

Clarkson College

2014-15

Mission

Preparing students to professionally provide high quality, ethical and compassionate health care services.

Values

Learning: The lifelong process of education through both structured and unstructured experiences.

Caring: An empowering relationship through an attitude of empathy, compassion and respect for those with whom we interact and serve.

Commitment: Dedication to the shared mission of Clarkson College.

Integrity: Adherence to moral and ethical standards in personal, professional and organizational actions.

Excellence: A level of performance in which all individuals strive for extraordinary quality.

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone #: _____

The information in this book was the best available at press time. Watch for additional information and changes.



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Hello and welcome.

Whether you are returning or new to Clarkson College, it is my pleasure to welcome you to the 2014-15 academic year.

At Clarkson College, we have a Mission to prepare our students to professionally provide high quality, ethical and compassionate health care services. We support this undertaking by integrating our five Values of Learning, Caring, Commitment, Integrity and Excellence into our beliefs and culture as a higher education institution focused solely on health care.

To help prepare you for the educational experience ahead and provide you with essential information you should be aware of as a student, Clarkson College is proud to offer you the 2014-15 edition of the Student Handbook. You can refer to this handbook for a listing of important dates and information regarding policies, procedures and campus resources. Any student activities or similar College-sponsored events are noted throughout the calendar portion of the handbook.

On behalf of all faculty, staff and administration, we wish you many successes and welcome your feedback as the year progresses.

Sincerely,

Tony Damewood
Vice President of Operations

2014-15 Academic Calendar

August 2014

- 22 Fall Undergraduate New Student Orientation
- 25 Fall semester begins
- 25 Health Care Administration—first six-week session begins
- 29 Last day to withdraw from a regular semester course and receive 100 percent refund of tuition & fees

September 2014

- 1 Labor Day (no classes, College closed)
- 12 Tuition & fees payment due date
- 17 Constitution Day
- 18 Convocation
- 18–19 Graduate Weekend (NS 830)

October 2014

- 3 Health Care Administration—first six-week session ends
- 6–10 Fall mid-term exams
- 10–11 Graduate Weekend (NS 832/844)
- 13 Health Care Administration—second six-week session begins
- 14 Fall mid-semester grades due
- 17 Last day to withdraw from a course with a “W” (Withdrawal) grade
- 31 Deadline for Spring 2015 Graduation Application

November 2014

- 21 Health Care Administration - second six-week session ends
- 26 Last Day to withdraw from a course with a “WP” (Withdrawal Pass or “WF” (Withdrawal Fail) grade
- 27–28 Thanksgiving holiday (no classes, College closed)

December 2014

- 5 Fall semester ends
- 6 Fall Graduation
- 9 Fall semester final grades due
- 7–17 Academic Travel Abroad partnership
- 24–26 Christmas Holiday (College closed)
- 31 Holiday (College closed)

January 2015

- 1-2 Holiday (College closed)
- 9 Spring Undergraduate New Student Orientation
- 12 Spring semester begins
- 12 Health Care Administration—first six-week session begins
- 16 Last day to withdraw from a regular semester course and receive 100 percent refund of tuition & fees
- 19 Martin Luther King, Jr. Day Observed (no classes, College open—Strategic Planning Day)
- 30 Tuition & fees payment due date

February 2015

- 5–6 Graduate Weekend (NS 830)
- 6 Deadline for Summer 2015 Graduation Application
- 20 Health Care Administration—first six-week session ends
- 20–21 Graduate Weekend (NS 832/844)
- 23–27 Spring mid-term exams

March 2015

- 2 Health Care Administration—second six-week session begins
- 3 Spring mid-semester grades due
- 6 Last day to withdraw from a course with a “W” (Withdrawal) grade
- 9–13 Spring Break—faculty off campus (no classes, College open)

April 2015

- 3 Good Friday (no classes, College closed)
- 10 Health Care Administration—second six-week session ends
- 24 Last Day to withdraw from a course with a “WP” (Withdrawal Pass or “WF” (Withdrawal Fail) grade
- 24 Spring grades due (graduating students)

May 2015

- 1 Spring Semester Ends
- 2 Spring Graduation
- 3–14 Academic Travel Abroad (Traditional)
- 5 Spring semester final grades due
- 11 Health Care Administration—first six-week session begins
- 15 Summer New Student Undergraduate Orientation
- 18 Summer session begins
- 22 Last day to withdraw from a regular semester course and receive 100 percent refund of tuition & fees
- 25 Memorial Day Observed (no classes, College closed)

June 2015

5	Tuition & fees payment due date
18-19	Graduate Weekend (NS 830)
19	Health Care Administration—first six-week session ends
22-26	Summer mid-term exams
26-27	Graduate Weekend (NS 832/844)
29	Health Care Administration—second six-week session begins
30	Summer mid-semester grades due

July 2015

2	Last day to withdraw a course with a “W” (Withdrawal) grade
3	Independence Day Weekend (no classes, College closed)
24	Deadline for Fall 2015 Graduation Application
31	Last day to withdraw a course with a “WP” (Withdrawal Pass) or “WF” (Withdrawal Fail) grade

August 2015

7	Summer semester ends
7	Health Care Administration—second six-week session ends
8	Summer Graduation
28	Fall Undergraduate New Student Orientation
31	Fall semester begins

