International Baccalaureate program.

Attendance

Class attendance is expected of all students enrolled for classes at Nebraska Christian College. A right sense of Christian stewardship implies that students have the responsibility to attend classes, participate in class discussions, and complete course requirements. 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. Each professor will report excessive absences and tardies to the Student Services Office 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:

1. 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.
2. 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.

Audit Hours

Students may audit courses offered by the College, but will receive no academic credit for such courses. Students auditing music ensembles or varsity sports have the same attendance, practice, and performance expectations as those enrolled for credit.

Courses taken for credit may be changed to audit no later than 5:00 pm, Friday of the twelfth week of the semester. Students can change a course from “audit” to “credit” during the first week of classes only.

Bible Knowledge Exam

Nebraska Christian College uses the *Bible Knowledge Exam*, developed by The Association for Biblical Higher Education (ABHE), to measure student progress in the acumen of Bible knowledge from one’s entrance to one’s exit from the College. All students completing a Bachelor’s degree must achieve a minimum score of 75 before qualifying for graduation. Students must achieve this passing score no later than the end of February of their graduating year. Students may achieve this score using an online test format offered through ABHE. The test may be taken multiple times.

Catalog Fulfillment

Students are responsible for fulfilling the degree requirements outlined in the College Catalog in effect during their initial enrollment. While a student may elect to substitute the requirements of any subsequent catalog published while they are enrolled, a student will only be allowed to fulfill the requirements of one Catalog rather than choosing portions of different catalogs.

Per the Higher Education Act of 2008, veterans who leave in order to perform military service will be readmitted with the same academic status he or she had when last in attendance at the institution. This exemption will not exceed five years. This exemption does not include veterans receiving a dishonorable or bad conduct discharge, or who are sentenced in a court-martial.

Classification of Students

Students enrolling for twelve (12) or more hours per semester are considered full-time. Students enrolled for less than twelve (12) hours are considered part-time. Progress toward graduation is designated as follows:

Freshman	0—31.5 hours
Sophomore	32—63.5 hours
Junior	64—95.5 hours
Senior	96—130 hours
Fifth-year student.....	130.5 or more hours

Class Load

Students may register for up to 17 ½ hours per semester without special approval. A student seeking to take 18 or more hours must receive permission from the Registrar or the Academic Dean. Permission is granted or denied on a case-by-case basis.

Students who are employed while enrolled at NCC are encouraged actively to monitor their academic load. Students employed for more than twenty hours per week must determine if a reduced class load (12-14 hours) is appropriate. Such a choice, however, will likely lengthen the time it takes to achieve graduation. Even though the college recognizes the value of extracurricular activities and encourages student participation, students are advised to evaluate carefully activity levels so as to maintain physical, spiritual, emotional, and academic health.

Completion Rates

The completion rate for the 2005-06 cohort was 56%. Previous cohort completion rates are available through the Academic Office

Credit for Military Experience

Veterans with an honorable discharge from active duty (form DD214) may receive appropriate credit for educational preparation and experience acquired while in the Armed Forces in accordance with the recommendations of the American Council on Education (ACE).

Declaration of Ministry Major

After the satisfactory completion of 32 hours of credit (usually after the second semester at NCC), students are encouraged to meet with a faculty advisor to review their choice of a Ministry Major. This meeting will **consist** of:

- A review of the student's academic record as well as his or her educational and social experiences;
- Counsel regarding the student's potential in his or her chosen area of ministry concentration; and,
- Assignment and/or confirmation of a ministry professor who will function as the student's advisor providing guidance and counsel in completing the requirements of the Bachelor degree.
- Changing the student's program in ABHE Solutions to the agreed-upon major.

Some majors may have their own acceptance requirements not stated in this catalog (such as Worship Arts). In these cases, the student should contact the department chair for that major concerning such requirements.

Disclaimer of Contractual Obligation

While course offerings are scheduled based on program requirements listed within the *College Catalog*, the College reserves the right to reschedule and/or cancel courses based on factors such as course enrollment size. Suggested course schedules available through the Academic Office should be viewed as exactly that—suggested; they should not be viewed as a binding contract on the part of the College. In the event that the College exercises its right to cancel a required course, the Academic Dean, in consultation with the professor of major and the Registrar, may substitute a relevant course work to meet program requirements.

Disabled Student Accommodation Policy

Nebraska Christian College does not discriminate among students based on disability or disabilities. In compliance with the Americans with Disabilities Act (ADA) all qualified students enrolled in the college are entitled to reasonable accommodations in regard to disabilities. The Director of Student Services serves as Nebraska Christian College's Disability Accommodation Officer (DAO). It is the student's responsibility to inform the DAO of any special needs before the end of the second week of classes. The student may be asked to provide documentation of a disability so that proper accommodation may be offered.

Disputed Grade Policy

If a student believes a grade is incorrectly placed on the student's record or a student disputes the validity of a grade, the student must file a "Disputed Grade Request" with the Registrar within two weeks of the grade being posted. The Academic Office will forward the request to the specific faculty member for resolution. The faculty member who submitted the grade being disputed will review and sign off on any changes to the original submission within 30 days of the submission of the "Disputed Grade Request."

If no resolution occurs between the faculty member and the student regarding a disputed grade, an appeal may be heard by the Academic Dean in accordance with appeal policy. Any and all appeals regarding grades must be completed within seven days of the faculty member submitting his/her response to the "Disputed Grade Request." No grade appeal will be heard without a student first using the "Disputed Grade Request" policy. Decisions of the Academic Dean are final.

An "incomplete" grade changing to an "F" after the designated time for correction cannot be disputed using the "Disputed Grade Request" because the incomplete grade paperwork is a separate grade process. If a faculty member has failed to submit an appropriate grade within the allocated time to replace an "incomplete," the Registrar may make those corrections to the records. The Registrar need not make corrections beyond 30 days past the allocated time. If a "Disputed Grade Request" is not filed according to this policy, no administrative action can be taken to change a student record by the student, faculty member, or administration.

Distance Learning and Online Courses

Nebraska Christian College recognizes several opportunities for students to earn credits and meet requirements using course delivery methods other than the traditional classroom setting. This includes coursework through Berklee College of Music, the Consortium for Christian Online Education, various correspondence courses from other colleges, and NCC's own online courses. These general policies apply in this area:

- No more than a sum total of sixteen (16) hours of *Berklee*, *Consortium* and/or correspondence course work may be applied toward a Bachelor's degree.
- No more than twelve (12) hours may be applied to an Associate's degree.