Important Numbers

Academic Support.....	402.552.6135 or 402.552.6285
Accommodations	402.552.3034
Main Line/Admissions.....	402.552.3100 or 1.800.647.5500
Bookstore	402.552.2737
Campus Counselor	402.552.2695
24-hour Counseling Hotline.....	402.717.HOPE (4673)
Clarkson Family Medicine.....	402.552.3222
Clarkson Hospital.....	402.552.2000
College Weather Line.....	402.552.6110
Diversity.....	402.552.2948
Facilities/Parking Services for College.....	402.888.1916 or 402.552.3036
Health & Safety Specialist.....	402.552.6206
Certified Background/Certified Profile.....	888.666.7788
Human Resources	402.552.3609
Help Desk (Information Systems)	402.552.3911
Library.....	402.552.3387
Online Education	402.552.3039
President’s Office.....	402.552.2587
Professional Development	402.552.6148
Registrar’s Office.....	402.552.3033
Resident Advisor On-Duty.....	402.714.7058
Residence Hall	402.991.4825
Testing Center	402.552.3034
Security (on campus)	402.559.5111
Service.....	402.552.2948
Student Financial Services (Financial Aid and Student Accounts).....	402.552.2749
Student Center.....	402.552.2693
Success Center	402.552.2694
UNMC Parking Services.....	402.559.8580
Vice President Academic Affairs	402.552.3373
Vice President of Operations	402.552.6109

Compliance & Complaints Statement

Clarkson College complies with all applicable federal, state and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status or marital status. This includes, but is not limited to, such laws as Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.

This policy is applicable to complaints alleging discrimination on the basis of sex. The Vice President Academic Affairs and/or the Vice President of Operations are responsible for coordinating compliance with these laws for students. All complaints will be promptly and thoroughly investigated and resolved. Complaint processes can be found in two policies; Petition for Reconsideration and Grievance.

The Vice President Academic Affairs and/or the Vice President of Operations will be responsible for conducting review of complaints for students. Complainants may provide statements from witnesses as part of their information and evidence. The College prohibits retaliation against a complainant or other person(s) who participates in grievance proceedings.

A complete description of each formal grievance process is contained in the Clarkson College academic catalog, which is available on the Clarkson College website.

Notice of Non-Discrimination

Clarkson College complies with all applicable federal, state and local laws relating to discrimination and does not discriminate on the basis of race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, sex, veteran's status or marital status in the administration of its educational programs and policies, financial aid, activities or other school administered programs.

The following designated position coordinates the Clarkson College effort to comply with the regulations implementing Title IX, Section 504 and the Age Act:

Vice President of Operations

Clarkson College

101 South 42nd Street

Omaha, NE 68131-2739

402.552.6109

Student Organizations & Activities

Student organizations are an important part of the Clarkson College community. They provide leadership opportunities, personal and professional growth and the advantage of participating in events. Students are encouraged to participate in student organizations to enhance their Clarkson College experience. Organizations are recognized through the Student Government Association (SGA). If you would like to form a student organization, contact SGA at SGA@clarksoncollege.edu.

Student Government Association

Student Government Association (SGA) represents the student body as the "official" voice at Clarkson College. The main focus of the organization is to serve as a communication link between students and the College community. It provides opportunities for leadership development and work to improve the quality of student life. All students are invited to join SGA and participate in the activities the group hosts. The SGA office is located in the Student Center on the first floor. If you are interested in getting involved or learning more about this organization, visit the Student Life section on the College website.

**Students cannot solicit funds outside of recognized Clarkson College student organizations. Refer to Service and SGA guidelines.*

Student Ambassadors

The Student Ambassador program is designed to provide student leaders an opportunity to play an integral role in recruiting new students and promoting the benefits of Clarkson College. They work with the Admissions office on various events and activities throughout the year. They receive a scholarship each semester for their service. Contact the Admissions office if you are interested in the Student Ambassador experience.

Multi-Cultural Student Association

The mission of the Multi-Cultural Student Association (MCSA) is to promote awareness of the diverse community we live in and the need for culturally competent health care professionals. For more information about the MCSA or to attend an upcoming meeting, e-mail Katie Kirkpatrick at kirkpatrickkatherine@clarksoncollege.edu.

Parent Group

The Parent Group organization is designed to mentor and guide non-traditional students caring for their family while attending Clarkson College. This organization provides mentoring and guidance for this population of students and seeks out different resources that may benefit these individuals.

Physical Therapist Assistant Student Association

The Physical Therapist Assistant Student Association (PTASA) is open to all students enrolled in the Physical Therapist Assistant program. This organization is designed to encourage students to participate in professional and community activities that are educational and allow students an opportunity to promote their profession.

Radiologic Technology Student Association

Radiologic Technology Student Association (RTSA) is the pre-professional organization for students enrolled in the Radiologic Technology or Medical Imaging programs at Clarkson College. This organization encourages student involvement in professional activities and promotes professional development at local, regional and national levels.

Student Nurses Association

Student Nurses Association (SNA) is the professional organization for students enrolled in undergraduate nursing classes at Clarkson College. It encourages students' involvement in professional and community activities, as well as professional development.

The Student Nurses Association is recognized as a constituent of the National Student Nurses Association (NSNA). Membership dues in NSNA include several benefits and entitle a student to belong to the local chapter as well. Students who wish to forego NSNA membership are eligible for local membership at a nominal fee.

Student Practical Nurse Association

The Clarkson College Student Practical Nurse Association (SPNA) encourages the existence and growth of practical nurse education and continuing education for licensed practical nurses. This organization distributes information about practical nursing and demonstrates the purpose of the profession through communication and cooperation of other organizations to maintain and improve standards of health care.

Campus Crusade

Campus Crusade (CRU) is a non-denominational Christian group that provides an opportunity for students to grow spiritually through fellowship, worship and service. Meetings are casual and offer a discussion group for individuals to share their thoughts about various Christian beliefs.

Students for Mature & Responsible Choices

The committee for Mature and Responsible Choices (MARC) is committed to helping students at Clarkson College make informed choices when they choose to use alcohol. The MARC committee is tasked with creating events and literature to inform students about the real versus the perceived alcohol use norms on campus. The group provides outreach education to other organizations, such as high schools and civic clubs. For more information about MARC or to attend an upcoming meeting, e-mail Joe Council counciljoe@clarksoncollege.edu.

Residence Hall Council

The Residence Hall Council (RHC) is the governing body for students living on campus in the Clarkson College Residence Hall. It fosters a community that is the voice of residents and promotes resident involvement in the Residence Hall and on campus. Members of RHC must be current residents. To find out more information, e-mail housing@clarksoncollege.edu.

Honor Societies

Delta Chapter of Lambda Nu

Lambda Nu Honor Society was developed in January 2003. It was designed to recognize students who have demonstrated superior academic performance and who have distinguished themselves as clinical scholars and leaders within the Radiologic Technology program.

Omicron Epsilon Chapter of Sigma Theta Tau International Honor Society

The Honor Society of Nursing was chartered as Omicron Epsilon, the 363rd Chapter of Sigma Theta Tau International Honor Society of Nursing, on April 4, 1998. Undergraduate students, graduate students and nurse leaders have been recognized for their academic excellence and leadership with induction into Omicron Epsilon. Together, the members seek to acknowledge excellence, promote leadership, advance nursing knowledge, encourage research use and foster high professional standards. For more information regarding the eligibility requirements, visit the Student Organizations page on the College website.

National Society of Leadership & Success (Sigma Alpha Pi Chapter)

The Clarkson College chapter of National Society of Leadership & Success (NSLS) Sigma Theta Tau Chapter is an honor society providing professional leadership training to its members. Benefits of membership include success networking teams, success coaches, scholarships, a personalized letter of recommendation, an online job bank, honor cords and stoles, among others. Undergraduate and graduate students with a GPA of 3.0 or higher are invited to join. Membership invitations are sent and orientation sessions are scheduled at the beginning of the fall and spring semesters. For more information, e-mail SLSS@clarksoncollege.edu.

**If you are interested in getting involved or learning more about any of the organizations above, visit the student life section on the Clarkson College website.*

Student Services & Information

Academic Information & Policies

Please visit ClarksonCollege.edu for the most up-to-date academic information and policy changes.

Academic Integrity

Students at Clarkson College are expected to be honest and forthright in their academic endeavors. The College's mission includes the expectation of high standards in ethical behavior as well as in scholarship. Academic integrity is an integral component of the College's mission and values. The College seeks to foster respect (for self and others), truth in honest achievement and positive relationships among stakeholders in our academic community.

Academic dishonesty includes any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. Cheating, plagiarism, fabrication or other forms of academic dishonesty corrupt the learning process and demean the educational environment for all students.

Definitions of academic dishonesty include, but are not limited to:

- A. **Fabrication:** Making any oral or written statement, which the individual knows, or should have known, to be untrue. Examples of fabrication include, but are not limited to, the following actions:
 1. Making a false statement to faculty, Clarkson College employee(s), fellow students or clinical agency personnel.
 2. Altering records or other academic materials.
- B. **Cheating:** Giving or receiving, offering or soliciting information on any examination, quiz or other assignment not authorized by the instructor. Examples of cheating include, but are not limited to, the following actions:
 1. Copying from another student's paper.
 2. Use of unauthorized aide/materials during examinations, quizzes or any other assignment.
 3. Collaboration with another student without instructor approval on any examination, quiz, nursing care plan, computer or laboratory work, or any other assignment. Collaboration includes the exchange of materials or ideas verbally or non-verbally.
 4. Buying, selling, possessing, soliciting, transmitting or using any material purported to be the unreleased contents of any assignment, including examinations and quizzes.
 5. Bribery or solicitation of any person to obtain or to provide any information relating to examinations, quizzes or other assignments.
 6. Substitution for another person during an examination or quiz.
- C. **Collusion:** Working together with another person with an "illegal" or "deceitful" purpose in the preparation of work which an instructor expects to be accomplished on an individual basis.
- D. **Plagiarism:** To steal or pass off the ideas or words of another as one's own, without crediting the source. Examples of plagiarism include, but are not limited to, the following actions:
 1. Quoting word for word from a source without using quotation marks, footnotes, reference or bibliographic citation.
 2. Summarizing and paraphrasing ideas without acknowledging the source.
 3. Submitting work for credit which has not been written by the student, including, but not limited to material from an on-line source, papers written by another person, or buying a paper from a commercial source.
 4. Submitting, without prior permission, academic work that has been previously submitted in identical or similar form.
- E. **Failure to Report:** When behavior suspicious of an Honor Code violation is not brought to the attention of the faculty for investigation.
- F. **Misrepresentation:** "Providing false information to an instructor concerning an academic exercise" (Hollinger & Lanza-Kanduce, 1996). Examples of misrepresentation include, but are not limited to, the following actions:
 1. Giving a false excuse for missing an examination, quiz or assignment deadline.
 2. Falsely claiming to have submitted a paper or assignment.
- G. **Sabotage:** "Consists of actions that prevent others from completing their work" (Stern & Havlicek, 1986). Examples of sabotage include, but are not limited to, the following actions:
 1. Disturbing someone's lab experiment or project.
 2. Moving materials from a reserved reading file so that others cannot use them.

Faculty Responsibility

Because academic honesty is of vital concern to the faculty and because each discipline may raise its own specific set of issues, all faculty members are required to discuss the issue of academic integrity in their classrooms and to explain how the College policy applies in each of their courses. Faculty that have specific outcomes/consequences for incidences of academic dishonesty related to specific assignments in their courses are strongly encouraged to provide this information to their students within the course syllabus.

Student Responsibility

At a minimum, the College expects the student to complete any assignment, exams, and other academic endeavors with the utmost honesty, which requires the student to:

- Acknowledge the contributions of other sources to their scholastic efforts
- Complete assignments independently unless otherwise instructed
- Follow instructions for assignments and exams, and observe the standards of academic discipline
- Avoid engaging in any form of academic dishonesty on behalf of the student or another student
- Ask the faculty if there are any questions regarding academic honesty

Students found guilty of violating the Academic Integrity policy may face academic sanctions by the faculty for the course. Possible sanctions faculty may impose include, but are not limited to, the following:

- Loss of credit on the assignment/exam
- Have the student redo the assignment
- Lower the student's grade for the assignment
- Lower the student's grade for the course
- Fail the student in the course

Academic Integrity Violation Procedure

Incidents of academic dishonesty will not be tolerated and students suspected of such conduct are subject to disciplinary measures as outlined below. Faculty and students involved in the academic integrity issue will be held to the strictest guidelines of confidentiality in all matters pertaining to the issue.