Berklee College of Music

The college has a partnership agreement with Berklee College of Music (BCM) of Boston, MA, that allows NCC students to take online courses from BCM for NCC credit at a reduced tuition rate. BCM is the largest independent college of contemporary music in the world. This partnership allows students to take cutting-edge music technology and other music courses from world-class faculty. The courses are administered by the Worship Arts Department of NCC. Although NCC students receive a reduced tuition rate from BCM, it is still higher than NCC's tuition rate, so a special tuition fee is charged for each BCM course taken. (See "Berklee College of Music Courses" under the "Course Descriptions" section of the Catalog for a list of approved courses.)

Consortium for Christian Online Education (CCOE)

NCC is a member of the Christian Consortium for Online Education (CCOE, www.theccoe.org). The CCOE offers courses that are made up of students from member colleges and are taught by various professors from these schools. Students enroll for these courses through NCC, pay NCC's tuition, and receive credit from the college. All classes are conducted online, where students connect with their teachers, view the syllabus, watch lectures, and do assignments.

Registration for these courses takes place at the scheduled NCC registration dates. Credit hours and grades are recorded on a student's NCC transcript and are computed into the semester's Grade Point Average (GPA) and into the Cumulative Point Average (CPA). Students normally are not allowed to register for Consortium courses in their final semester (if graduating in the Spring semester) at NCC. All courses taken through the CCOE will have a DL course code prefix. (See course listings and descriptions under "Christian Consortium for Online Education Courses" in the "Course Descriptions" section of the Catalog.)

Correspondence Courses

NCC does not offer courses by correspondence. NCC may accept, however, certain correspondence courses from approved institutions in place of selected NCC courses in order to avoid scheduling conflicts. These courses are then transferred into the student's NCC program like any other transfer credits.

Students should visit with the Registrar regarding the acceptance of correspondence credit to replace courses needed for the completion of their degree. Correspondence courses are entered on the students' transcript as transfer credit and will only be accepted if the grade achieved is a "C" or better. The Academic Office should receive grades from all Correspondence courses before a student may file their "Petition for Graduation" (typically in January of the graduating year). Students are normally not allowed to register for correspondence courses in their final semester (if graduating in the Spring semester) at NCC.

Online Courses

NCC offers a limited number of courses from its catalog listings in online format. Students will register for these courses at regular registration times. All NCC online courses will appear on the student's transcript with an OL suffix.

Email Accounts

All students enrolled at Nebraska Christian College are assigned an email account based on the nechristian.edu domain. NCC's email is a Google-based system, thus accessible online. Students are expected to check their email accounts frequently, as the college uses this system to communicate many things having to do with classes, events, and other items that involve students.

Grade Standards and Equivalents

Number	Grade	Letter Grade	Grade Point	Quality
100 - 96		A	4.0	Excellent work
95 - 94		A-	3.7	
93 - 92		B+	3.5	
91 - 88		B	3.0	Above average work
87 - 86		B-	2.7	
85 - 84		C+	2.5	
83 - 80		C	2.0	Average work
79 - 78		C-	1.7	

77 - 76	D+	1.5	
75 - 72	D	1.0	Below average work
71 - 70	D-	0.7	
69 - 0	F	0.0	Failing work
	AU	NA	Audit (not for credit), pass
	AUF	NA	Audit (not for credit), fail
	CR	NA	Non-graded course, pass with credit
	NCR	NA	Non-graded course, fail with no credit
	INC	0.0	Incomplete, counts as "F" until resolved
	VWD	NA	Voluntary Withdrawal (simple drop)
	VWP	NA	Voluntary Withdrawal (was passing)
	VWF	0.0	Voluntary Withdrawal (was failing)

An "NA" means this grade is Not Applicable. Such a grade will not have an effect on the GPA or the CPA of the student. The "0.0" Grade Point for a class applies for the Grades F, INC, and VWF. These grades will have an effect on both the GPA and the CPA of the student.

Grade Reports

Grade points (4.0, 3.7, 3.5 . . .) are allocated for each semester hour earned.

- The Grade Point Average (GPA) is used to determine academic quality and status, rank in class, academic probation, scholastic honors, eligibility for graduation, and graduation honors. GPA is computed by multiplying the semester hours of each class by the grade point equivalent of the grade earned.
- Grade points are also averaged cumulatively at the end of each semester. The resultant Cumulative Point Average (CPA) is a measure of a student's overall academic progress.

At any time, students may access their grades using their ABHE Solutions accounts. Grades will not be sent to parents unless NCC has expressed written permission from the student to do so. If a student sees an error in a semester grade report, he or she should contact the instructor immediately. Once the semester has closed, an instructor may change a grade only with the approval of the Registrar.

Graduation Awards

Graduation with Honors

Graduation honors are based on the CPA earned at the end of the Fall Semester before Graduation. These honors are for Bachelor's degrees only. Honors annotations appear on student transcripts as follows:

- Graduated Summa Cum Laude (CPA of 3.9 or above)
- Graduated Magna Cum Laude (CPA of 3.75 or above)
- Graduated Cum Laude (CPA of 3.50 or above)

Bachelor of Arts, Bachelor of Worship Arts, and Bachelor of Theology graduates receive Honors Pins in the above three categories and wear honors cords on their Commencement gowns.

Dean's Cup

Awarded at Commencement to the B.A. or B.Th. graduate having the highest cumulative grade point average (at least a 3.5 CPA and a minimum of sixty-four credit hours at NCC). The Dean's Cup is engraved with the honoree's name. Transfer credit will not be factored into the Cumulative Grade Average (CPA) for Dean's Cup.

Delta Epsilon Chi

The purpose of the *Delta Epsilon Chi* honor society membership is to encourage and honor outstanding academic scholarship, approved Christian character, and Christian leadership ability among the accredited schools of The Association for Biblical Higher Education (ABHE). The name, *Delta Epsilon Chi*, means, "approved unto Christ" and is taken from the first Greek letter in each word of this phrase (Romans 16:10). Persons eligible for membership

must have achieved a CPA of at least 3.30 and have exhibited Christian character and leadership ability. Election to membership is made by the executive committee of *Delta Epsilon Chi* upon recommendation of the Faculty.

Merit Award

The Merit Award is awarded at Commencement to a student (preferably a B.A. or B.Th. graduate) who has made an outstanding contribution to NCC in scholarship, leadership, attitude, participation, and Christian character.

Progress Award

This honor is awarded at Commencement in recognition of significant spiritual growth during one's attendance at NCC. The Progress Award may be awarded to an A.A., B.A., or B.Th. graduate.

Service Award

The Service Award is presented for an outstanding record of service beyond the everyday notice of others. The recipient need not be a graduate.

Graduation Requirements

Students bear the responsibility for understanding *all* graduation requirements. Early in one's academic career, the student should begin monitoring his or her personal degree audit using the ABHE Solutions system. A degree audit is a record of one's academic progress. Students planning to fulfill graduation requirements should anticipate carrying approximately 16-credit hours in each semester (A.A. in four semesters; B.A. or B.W.A. in eight semesters; B.Th. in ten semesters). Students wishing to take a lighter load may still graduate within the prescribed time by enrolling in summer sessions through the CCOE or by taking summer courses at a community college.