Step 1: The faculty member notifies their program director (or designee) of the alleged academic integrity issue. The faculty member must complete the Academic Integrity Conference Form. The burden of proof rests with the faculty.

Step 2: Faculty contacts the student regarding the alleged violation to the Academic Integrity policy and schedules a meeting with the student to take place within five (5) business (not including holidays and/or semester breaks) days of when the occurrence was identified. The faculty advises student to bring all supporting evidence to the meeting with the faculty.

Step 3: Faculty discusses the issue with the student, and the student completes and returns Part II of the form to faculty within one (1) business day of the meeting, attaching any additional evidence as needed.

Step 4: At the meeting, the faculty member documents what disciplinary actions will be taken. Disciplinary action will be at the discretion of the faculty. Faculty informs student of their right to due process and timeline.

Faculty member then forwards a copy of the form along with the evidence to those designated at the bottom of the form. If the student fails to meet with the faculty member within the aforementioned deadline or return the form with signature within 24 hours, the standing decision is final.

***If Academic Integrity violations occur within one week of graduation, the VPAA will design an appropriate due process timeline.**

Step 5: Upon completion of the Academic Integrity Violation Procedure, the VPAA will forward the appropriate completed documents to the following people:

- Program Director and Academic Advisor–Academic Integrity Conference Form with supporting evidence and Sanction letter from VPAA
- Registrar–Sanction letter from VPAA
- Student–Sanction letter from VPAA

Step 6: The office of the VPAA will maintain a record of student violations to the Academic Integrity policy and make appropriate sanctions to students who are found to be in repeated violation of the Academic Integrity policy. In addition, the VPAA will review and track issues of academic integrity, and report data and trends of academic integrity to the college community.

Step 7: The faculty will refrain from assigning a final course grade for the student until the academic integrity issue is resolved. If the course concludes before resolution, the faculty will assign a grade of incomplete with an indication of “pending academic integrity review.”

Sanctions

In the event a student is found guilty of violations to the Academic Integrity Policy, the VPAA will provide documentation to the student regarding their level of violation:

- **First violation: Warning**
 - The office of the VPAA will send a letter to the student informing them of the Academic Integrity violation and possible consequences of future violations to the policy.
 - At this level the student must meet with the program director to discuss the Academic Integrity policy and remediate as appropriate.
 - The program director must document what remediation was given.
- **Second violation: Academic Integrity Probation**
 - The office of the VPAA will send a letter to the student informing them of the Academic Integrity violation and possible consequences of future violations to the policy. The office of the VPAA will notify the Registrar.
 - The student is placed on Academic Integrity Probation.
 - A student is placed on Academic Integrity Probation for their second violation to the Academic Integrity Policy. A notation is placed in the student's file to serve as an alert to the student that their academic behavior is unacceptable and to impress upon them the importance of giving serious attention to their academic integrity behavior in order to continue to be a student at Clarkson College.
 - The student will remain on Academic Integrity Probation until graduation.
 - At this level the student must meet with the program director to discuss the Academic Integrity policy and remediate as appropriate.
 - The program director must document what remediation was given.
- **Third violation: Dismissal from the College**
 - The office of the VPAA will send a letter to the student informing them of the Academic Integrity violation and dismissal from the College.
 - Three violations to the Academic Integrity policy will result in the student being dismissed from the College by the VPAA.

Academic Integrity policy violations that involve substantial dishonesty, pre-meditation, and disregard for the Academic Integrity policy may warrant a more severe sanction regardless of prior violation.

Due Process

Academic integrity issues should be resolved at the lowest level possible. However, when a student disagrees with a faculty member regarding the issue of academic integrity, the student has fourteen (14) business days to submit an appeal in writing to the VPAA. If the student fails to meet the above deadline for appealing a decision, the standing decision is final. The VPAA will convene the Academic Integrity Committee to review the appeal within fourteen (14) business days of the request.

Academic Integrity Committee

The Academic Integrity Committee's purpose is to serve as an appellate board. The membership of the Academic Integrity Committee will consist of the following: the Vice President of Academic Affairs (VPAA) and the Vice President of Operations (VPO) will be the co-chairs and non-voting members of the Academic Integrity Committee. The co-chairs will de-identify the dispute to maintain confidentiality. The co-chairs will convene five (5) members of the academic community for the Academic Integrity Committee. The co-chairs convene administration, faculty, and students that are deemed to not have any conflicts of interest with regards to any part of the dispute. Members of the Academic Integrity Committee will be held to the strictest guidelines of confidentiality in all matters pertaining to faculty and students. The committee will consist of the following:

- One academic dean or program director/coordinator (if necessary) who is outside the student's major or minor
- Two faculty members selected by the Faculty Senate President who teach outside the student's major or minor and who have had at least two full time semesters' employment
- Two students selected by SGA who are enrolled outside the student's major or minor and who have earned at least 24 semester hours at Clarkson College

The Academic Integrity Committee's decision is final. There is no appeal to this process.

The student's program director, course program director and/or dean, and faculty will be notified of the decision of the Academic Integrity Committee by the chair within five (5) business days of the decision. The chair of the committee will notify the student of the decision of the committee by certified letter.

Activity Release, Waiver of Liability & Academic Travel Release Policy

All students participating in a Clarkson College sponsored travel will be asked to sign a Release and Waiver of Liability form. This form must be completed for each event.

Background Checks and Drug Screenings for Students

To be in compliance with clinical and/or course requirements, background checks and drug screenings will be completed at the expense of the student.

Timing of the Background Check and Drug Screening

The completion of a background check and/or drug screening will be facilitated by the program requirements.

Students must complete the required background check and/or drug screening prior to participation in other degree or service experiences. Students will not be allowed to progress in their course until clearance documentation is reviewed by the Clinical Coordinator or designee.

Students must give permission for Clarkson College to review the results of the background check and/or drug screening to progress in their program by completing the online Student's Disclosure & Consent Release of Information form.

Additional background checks and/or drug screening may be required with or without cause for suspicion as required by the clinical agency or Clarkson College, at the expense of the student.

Identification of Vendors

Background check and drug screening results will only be accepted from a Clarkson College approved vendor. All student information is kept confidential.

Allocation of the Cost

For background checks and drug screenings the student is responsible for the payment. Additional site specific screenings (background and/or drug screen) and all random drug screenings will be at the student's expense.

Significant Findings in Background Check Report

Clarkson College cannot guarantee that students with significant findings in their background check will be permitted to participate in clinical rotations or be a candidate for licensure/certification in every state.

Additionally, prior conviction of a felony or misdemeanor may make a student ineligible for professional licensure, professional certification, or professional registration depending on the specific regulations of the individual health profession and the state of practice.

The student must meet the guidelines for prior criminal convictions of the agency where the clinical is scheduled and no special accommodations for alternative clinical placement will be made for the student.

Alert on Background Check/Positive Drug Screen

Program Director and/or designee has access to complete report details related to alert on background check and/or positive drug screen results. Program Director and/or designee will counsel students with alerts on background check to determine outcome. Positive drug screen results will follow the steps referenced in SW-15, Drug and Alcohol Policy. This can be found in the College catalog and/or student planner/handbooks.

Confidentiality of Records

Background check and drug screening reports and all records pertaining to the results are considered confidential with restricted access.

Access to records and reports outside of the Health and Safety Specialist's Office must be approved by the Program Director and/or designee, prior to granting access. Information contained in the reports/records will not be shared with facilities participating in the clinical/service/internship- experiences unless a legitimate need is demonstrated.

Recordkeeping

All records are housed in certified profile, a secure web portal used by Clarkson College. It is the student's responsibility to maintain their records with certified profile. The web portal is password protected.

Bookstore

The Bookstore is located on the lower level of the Student Center and carries undergraduate and graduate textbooks, plus a wide variety of reference and optional books. The Bookstore sells a variety of other merchandise, including Clarkson College T-shirts, sweatshirts, caps, mugs, memorabilia, notebooks, paper, pens, pencils, highlighters and much more. Candy, specialty drinks, snacks and beverages are also available. Students can have their books and supplies mailed to them by contacting the Bookstore:

Phone: 402.552.2737

E-mail: bookstore@clarksoncollege.edu

Online: Clarksonbooks.com

Bookstore Hours

Monday–Thursday: 8:30 a.m.–5 p.m.

Friday: 8:30 a.m.–4:30 p.m.

**Other times as posted. Hours are subject to change without notice.*

Bookstore Policies

1. Books may be purchased by check, cash or credit card.
2. Payment for books is due at the time of pick up. Checks are written for the amount of purchase only. Photo ID is required.
3. Bookstore vouchers may be issued to students who have either an outside agency authorizing payment or a scholarship, which provides funds for books. Students who believe they are eligible for voucher should see the Student Accounts Representative.

Book Returns

1. Students must have a Change of Registration Form and a receipt in order to receive a refund.
2. Students should not write in books if they are planning on returning them.
3. New books must be in perfect condition. Books purchased in shrink-wrap must be returned in shrink-wrap.

Refunds, Returns & Exchanges

Textbooks, new and unused, may be returned for full refund during the first week of the beginning of the semester, providing the books are in original condition with no obliterations and are accompanied by the sales receipt.

Trade books (non-required titles) may be returned for full refund at any time during a term within two days of purchase, providing they are in original (new) condition and are accompanied by the sales receipt.

Supplies, gifts, clothing and other non-text merchandise may be returned in unused condition at any time during the term, providing the sales receipt accompanies them.

Defective merchandise will be replaced without question.

Buyback Policy

Book buyback is provided as a means of customer service to the students year-round, with an emphasis at term-end. It also helps the Bookstore in providing additional used books, thereby saving the students 25 percent from the new textbook price.

Neebo, a part of Nebraska Book Company, will generally pay 50 percent for books in good condition (binding intact, no pen writing in book, no excessive highlighting) that have been readopted by faculty for use the next term. The Bookstore will only pay 50 percent for the quantity that can be resold. When that quantity is reached, Neebo will pay wholesale price for the book.

Neebo will pay wholesale for textbooks that are not readopted for the next term or are adopted, but the required quantity has already been obtained. The wholesale companies, depending on national demand for the book, determine wholesale price.

Some books will be determined to have no value. This occurs when the publisher publishes a new edition of a book. The Bookstore and wholesaler are unable to use the textbooks if they go into new editions. The Bookstore will continue to buy back old editions if the faculty requires use of that particular edition. When wholesalers receive more copies of a book than they can resell, the wholesale value of a book also becomes zero.

Bulletin Boards

A variety of flyers are posted near the elevators and on bulletin boards throughout the College. Faculty schedules, test scores and other information posted by the faculty can be found on the bulletin boards on the fifth floor. Job postings and career information are found on the Success Center bulletin boards and on the College website under the About Us section. **All items posted on bulletin boards are subject to College rules on posting and must be approved by the Manager of Facilities, Director of Housing and Director of the Student Center.*

Campus Security

Clarkson College adheres to the regulations of the Student Right-To-Know and Campus Security Act of 1990. The College provides security services for all areas of the College campus, including the Residence Hall.