Bachelor's Degrees

In order to graduate with a Bachelor's degree from NCC, students must meet the following requirements:

1. Satisfactorily complete their chosen program of study (see "Programs of Study" in the Catalog). Candidates seeking more than one degree must meet all requirements for each degree. Students seeking to graduate with a B.A. degree having more than one ministry major must meet all requirements for each major.
2. Complete at least one full year (32 hours) in residence at NCC. If only one year is taken at NCC, it should be the final year of a student's program.
3. Demonstrate the quality of Christian character and faith, as defined by NCC, so that NCC may recommend the graduate to the public. Students placed on Disciplinary Probation, Academic Probation, or considered not to be in good standing at the time of Commencement will not be allowed to graduate.
4. Satisfactorily complete all Mentored Ministry, Field Education, and Internship requirements as determined by NCC.
5. Receive a CR grade for Chapel in eight semesters for a B.A. or B.W.A. degree, four semesters for an A.A. degree, and two semesters for a Bible Certificate. Chapel requirements for B.Th. students and transfer students will be pro-rated and determined by the Academic Office at the time of enrollment.
6. Maintain a *cumulative* grade point average (CPA) of 2.0 for all class work taken at NCC. Graduates must have a *semester* grade point average (GPA) of 2.0 or higher during their final semester at the college.
7. Attain or exceed a raw score of "75" on the Bible Knowledge Exam produced by the Association for Biblical Higher Education for A.A., B.A., B.W.A., and B.Th. degree recipients.
8. Complete an "Intent to Graduate" with the Academic Office by November 30. Individuals not completing the "Intent to Graduate" by the November 30 may be assessed a \$20.00 Late Fee.
9. Submit a formal "Petition for Graduation" to the Academic Office on or before the January 31. Those individuals not "Petitioning to Graduate" by the deadline may not be allowed to graduate in that school year.
10. Be recommended for graduation by the Faculty to the Board of Trustees. The Board of Trustees authorizes the conferral of all degrees.
11. Fulfill all financial obligations to the College by the April 15 before graduation.
12. Participate in graduation exercises. Failure to attend Commencement may result in a failure to graduate. The Academic Dean must formally approve any potential absence.

Bible Certificate

Those students who complete a Bible Certificate may be awarded this certificate at the graduation exercises in the spring. They are not “graduating,” however, and participate without academic apparel. Students wishing to receive a Bible Certificate must complete the following requirements:

1. Satisfactorily complete the program of study (see “Programs of Study” in the Catalog).
2. Complete at least 24 hours of coursework from NCC.
3. Demonstrate the quality of Christian character and faith -- as defined by NCC – so that NCC may recommend the graduate to the public. Students placed on Disciplinary Probation, Academic Probation, or considered not to be in good standing at the time of Commencement will not be allowed to receive a Bible Certificate.
4. Receive a CR grade for Chapel in two semesters.
5. Maintain a *cumulative* grade point average (CPA) of 2.0 for all class work taken at NCC. Graduates must have a *semester* grade point average (GPA) of 2.0 or higher during the semester they complete a Bible Certificate.
6. Complete an “Intent to Graduate” with the Academic Office by November 30. This form will be used for Bible Certificates also. Individuals not completing the “Intent to Graduate” by the November 30 may be assessed a \$20.00 Late Fee.
7. Submit a formal “Petition for Graduation” to the Academic Office on or before the January 31. This form will be used for Bible Certificates also.
8. Be recommended for receiving a Bible Certificate by the Faculty to the Board of Trustees. The Board of Trustees authorizes the conferral of all certificates.
9. Fulfill all financial obligations to the College by the April 15 before graduation.
10. Participate in graduation exercises.

Dean’s List (Honor Students)

At the close of each semester, a Dean's List is posted. Eligible students must have a semester GPA of 3.5 or higher, be full-time (carrying 12 hours or more), and have no semester grade below a B-.

Inactive Status

Students who do not enroll for two consecutive semesters must reapply for admission. The application fee is waived. Should the inactive period extend beyond two years, students become subject to the current catalog and may lose the right to graduate under the catalog of their first enrollment. In that case, course work prior to the inactive period is evaluated on a course-by-course basis. Successful completion of extra hours may be required.

Incomplete Policy

Nebraska Christian College discourages incompletes. An “Incomplete” grade may be given only if the student cannot complete the course work because of circumstances deemed by the Registrar or Academic Dean as clearly unavoidable. In such circumstances, the student must adhere to the following procedure:

1. Secure a “Permission for Incomplete” form from the Registrar;
2. Articulate the reason (on the form) for not completing the required work on time;
3. Take the form to the instructor (who must approve the petition) for his or her signature;
4. Return the signed form to the Registrar before 5:00 p.m. on the last day of classes for the semester.

An Incomplete will not be given without following this formal procedure. To complete the class, the student must submit the completed course work to the instructor by 5:00 p.m. at the close of the eighth week of the following semester. The student must also:

1. Secure a “Removal of Incomplete” form from the Registrar and pay the appropriate fee;
2. Submit the form and the completed work to the instructor. The completed work may incur a grade penalty, which will be at the discretion of the professor. Failure to submit the required work on or before the due date will result in the incomplete work being averaged into the final grade as an F, (0.0).

Until Incompletes are resolved, they will be counted as an “F” in all grade point calculations (GPA or CPA). This may adversely affect a student’s Financial Aid status.

Jerusalem University College

Nebraska Christian College is a member of the Consortium of Associated Schools of Jerusalem University College (formerly known as the Institute for Holy Land Studies) whereby Nebraska Christian College students can travel and study in Israel in short courses (3 weeks) or through extended study (a semester or year). Jerusalem University College has a specialized curriculum designed to introduce students to the study of Palestine and the Near East. Courses are available in archaeology, in the languages and literature of Near Eastern cultures and peoples of ancient times, and in Near Eastern cultures and peoples of today. The curriculum of JUC has been designed to take advantage of the distinctive resources of study and research available in Jerusalem and throughout Israel. Historical and cultural aspects of the land are covered thoroughly in a variety of courses. These courses, together with geographical, archaeological, and linguistic studies, provide a unique on-the-scene exposure. This exposure is ensured through a staff of scholars and lecturers resident in the land. The use of local Jewish and Arab expertise in some of the classes contributes to the unique character of the program.

The major portion of the instruction is done in English by a staff that has been recruited from the faculties of the Hebrew University and the University of Tel Aviv. Students desiring transfer credit in a particular program should consult the Registrar prior to enrolling in courses. For more information, contact the Academic Dean. More information about Jerusalem University College is found at www.juc.edu.

Late Registration

Students arriving later than the first scheduled day of classes must request Late Registration form from the Registrar. This will result in the student being charged late registration fee. No student will be allowed to register after the end of the second week of classes.

Returning students must pre-register for the next semester according to a deadline set by the Academic Department. Failure to do this may result in a Late Registration fee of up to \$50.

NAICU

Nebraska Christian College is a member of the National Association of Independent Colleges and Universities (NAICU), which serves as the unified national voice of independent higher education. Since 1976, the association has represented private colleges and universities on policy issues with the federal government, such as those affecting student aid, taxation, and government regulation. Today, through new communication technologies, an improved governance structure, and increased member participation, NAICU has become an even more effective and respected participant in the political process.

The NAICU staff meets with policymakers, tracks campus trends, conducts research, analyzes higher education issues, publishes information, helps coordinate state-level activities, and advises members of legislative and regulatory developments with potential impact on their institutions. In addition, NAICU has spearheaded several major public initiatives, such as the Student Aid Alliance, an ambitious effort to enhance funding for existing student aid programs; and the nonpartisan National Campus Voter Registration Project that, in the last three congressional elections, has helped member institutions conduct both voter education programs and campaigns to register students and employees.

With more than 1,000 members nationwide, NAICU reflects the diversity of private, nonprofit higher education in the United States. Members include traditional liberal arts colleges, major research universities, church- and faith-related institutions, historically black colleges and universities, women's colleges, performing and visual arts institutions, two-year colleges, and schools of law, medicine, engineering, business, and other professions. NAICU is committed to celebrating and protecting this diversity of the nation's private colleges and universities.

Non-Degree Students

All students pursuing a degree at NCC must have achieved a high school diploma or general equivalency diploma (GED) and submit a transcript of high school work. NCC desires, however, to assist Christians who seek to develop their Christian witness and serve in some capacity in the local church. Even without a high school diploma, two options remain open for those individuals who desire an experience at the Christian College level.

1. A student may be admitted with the understanding that he or she is not pursuing an academic program leading to a degree and will not be eligible to petition for graduation.

2. A student may be admitted with the declared intention of pursuing a degree. The credits attained will be held “in escrow” until he or she can present a high school diploma or its equivalent. NCC will not issue a transcript for escrow credit until the diploma or its equivalency is presented.

Registration Adjustments

Students may sign up for courses during designated pre-registration periods, on official Registration day, or until the close of the Late Registration period. The following policy applies to students wishing to adjust their schedule of courses for which they are registered:

1. If a student is registered, that student may make the desired changes the first two weeks of class with no fee.
2. After the first two weeks of class, any change to one’s course schedule (including a drop) can result in a charged fee.
3. After the official Registration day(s), a fee will be charged for late registration.

Repeating Courses

Courses for which a student has received a “D” or “F” grade may be repeated. If there is improvement, the subsequent grade will be used for computing cumulative GPA and total credits earned. Repeated courses may not be eligible for certain categories of Financial Aid.

Right-to-Know Statutes

Family Educational Rights and Privacy Act of 1974 (FERPA)

Nebraska Christian College is committed to protecting the right of privacy for all individuals about whom it holds information. Access to educational records is restricted to a) the student concerned, b) others with the student's written consent, c) NCC officials who have legitimate educational interest in the records, d) officials of another school where the student seeks or intends to enroll, e) certain authorized government representatives, f) certain organizations conducting studies on behalf of NCC, g) accrediting organizations carrying out their accrediting function, h) a court of competent legal jurisdiction, and i) appropriate parties in a health or safety emergency. Other information related to NCC’s policy is available upon request from the President.

Student Right-to-Know and Campus Security Act of 1991

In compliance with this act, NCC maintains records related to the completion or graduation rate of its students. These statistics are available upon request from the Registrar. Furthermore, NCC will provide to all persons upon request exact information about incidents of crime on campus. There are very few incidents of crime on the NCC campus. For the protection of all personnel and students, NCC employs personnel who open and close campus facilities at regular times. A Head Resident and Resident Assistants enforce curfew in the student residence and check security. The use of tobacco, alcoholic beverages, and narcotics is expressly prohibited on campus. Further information may be requested from the Student Services Office.

Satisfactory Academic Progress and Eligibility

Satisfactory Academic Progress is based on a student’s Current GPA and Cumulative GPA. The general standard at Nebraska Christian College is a Current and Cumulative GPA of 2.0, because this is required for graduation.

Freshman Students

Freshman status students (0-31.5 hours completed) are required to maintain a minimum standard of 1.7 GPA. A student who falls below this minimum standard will be placed on Academic Probation. Students who are on Academic Probation must achieve the minimum GPA/CPA standards (1.7) or they may be placed on Academic Suspension the following semester. Freshmen students admitted on “provisional acceptance” will enter on Academic Probation, are limited to a twelve-hour maximum class load, and must achieve at least a 1.7 GPA to maintain “enrolled” status.

Students above Freshman Status

After a student has completed 32 hours, that student’s GPA must be at least 2.0 or above and must be maintained thereafter. If a student’s GPA (Current or Cumulative) falls below 2.0, he or she will be placed on Academic Probation. If the student’s GPA for the following semester is also below 2.0, he or she may be placed on Academic Suspension. Upper-classmen transfer students admitted on “provisional acceptance” will enter on Academic

Probation, limited to a twelve-hour maximum class load, and must achieve at least a 2.0 GPA (a “C”) to avoid Academic Suspension.

Academic Probation

A student on Academic Probation will normally be limited to 12 hours for that semester. If the student’s GPA is raised to 2.0 (both Current and Cumulative), the student will be removed from Academic Probation. (See “Other Eligibility Issues” below.)

Academic Suspension

A second consecutive semester of below standard GPA may result in a student being placed on Academic Suspension. A student who is Academically Suspended may not enroll for at least one semester. Students returning to NCC after Academic Suspension will return on Academic Probation (thus limiting the student in class load). Students will be required to achieve the minimum academic requirements.

Eligibility for Activities and Financial Aid

Participation in extra-curricular activities (such as intercollegiate athletics), as well as eligibility for certain types of financial aid, may require a higher Current Grade Point Average (GPA) and Cumulative Grade Point Average (CPA) than the minimum standard for satisfactory academic progress. For example, NCC’s athletic conference currently requires a 2.0 GPA/CPA for all students including freshmen. Some NCC scholarships require that the student maintain a GPA/CPA that may be higher than the college’s minimum standards.

Other Eligibility Issues

In the event that a student’s Current GPA meets or exceeds the minimum standard, but the Cumulative GPA remains below the minimum standard, the Academic Dean will determine whether the student will face actions by the Academic Office.