Students, faculty and staff are to report criminal actions and other emergencies occurring on campus to Security. Security notifies the state and local police agencies when appropriate and maintains records of all criminal offenses. Programs each year are presented for students, residents of the College Residence Hall, faculty, staff and employees on the topics of self-defense, contacting Security and reporting crimes. Statistics concerning the occurrence of criminal offenses reported to Security are published each year in September. Additional information, including crime statistics, safety tips and crime reporting procedures, can be found online at <http://info.unmc.edu/security>.

Clarkson College Security is provided in cooperation with The Nebraska Medical Center Security department. Call Security at any time for your security concerns, but also follow up by informing the Manager of Facilities about any security issue. Security's phone number is 402.559.5111.

Emergency blue light stations are located in Clarkson College Parking Lot 12, by the gate into the courtyard in between student parking lots 51 and 52 and in the alley by the Family Medicine Building. The emergency lights are there for any security issues such as: your car is not starting, locked car, suspicious person in the parking lot or by the College, any immediate dangers or threats, etc. Steps to use the emergency blue lights:

1. Push large red button
2. Light will turn on indicating that your call is being transmitted
3. Light will turn on indicating the call is received
4. Speak into the machine to explain the reason for the call
5. Security will respond immediately

Childcare

The Nebraska Medical Center operates a daytime childcare facility called The Family Place. The Family Place is located on the Clarkson College campus next to the main building. Information about hours, cost and the curriculum can be obtained by calling 402.552.2375.

Clarkson College Behavioral Intervention Team

The goal of the Clarkson College Behavioral Intervention Team is to enable the College to intervene early and provide support and behavioral response to students displaying varying levels of disruptive, distressed, and disturbed behaviors. The Clarkson College Behavioral Intervention Team, after consulting appropriate resources both internally and externally, will have the authority to take appropriate actions for the safety of the College community. Actions may include, but are not limited to, required educational workshops, required counseling/treatment, temporary suspension, and expulsion. Any required outside treatment will be at the expense of the student.

Code of Conduct

Clarkson College students are not only members of the College community, but they are also citizens of the larger society. As citizens, they retain those rights, protections and guarantees of fair treatment, which are held by all citizens. In addition, Clarkson College students are subject to the reasonable and basic standards of the College regarding discipline and maintenance of an educational environment. The purpose of the Clarkson College Student Code of Conduct is to foster a sense of trust, responsibility and professionalism among students and between students and the faculty/administration. Its fundamental goals are to promote ethical behavior, to ensure the integrity of the academic enterprise and to develop in students a sense of responsibility to maintain the honor of the health care profession. The Code is designed to assist in the personal and intellectual development of students as they work toward becoming health care professionals.

It is important to note that one's behavior as a student may have a long-term effect on one's career in addition to having Code of Conduct consequences at Clarkson College. A violation of certain laws may jeopardize a student's ability to obtain professional licensure. Therefore, students should consider their career goals as well as the Clarkson College Code of Conduct before making behavioral choices.

Students should make every effort to resolve disputes informally, between the parties involved and only use the student judicial process when those efforts have been exhausted and prove unsuccessful.

Article I: Definitions

- A. The term "College" means Clarkson College.
- B. The term "student" includes all persons taking courses at the College on campus or through online learning, both full-time and part-time, pursuing undergraduate or graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the College are considered "students."
- C. The term "faculty member" means any person hired by the College to conduct classroom/clinical activities on or off campus.
- D. The term "College official" includes any person employed by the College or The Nebraska Medical Center performing assigned administrative or professional responsibilities.
- E. The term "member of the College community" includes any person who is a student, faculty member, College official, or any other person employed by the College, or is formally or informally associated or affiliated with the College. Human Resources and/or the Registrar's office shall determine a person's status in a particular situation whichever is appropriate.
- F. The term "organization" means any number of persons who have complied with the formal requirements to be a recognized College group.
- G. The terms "Clarkson College Judicial Council," "Judicial Council" or "judicial body" means any person or persons authorized by the President to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
- H. The term "Judicial Adviser" means the Vice President of Operations, who is authorized by the President to impose sanctions upon students found to have violated the Student Code. The Judicial Adviser chairs the judicial body.
- I. The term "Appellate Board" means any person or persons authorized by the President or his designee to consider an appeal from the judicial body's determination that a student has violated the Student Code or from the sanctions imposed by the Judicial Adviser. Generally, the Vice President of Academic Affairs of Clarkson College serves as the "Appellate Board."
- J. The term "shall" is used in the imperative sense.
- K. The term "may" is used in the permissive sense.
- L. The Vice President of Operations is the person designated to be responsible for the administration of the code.

- M. The term "policy" is defined as the written regulations of the College as found in, but not limited to, the Student Code, Student Handbook and the Clarkson College Catalog
- N. The term "quorum" is defined by the Clarkson College bylaws as the majority.

Article II: Judicial Authority

- A. The Judicial Council may be designated as arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code. All parties must agree to arbitration, and to be bound by the decision with no right of appeal.
- B. The Judicial Council shall be composed of eight members plus the Judicial Adviser, who will vote only in the case of a tie. The Judicial Adviser will chair called meetings.
- C. Membership may be comprised of faculty, staff and/or students that are deemed to not have any conflicts of interest with regards to any part of the dispute, appointed by the Judicial Adviser and approved by the President.
- D. Members will be appointed on a case-by-case basis.
- E. The Judicial Adviser shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings, which are not inconsistent with provisions in the Student Code.
- F. Decisions made by the Judicial Council and/or Judicial Adviser shall be final, pending the appeal process as established by the Student Code.

Article III: Proscribed Conduct

A. Jurisdiction of the College

Generally, College jurisdiction and discipline shall be limited to conduct, which adversely affects the College community and/or pursuit of its objectives.