Statistical Placement Reports

Placement Response of 2012 Graduating Seniors:

- Pursue Additional Education 13%
- Pursue non-employment activities (i.e., marriage, volunteer opportunities, etc.) 25%
- Pursue employment in my vocational/professional field 38%
- Pursue employment based on location, compensation, or other reasons than by vocation or professional field 8%
- Already employed in my vocational/professional field 17%

Transcripts

Students’ academic records are protected according to Federal law and may not be released to a third party without the written permission of the student.

Students may access and print an unofficial transcript using their ABHE Solutions account. Official transcripts are only exchanged from institution to institution. Unofficial copies of transcripts are identified as such and do not carry the NCC seal. Transcripts are requested using the “Academic Transcript Request Form” available from the Academic Office or online at the college’s website (www.nechristian.edu).

NCC issues the first copy of a student’s transcript free of charge. A \$10 fee is charged for all subsequent copies. Transcripts are only issued when the student’s account is paid in full. A student in default on a student loan will be unable to receive an Official Transcript until the loan(s) are no longer in default.

Transfer of Credit

Nebraska Christian College requires that a student complete a minimum of 32 credit hours of NCC study for any degree. Students wishing to transfer to NCC must submit complete and official transcripts of credit from each institution they have attended. The Academic Office evaluates transcripts and grants credit for courses on a case-by-case basis. The amount of credit received from another institution may vary with the courses required in the degree program selected by the student. In determining the appropriate receipt of transfer credit, consideration is given to the nature of the course, course content, and the course’s level of difficulty. To be eligible for the course to transfer, the student must have achieved at least a grade of C (2.0) in the class.

Requests for transfer of credit received from non-accredited institutions are evaluated on:

- The merits of the institution attended
- Validation by examination, and/or
- A student's level of satisfactory progress during a minimum of one semester of enrollment at NCC.

In certain cases, a student may transfer a course that meets an NCC requirement, but does not have the same number of hours as the NCC course. In such cases, the Registrar will determine if the requirement is met, and then decide what will be required of the transfer student to make up the hours that are lacking.

Withdrawal from Specific Courses

From the 3rd week through the 12th week of a semester, students may voluntarily withdraw (VWD) from a class without effecting their GPA. After the twelfth week of the semester, students who withdraw from a class must receive a grade of either Withdraw Passing (VWP), which does not affect their GPA, or Withdraw Failing (VWF), which does lower their GPA. All withdrawals appear on the transcript and can affect the student's tuition rate, eligibility for financial aid, and academic progress.

Students who wish to withdraw from a class must begin by consulting with their Academic Advisor, who will discuss the options and their consequences. (Students may also be advised to consult with the Business Office, the Financial Aid Office, and/or the Registrar to be certain that the students understand the financial and academic implications of their decision.) Once students can make an informed decision, they must ask their Academic Advisor to send a "Withdraw from Course E-form" to the instructor of the class from which they are withdrawing. The instructor can then provide the student's current grade and forward the e-form on to the Registrar to complete the process.

Withdrawal from Nebraska Christian College

Withdrawal from NCC is officially completed through the Registrar's office. To withdraw, students must confer with the Academic Dean and the Dean of Students. Students who withdraw with passing work in their classes will receive a "VWP" for those courses. Students who withdraw with failing or incomplete work in their classes will receive a "VWF" for those courses. Students who leave NCC without officially withdrawing will receive an "F" for all courses in which they are enrolled. (See "**Refund Schedule**" below.)

Financial Information

Financial Policy

The college makes great effort to keep all costs as low and as stable as possible, thereby allowing any qualified student to attend. However, because of factors beyond the control of the college, all costs and fees are subject to change at any time.

One Price Guarantee

For incoming students, Nebraska Christian College offers a “One Price” model. This guarantees students will be charged the same price for tuition, room and board, and mandatory fees in subsequent years as in their entering year. This price is locked in for students who attend continuously, full-time, and live in the college’s housing. The price guarantee is for up to eight semesters of continuous enrollment. If a student drops below full-time, drops out for a semester or more, or lives off-campus, the One Price Guarantee is no longer in effect for that student.

Tuition and Fees (2012 – 2013)

One Price Model, Full Time (12-16 hours, living on campus)

	Semester	Year
Tuition	\$5,100	\$10,200
Room/Board	\$3,800	\$7,600
Mandatory Fees/Mentored Ministry	\$350	\$700
Total	\$9,250	\$18,500

Per Hour Price if not eligible for the One Price Model

Tuition per Credit Hour	\$425
Tuition per Credit Hour for Over 16 Hours	\$250
Room/Board (per semester)	\$3,800
Mandatory Fees/Mentored Ministry (per semester)	\$350

Fees Not Included In One Price Model

Application Fee	\$25
Late Application Fee	\$50
Enrollment Deposit Fee (see below**)	\$300
Varsity Athletic Participation Fee (per semester)	\$75
Athletics Travel Gear Fee per Sport	\$100
Choir Fee per Semester	\$85
Applied Music Lessons Fee (per semester for each set of lessons, includes practice room fee)	\$150
Graduation Fee Charged the Semester of Graduation	\$125
Community Course Rate (credit)	\$100/hr
Community Course Rate (audit)	\$50/hr

Married Student Housing Costs

Deposit	\$625
Monthly Rent	\$625

** Enrollment deposit may be refunded after a student has properly checked out and paid all outstanding fines and other balances on account.

Payment of Bill

As a condition of admission to classes, tuition must be paid at registration. If a student cannot pay his or her balance at registration, arrangements must be made in the college business office for deferred payments (see the NCC Business Office for further details). Nebraska Christian College operates on the traditional Fall and Spring semesters. For the purpose of Financial Aid, credit hours taken outside of the Fall and Spring semesters (i.e., distance education, internships, summer courses, etc.) do not apply to the hours taken during the Fall and Spring semesters.

Private Music Lessons Policy

Students taking Private Music Lessons for credit (e.g., Voice, Guitar, Bass Guitar, Drums, and/or Keyboard) will be charged the applicable tuition rate in addition to the Private Music Lessons Fee.

Refund Schedule

Students withdrawing from classes receive refunds according to the following schedule. When a change of schedule (drop-add) in the first two weeks of the semester does not change a student's total number of NCC credit hours, no reduction in refund is involved. If a student has received financial aid, though, a portion or all of the refund may have to be returned to the appropriate financial aid sources. (Check the NCC **Financial Aid Handbook** for additional information).

Tuition Refund

During the first week of the semester	The refund will be 100%
During the second week of the semester	The refund will be 90%
During the third or fourth weeks of the semester	The refund will be 50%
During the fifth, sixth, seventh, or eighth weeks of the semester	The refund will be 25%
After the eighth week of the semester	There will be no refund

Private Music Lessons Refund

Students withdrawing from Private Music Lessons (e.g., Vocal, Guitar, Drums, and/or Keyboard) will be refunded according to the following schedule:

- Before Lesson 1: 100% refund
- After Lesson 1: 50% refund
- After Lesson 2: no refund

Refund for Non-Standard Length Courses

Some courses are scheduled for a period less than a whole semester and may not begin at the first of the semester. If such a class is dropped prior to the first class session, a full refund will be given. A student may drop after the first session of a non-standard length course and receive a one-half tuition refund. No refund is involved after the second session. This applies to NCC online and Intensive courses.

Room/Board

Dormitory and cafeteria refunds are the *pro rata* portion according to the number of days remaining in the semester, beginning after the week in which a student withdraws.

Fees

Fees are not refundable after the beginning of classes.

Financial Assistance

Sources of Aid

Nebraska Christian College provides financial assistance in the form of scholarships, grants, loans, and campus employment. A partial listing of various aid categories follows. For a more detailed description, refer to the NCC **Financial Aid Handbook** or contact the Financial Aid Office (402-935-9400, ext. 416).

Federal Government Programs

Programs offered at NCC are approved for Veteran's educational benefits and vocational rehabilitation benefits. The college participates in the following student financial assistance programs authorized and administered under Title IV of the Higher Education Act of 1965. Financial aid is based on the student's submission of a Free Application for Federal Student Aid (FAFSA). This is available online at <http://studentaid.ed.gov>.

Federal Pell Grant

A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grants are awarded usually only to undergraduate students who have not earned a bachelor's or a professional degree. Pell Grants are considered a

foundation of federal financial aid, to which aid from other federal and nonfederal sources might be added. Pell Grants are based on a student's financial need as determined by the FAFSA.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates with exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.

Federal Direct Stafford Loans (Subsidized and Unsubsidized Loans)

Direct Stafford Loans, from the William D. Ford Federal Direct Loan (Direct Loan) Program, are low-interest loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. Eligible students borrow directly from the U.S. Department of Education (the Department) at participating schools.

Repayment of the loan begins six months after the borrower completes his or her course of study or withdraws from school. Contact the NCC Financial Aid office for application information.

Federal Parent Loans for Undergraduate Students (PLUS)

Parents of dependent students may apply for a Direct PLUS Loan to help pay their child's education expenses as long as certain eligibility requirements are met.

Federal Work Study

This program assists students with financial need by providing job opportunities through Nebraska Christian College. Students must qualify under federal regulations and must complete a FAFSA. Compensation is by check biweekly, with usual limit of 10 hours per week per assigned job.

Nebraska Opportunity Grant

The state of Nebraska provides the Nebraska Opportunity Grant (NOG) - formerly the Nebraska State Grant - to students who meet certain qualifications. Qualifications include being a Nebraska resident, attending a Nebraska postsecondary institution, and having a minimum EFC as determined by completing the Free Application for Federal Student Aid (FAFSA).

Student Employment

Multiple employment opportunities exist in the Omaha metropolitan area. Available positions are posted in the daily announcements and on college bulletin boards.

Student Ministries

Many opportunities exist for student ministry in the Omaha area. Churches seeking part-time ministers frequently call the College. A list of such churches is available upon request.

Satisfactory Academic Progress

Federal law requires that students receiving Title IV funds (Pell Grant, Supplemental Education Grant, Federal Work-Study, and all federal loans) meet a Satisfactory Academic Progress (SAP) guideline. This is determined by the conditions for eligibility as defined under the "Satisfactory Academic Progress" policy in the "Academic Information" section of this Handbook.

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 expected 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 or students living with parents, grandparents, or legal guardians in the Omaha metropolitan area. Any other exceptions must be submitted in the form of a written appeal to the Director of Student Services 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. Participation in the college's meal service plan is included in the room and board fee. Every student residing in the dormitory is required to enroll in the meal plan.

Housing Personnel

The Director of Student Services has the final authority for all residential policies and personnel. The Head Resident has full responsibility for the supervision of residents and enforcement of housing policy. The Resident Assistants are upper classmen who serve as the Head Resident's assistants.

Head Residents

- Rowlie Hutton
- Suzette Hutton

Resident Assistants

- Kendall Holmes
- Lysette Kent
- Kiah Jackson
- Taylor Sewick

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

Any actions designed to prop open a door or otherwise avoid detection puts the entire community at security risk and will result in disciplinary action. 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.

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 Student Services.
- Local phone service is provided. Students need to bring a phone. Long distance calls can be made using a calling card.
- 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. Students must 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. Students should see the Director of Student Services to discuss room assignment changes.
- No candles, incense, or any open burning is allowed.

Firearm Policy

In compliance with Nebraska Statute 28-1204.04, firearms are not allowed on campus. Unlawful possession of a firearm is a Class IV Felony. Anyone with the legal right to possess a firearm on campus must first report to the Director of Student Services.

Lounges

Each floor has a common, co-ed lounge. Because these are public areas, students should be aware of their conduct and appearance. The lounges are open until dorm hours (11:30 pm Sunday – Thursday, 12:30 am Friday-Saturday) 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 according to dorm hours.

Visitor Procedures

When a student is expecting someone from out of town to visit and would like them to stay in their suite, the student must notify the Head Resident prior to their arrival. Visitors are welcome, but the college needs 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 the student 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 mph. 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 and observe all posted driving regulations.

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 a campus lock-down, all students are to report immediately to their dorm room or the closest available classroom or office.
- Students who allow others to use their electronic access card will be subject to disciplinary consequences.
- Students should 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, notify the Head Resident or a college administrator. Students should involve themselves 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, emergency access panels, or exit doors. Students who do so will be subject to stiff disciplinary consequences.
- Students will be updated about security and safety procedures as needed.

NCC does everything in its power to discourage crime and criminal activities from occurring on campus. If a student is a victim of a crime, he or she should immediately report the crime to a college administrator.

The college will inform students concerning security procedures and practices. The college encourages students to be responsible for their own security and the security of others. Pamphlets will be provided as needed to inform students about crime prevention.

The college uses an SMS system to send texts to all students if there is a campus emergency. Students must have their text-enabled cell phone number in the ABHE system in order to receive these texts.

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. Students are to report in to your Resident Assistant once outside.

Tornado Procedures

The Lecture Hall in the lower level of Restoration Hall Wing A is the college's designated emergency storm shelter. When the city tornado alarm is sounded, please proceed to the lecture hall in a calm and orderly manner. If a student is 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 Development 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. Students are encouraged to request help from anyone they feel comfortable approaching. If the faculty/staff person is unable help a student with a specific problem, he/she will refer the student to a person who can. The Director of Student Services is charged with the responsibility for the counseling services of the college. A list of referrals for professional counseling is available from the Student Development Office.