B. Conduct— Rules & Regulations

Any student found to have committed the following misconduct is subject to the disciplinary sanctions outlined in Article IV:

1. Acts of Dishonesty, including but not limited to the following:
 - a. Furnishing false information to any College official.
 - b. Forgery, alteration, or misuse of any College document, record, blank letterhead or instrument of identification.
2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities, including its public service functions on or off campus or other authorized non-College activities, when the act occurs on College premises.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
4. Attempted or actual theft of and/or damage to property of the College or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.
6. Failure to comply with directions of College officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication or use of keys to any College premises or unauthorized entry to or use of College premises.
8. Discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, age, national origin, ethnicity, gender, veteran's status or marital status.
9. Violation of published College policies, rules and/or regulations.

10. Violation of federal, state or local law on College premises, at College-sponsored or supervised activities or while representing the College off campus.
11. Use, possession or distribution of narcotics or other controlled substances except as expressly permitted by law.
12. Public intoxication and/or the use, possession or distribution of alcoholic beverages except as expressly permitted by law and by the Clarkson College Drug and Alcohol Policy.
13. Possession of firearms, explosives, other weapons, or illegal, unauthorized chemicals on College premises.
14. Participation in a campus demonstration which disrupts the normal operations of the College and infringes on the rights of other members of the College community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus.
15. Obstruction of the free flow of pedestrian or vehicular traffic on College premises or at College-sponsored or supervised functions.
16. Conduct which is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on College premises or at functions sponsored by, or participated in by, the College.
17. Theft or other abuse of computer time, including but not limited to:
 - a. Unauthorized entry into a file, to use, read or change the contents, or for any other purpose.
 - b. Unauthorized transfer of a file.
 - c. Unauthorized use of another individual's identification or password.
 - d. Use of computing facilities to interfere with the work of another student, faculty member or College official.
 - e. Use of computing facilities to send obscene or abusive messages.
 - f. Use of computing facilities to interfere with normal operation of the College computing system.
 - g. Any other violation of the Clarkson College computer use policy.
18. Abuse of the Judicial System, including but not limited to:
 - a. Failure to obey the summons of the Judicial Council or College official.
 - b. Falsification, distortion or misrepresentation of information before the judicial body.
 - c. Disruption or interference with the orderly conduct of a judicial proceeding.
 - d. Institution of a judicial proceeding knowingly without cause.
 - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
 - f. Attempting to influence the impartiality of a member of the judicial body prior to, and/or during the course of, the judicial proceeding.
 - g. Harassment and/or intimidation of a member of the Judicial Council prior to, during, and/or after a judicial proceeding.
 - h. Failure to comply with the sanctions imposed under the Student Code.
 - i. Influencing or attempting to influence another person to commit an abuse of the judicial system.

C. Violation of Law and College Discipline

1. If a student is charged only with an off-campus violation with federal, state or local law, but not with any other violation of this Code, disciplinary action may be taken and sanctions imposed for grave misconduct which demonstrates flagrant disregard for the College community. In such cases, no sanction may be imposed unless the student has been found guilty in a court of law or has declined to contest such charges, without actually admitting guilt (e.g., "nolo contendere").
2. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of this Code, for example, if both violations result from the same factual situation, without regard to the pendency of civil action in court or criminal arrest and prosecution. Proceedings under this Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off-campus.
3. When a student is charged by federal, state or local authorities with a violation of law, the College will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the Vice President of Operations under the Student Code, however, the College may advise off-campus authorities of the existence of the Student Code and of how such matters will be handled internally within the College community. The College will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

Article IV: Judicial Policies

A. Charges and Hearings

1. Any member of the College community may file charges against any student for misconduct. Charges shall be prepared in writing and directed to the Vice President of Operations. Any charge should be submitted as soon as possible after the event takes place, preferably within 30 calendar days. While Clarkson College cannot guarantee that all charges will be kept entirely confidential, the Judicial Council will make a reasonable effort to protect students' privacy.
2. The Judicial Adviser may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the parties involved on a basis acceptable to the Judicial Adviser. Such disposition shall be final and there shall be no subsequent proceedings. If the charges cannot be disposed of by mutual consent, the action is brought before the Judicial Council.
3. All charges shall be presented to the accused student in writing. A time shall be set for a hearing, not less than five nor more than fifteen calendar days after the student has been notified. Maximum time limits for scheduling of hearings may be extended at the discretion of the Judicial Adviser.
4. The hearing will follow a standard format listed below. The Judicial Adviser may alter the hearing format at his/her discretion.
 - i. Everyone present states names/positions for the record.
 - ii. Presentation of the complaint.
 - iii. Opening statements for each side.
 - iv. Each side presents case/calls witnesses (Judicial Council cross-examines).
 - v. Closing statements.
 - vi. Deliberation.
 - vii. Decision.
 - viii. Judicial Adviser determines and announces sanctions, if any.

5. Hearings shall be conducted by the Judicial Council according to the following guidelines:
 - i. Hearings normally shall be conducted in private.
 - ii. Admission of any person to the hearing shall be at the discretion of the judicial body or the Judicial Adviser.
 - iii. In hearings involving more than one accused student, the Judicial Adviser, at his or her discretion, may permit the hearings concerning each student to be conducted separately.
 - iv. The complainant and the accused have the right to be assisted by any adviser they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused are responsible for presenting his or her own case, and therefore, advisors are not permitted to speak or to participate directly in any hearing before the Judicial Council.
 - v. The complainant, the accused and the Judicial Council shall have the privilege of presenting witnesses, subject to the right of cross-examination by the Judicial Council.
 - vi. Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the Judicial Council.
 - vii. All procedural questions are subject to the final decision of the Judicial Adviser.
 - viii. After the hearing, the Judicial Council shall determine (by majority vote) whether the student has violated each section of the Student Code which the student is charged with violating.
 - ix. The Judicial Council's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code.
 - x. A quorum is required in order for the Judicial Council to hear a case. The Judicial Adviser must be present.
 - xi. Any member of the Judicial Council may excuse himself or herself if a conflict of interest exists.
6. There shall be at least one verbatim record, such as a tape recording, of all hearings before the Judicial Council. The record shall be the property of the College. All records associated with the proceedings or resolution will be kept in the Judicial Advisers office until two years after the student leaves the college. It will not be part of the student's permanent record.
7. Except in the case of a student charged with failing to obey the summons of the Judicial Council or a College official, no student may be found to have violated the Student Code solely because charges shall be presented and considered.
8. Should this process not be completed before the date on which grades are submitted by the department, no report will be recorded on the student's transcript. The grade will be blank on the academic record until all charges have been fully adjudicated.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated the Student Code:
 - i. **Warning:** a notice in writing to the student that the student is violating or has violated institutional requirements.
 - ii. **Probation:** a written reprimand for violation of specified regulations. Probation lasts for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found in violation of any institutional regulations during the probationary period.
 - iii. **Loss of Privileges:** denial of specified privileges for a designated period of time.
 - iv. **Fines:** Previously established and published fines may be imposed.