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 for students on the meal plan. 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

The cafeteria will be closed and meal service is not offered when school is not in session. This includes holidays and other days when the college is officially closed. Refunds for missed meals are not available, but a carry-out meal will be made available to anyone who makes prior arrangements.

Those with special dietary requirements must submit a doctor signed medical report with approved diet to the Director of Student Services. 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 and a refund for the remainder of the semester will be issued.

Vending and snack rooms will be available for student food preparation 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 when using this area.

Health Services

The college does not provide professional health services. If a student becomes ill, the student should report his or her illness to the Head Resident and follow instructions. The student is responsible for doctor's fees, prescriptions, or other special medications.

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. The loss of a mail key will result in a \$10 fine. 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 Success Center, located in room 1. Services include tutoring, proof-reading, and study sessions. Hours of available tutoring will be posted.

Other Services

If a student wants to use a room for a special meeting or activity they must clear the meeting with the Director of Student Services and then schedule the use of the room through the business office.

Spiritual Life

The Student Development Department is committed to the spiritual, physical, intellectual, emotional and social development of students. This commitment is lived out through the following core values:

1. **CARE** – Because God cares about all people, we will treat the students we serve with value and respect. Likewise, we will hold forth the expectation that they demonstrate value and respect to fellow classmates and college personnel.
2. **CHARACTER** – We are committed to growing students who emulate the character of Jesus Christ in their attitudes and actions. We take a proactive approach to spiritual development by supplementing classroom learning with opportunities to worship, serve and have small group accountability
3. **COMMUNITY** – We view dorm life as an essential part of preparing for a life of service and ministry. It is where we learn to love, forgive and encourage others as we live together as the family of God.
4. **CONDUCT** – Because we are called to honor God in every area of life, we have standards for student behavior and conduct. These standards are designed to provide a basis for a life of holiness and integrity that is required of those in leadership ministry.
5. **CONSISTENCY** – A life of integrity is demonstrated through consistency. The right to lead is given to those first practice self-leadership and live a life of full devotion on a consistent basis over a long period.

In an effort to help emulate the character of Jesus Christ in their attitudes and actions NCC offers students several opportunities for spiritual development. Some of these are:

Mentored Ministry

Mentored Ministry is a partnership between area churches and Nebraska Christian College whose purpose is to provide students a mentoring relationship designed to nurture personal spiritual growth and professional ministerial development. We believe that effective mentoring relationships follow the model set by Jesus and provide students the opportunity to receive the best education possible—high quality classroom instruction combined with spiritual and professional mentoring from established leaders.

The Mentored Ministry program seeks to fulfill this purpose through the following objectives:

1. Shaping the Heart—Spiritual, moral and personal formation
2. Shaping the Will—Discerning one's call and giftedness for ministry
3. Shaping the Mind—Thinking and acting biblically through theological reflection
4. Shaping the Hands—Developing practical skills necessary for ministry

Chapel

Chapel is held twice a week, and features student-led worship, Christ centered preaching, and other programs designed to challenge and encourage NCC students. Some chapel sessions may be devoted to things other than large group events with worship and a speaker. Chapel attendance is required of all students.

Chapel and student body attendance is required of all students living on campus or who are enrolled for at least six (6) credit hours at NCC. Each student is responsible for making sure that those recording attendance have marked them present. Chapel meets every Tuesday and Thursday at 11:00am. Student Body meets once a month and will count towards chapel attendance. Upon the fifth (5) chapel/student body absence in one semester, the student will receive written notification from the Director of Student Services. If the student acquires seven (7) chapel/student body absences in a semester, they will be brought before the Ethical Conduct committee.

If the Ethical Conduct committee concludes that a student exceeded the six allowable absences, the following

disciplinary procedures will take place.

1. Any NCC Scholarship, Grant, or Award will be revoked.
2. Any participation in extracurricular activities including athletics and music ensembles will be suspended for the upcoming semester.
3. NCR (no credit) will appear on the student's transcript.

Excused absences are granted only to those who have a semester long work or class conflict and have provided a copy of their schedules to the Student Services office. Individual absences for sickness, doctor's appointments, etc. are considered part of the six allowable absences. These individual absences are not excused in a way that prevents them from counting toward the total number of allowable absences. Absences are tracked in ABHE.

Discipleship Groups

Discipleship groups, D-groups, are student led and designed to provide the type of small group accountability necessary for ongoing spiritual endurance. The D-group program is part of the Chapel program.

Dorm Devotions

Residents in college housing are encouraged to participate in regularly scheduled dorm devotions. These are times of prayer, Bible study, and praise by student leaders.

R.U.S.H. Week

Held every September, R.U.S.H. (Raising Up Spiritual Highs) Week is an opportunity for students to commit to spiritual activities such as Christian Service and D-Groups. The Spiritual Life Committee plans this week.

Week of Ministry

The week of ministry is 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 is offered each year, including local, national, and international mission trips. Participation in the week a ministry is a required part of the NCC curriculum.

Week of Ministry (WOM) trips are held in the spring semester, normally in the month of April. These trips are organized by faculty, staff, or college administrators (individually or in teams). The purpose of NCC's WOM is to allow group participation of students in a ministry project that will challenge them and give them experiences not available in the classroom.

Week of Ministry is not a specific, for-credit class, but is a part of each spring semester class. All spring semester syllabi must require WOM participation in order to receive a passing grade. Exceptions to this must be approved by the Academic Dean. WOM is considered to be equivalent to a week of class in spring semester, and should never be confused with spring break.

Challenge/Mission Emphasis Week

Challenge/Missions Emphasis Week, held in the spring semester, is planned by the Global Gospel team with the goal of challenging students to greater awareness and participation in global issues related to the Christian faith. This week is capped off by the Bonafide Benefit, an auction and talent show to raise money for missions.

Student Organization and Activities

Student Government

Student Government leaders are elected by vote of the student body every spring, for the following school year. These student leaders are charged with conducting monthly meetings, parties, student projects, and communication with the college administration. The elected government consists of President, Secretary, Spiritual Life Chairperson, Activities Chairperson, and Global Gospel Chairperson.

The purpose of the Student Government is to promote a spirit of unity and a Christian school spirit among the student's of Nebraska Christian College. As campus leaders they work with the college administration to solve problems, initiate new ideas, and increase overall student satisfaction.

The 2012-2013 Student Government Team:

- President – James Dover, jdover@nechristian.edu

President - The job of the President is to lead all regular Student Government, Student Body Forums, and special meetings of this body and to serve as an ambassador between the Student Body and the Administration of Nebraska Christian College.

- Spiritual Life - Brittney Otter, botter@nechristian.edu

Spiritual Life - The job of the Spiritual Life chairperson is to oversee and promote the spiritual well being of the student body. They will also lead meetings in the absence of the President.

- Secretary/Treasurer – Nicole Brandt, nbrandt@nechristian.edu

Secretary - The job of the Secretary/Treasurer is to keep accurate minutes of all regular and special business meetings of this body and keep an accurate record of all student body funds through the Bookkeeper of Nebraska Christian College.

- Global Gospel – Brad Thomas, bthomas@nechristian.edu

Global Gospel Team - The job of the Global Gospel team chairperson is to lead the on campus mission team, to promote a campus wide awareness of opportunities for global evangelism, and to oversee the weekly collection of chapel offerings.

- Activities – Alex Wolf, awolf@nechristian.edu

Activities - The job of the Activities chairperson is to coordinate and oversee a variety of special and social events designed to enhance the overall college experience.

Athletic Programs

The college offers a varied program of athletics.

1. **Intramural Sports.** Competitions are scheduled in various sports through the ASB committee.
2. **Varsity Sports.** The college fields varsity teams for intercollegiate competition. The college is a member of the Midwest Christian College Conference and the National Christian College Athletic Association. College teams compete in men's basketball, women's basketball, and women's volleyball. Men's soccer may be revived as an intercollegiate sport in the future.

Guy B. Dunning Memorial Biblical Lectureship

During the fall semester, a guest lecturer is invited on campus to present a series of lectures on a biblical book or theme. This lectureship series is given in memory of Guy B. Dunning, first NCC president, and well known for his own Biblical exposition. Recent lecturers have been:

- Mark Ziese, Cincinnati Christian Seminary (scheduled for 2012)
- E. LeRoy Lawson, Emmanuel Christian Seminary (2011)
- David Bruce, www.hollywoodjesus.com (2010)
- Robert Kurka, Lincoln Christian University (2009)
- Jack Cottrell, Cincinnati Christian University (2008)
- Tom Lawson, Ozark Christian College (2007)

Turning Point

Under the direction of the Admissions Department, Turning Point is presented the first weekend in March. It offers High School students an opportunity to visit the NCC campus for a weekend of spiritual renewal and fellowship.

GORF (God, Others, Recreation, Fellowship)

Under the direction of the Admissions Department, GORF is an annual retreat for Junior High School students on the campus of NCC, usually held in September. This event provides the opportunity for young people to know Christ and His will for their lives.

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.

Dress Code

All students are expected to reflect Christian maturity, modesty and professionalism in their appearance. Director of Student Services (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. Caps, fatigues, tank tops, sweat pants, or pajama pants are not to be worn in the classroom or at chapel.

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 Policy

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

Sexual Conduct

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.

Areas of Restraint and Discretion

It is expected that all students will demonstrate godly wisdom regarding 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:

1. Academic dishonesty
2. Use or possession of alcohol
3. Use or possession of tobacco
4. Use or possession of illegal drugs
5. Use or possession of sexually explicit material (print or electronic)
6. Heterosexual misconduct or homosexual behavior

7. Giving false statements orally or in writing, or altering records
8. Financial irresponsibility
9. Fighting
10. Use of vulgar or abusive language
11. Theft of any kind
12. Violations of local, state, or federal law
13. Visitation violations
14. Recurrent, flagrant disregard for college regulations, policies or personnel
15. Absence from 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 to first 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 Head Resident. Matters that are not able to be resolved on these levels should be taken to the Director of Student Services.

The Honor System

A student who violates a rule should confess the infraction to an appropriate authority (RA, Head Resident, faculty member, Director of Student Services). 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 (Head Resident or Director of Student Services).

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 the Head Resident 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 conduct, 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 Director of Student Services 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 Director of Student Services.

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 Director of Student Services, one additional administrator, and one faculty representative. The Director of Student Services will preside over the hearings. Should the Director of Student Services 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.

Corrective Measures and Penalties

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

- A written reprimand.
- 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.
- Monetary compensation for damage to college property and/or personal property.
- Assigned hours of community and/or campus service.
- Assigned mandatory counseling with an approved counselor (at the student's expense).
- 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).
- Loss of credit in the course or courses where cheating or plagiarism occurs.
- 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.)
- Indefinite suspension with time and terms of re-admittance not indicated. Appeal for re-admittance must go through the committee.
- 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 Director of Student Services 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.

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.

If this process fails to produce a satisfactory outcome, concerns may then be filed with:

The Association for Biblical Higher Education
5850 T.G. Lee Blvd, Suite 130
Orlando, FL 32822
407-207-0808

Drug and 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 Director of Student Services 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. 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 prosecution by the applicable state and federal laws. If an employee or student is arrested while away from the college for drug or alcohol involvement, the college will consider the various circumstances surrounding the arrest before taking action.

Computer Network – Acceptable Use Policy

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 to 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:

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.

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.

Educational use takes priority over recreational or extracurricular use in the computer labs. 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 a 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.

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.

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.

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.

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.

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.

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.

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.

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 Director of Student Services 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 labs may not copy, download, install or otherwise modify the system setup or software.

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.

Policy Provisions

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.

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 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.
- 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.

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.

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.

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.

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.
- 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.

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.

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.

Consequences of Non-Compliance

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 Director of Student Services; 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.

IT will monitor the local wireless network for unauthorized APs and other unauthorized wireless network devices that pose security risks.

- A first-time violation will result in the wired network port associated with an unauthorized device being immediately disabled without notice. The unauthorized wireless network's hardware's MAC address also will be blocked at the network level. An attempt will be made to inform the owner of the unauthorized device of his or her violation.
- Subsequent violations may result in more serious measures including the extended loss of access to network services.

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.

Reporting Irresponsible or Inappropriate Use

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

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.

Fees

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

Exceptions

Anyone desiring an exception to this policy must get written approval from the Director of Student Services.

Guest Access

Limited network access for guests of the college will be furnished over an unsecured wireless network and on public computers located in computer labs and in kiosks.

- All general policies contained within the current Policy on the Responsible and
- *Ethical Use of Nebraska Christian College Technology Resources* apply to guests.
- The wireless Guest Network, which is meant for guests of the college, is not equivalent to the wired or wireless network used by Nebraska Christian students, faculty and staff.
- The Guest Network has limited bandwidth.
- There are few security measures in place on the Guest Network. Guests should have no expectation of privacy when they use this network.
- The primary purpose of Nebraska Christian's network is to serve members of the campus community – Nebraska Christian students, faculty, and staff.
- Guests are welcome to use the college network as long as their activities do not interfere with those of the campus community.
- If guests' activities are interfering with those of the campus community, IT will require the guests to cease using the network.

Computers connected to the campus network by any means can do so only to provide the user with access to existing information or to communicate new information via email, the web, etc.

Users are not permitted use of devices to provide unauthorized services or act as gateways to provide alternative means of access to Nebraska Christian services.

Network Contact Information

Susan Snyder
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402.660.7592