- v. **Restitution:** compensation for loss, damage or injury. This may take the form of appropriate service and/or monetary or material replacement.
 - vi. **Discretionary Sanctions:** work assignments, service to the College, community service, parental notification (if a minor), workshop attendance, required counseling, written explanation, financial restitution or other discretionary assignments.
 - vii. **Residence Hall Suspension:** separation of the student from the Residence Hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
 - viii. **Residence Hall Dismissal:** permanent separation of the student from the residence halls.
 - ix. **College Suspension:** separation of the student from the College for a specified period of time. Conditions for readmission may be specified.
 - x. **College Dismissal:** permanent separation of the student from the College.
2. More than one of the sanctions listed above may be imposed for any single violation.
 3. Other than College Dismissal, disciplinary sanctions shall not be made part of the student's permanent academic record, but shall become part of the student's confidential record. Upon graduation, the student's confidential record may be expunged of disciplinary actions other than Residence Hall dismissal, College suspension or dismissal. Cases involving the imposition of sanctions other than Residence Hall dismissal or College suspension/dismissal shall be expunged from the student's confidential record five years after the final disposition of the case.
 4. The following sanctions may be imposed upon groups of organizations:
 - a. Those sanctions listed above in Section B 1, a-e.
 - b. Deactivation: loss of all privileges, including College recognition, for a specified period of time.
 5. In each case in which the Judicial Council determines that a student has violated the Code, the sanctions shall be determined and imposed by the Judicial Adviser. The Judicial Adviser shall consider the recommendations of the judicial body when determining sanctions. Following the hearing, the Judicial Council and the Judicial Adviser shall advise the accused in writing of its determination and of the sanctions imposed, if any.

C. Interim Suspension

In certain circumstances, the Housing Director, the Vice President of Operations or the President may impose a College or Residence Hall suspension prior to the hearing before the judicial body.

1. Interim suspension may be imposed only a) to ensure the safety and well-being of members of the College community or preservation of College property; b) to ensure the student's own physical or emotional safety and well-being; or c) if the student poses a definite threat of disruption with the normal operations of the College.
2. During the interim suspension, students shall be denied access to the residence halls and/or the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, as the Vice President of Operations may determine to be appropriate.

D. Appeals

1. A decision reached by the Judicial Council or a sanction imposed by the Judicial Adviser may be appealed by accused student(s) to an Appellate Board within five school days of the decision. The Appellate Board will generally be comprised of the Vice President of Academic Affairs. Such appeals shall be in writing and shall be delivered to the VPAA office.
 - i. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.
 - ii. To determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code occurred.
 - iii. To determine whether the sanctions(s) imposed were appropriate for the violation of the Student Code which the student was found to have committed.
 - iv. To consider new evidence, sufficient to alter a decision or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing.
2. When the accused appeals, a review by the Appellate Board may not result in more severe sanctions for the accused student. Instead, following the appeal, the Appellate Board may reduce, but not increase, the sanctions imposed by the Judicial Adviser.
3. In cases involving appeals by persons other than the accused student(s), the Appellate Board may, upon review of the case, reduce or increase the sanctions imposed by the Judicial Adviser or remand the case to the judicial body.
4. Written results of the appeal will be sent out to the appropriate parties within five business days of being submitted.
5. The Appellate Board decision may be appealed to the President. A written appeal must be delivered to the President's office within five business days of the Vice President's decision. The person appealing will be notified in writing within five business days of the President's decision.

Article V: Interpretation & Revision

- A. Any question of interpretation regarding the Student Code shall be referred to the Vice President of Operations or his or her designee for final determination.
- B. The Student Code shall be reviewed annually.

Clarkson College Café

The Clarkson College Café is located on the first level of the Student Center by the Bookstore. Students, staff and faculty members are provided the convenience of having daily food vendors who serve a variety of lunch items. Food vendors are on campus for lunch from 11 a.m.–1 p.m. All meals are usually \$6 or less. Lunch vendor schedules are posted on campus and at the Café.

Classroom Lock-Down Instructions

1. Lock classroom door.
2. Close shades.
3. Stay quiet and away from windows.
4. Call 911 and Security 402.559.5111 immediately.
5. If you hear a gunshot, keep down and shield behind furniture.
6. Do not leave until released by Security.

Community Lounge

Clarkson College students, staff and faculty members have access to the Community Lounge on the lower level of the Student Center.

Copy Machines

Copy machines for student use are located in the library. Conveniently located near reserve and journal collections, students may easily obtain copies of the outside readings required by faculty.

Diversity

Clarkson College recognizes that we live in a diverse society. We value the diversity of our employees, students and the community and strive to create an environment where all people have equal opportunity. Clarkson College is committed to equal opportunity and does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, marital status, sexual orientation, creed or disability in the administration of its educational policies, financial aid or other school administered programs. We will demonstrate our commitment to diversify through the following actions:

1. We will create an environment where all people are treated with dignity and respect and where difference is valued.
2. We will create an atmosphere where all people feel welcomed and where their unique cultural differences are respected.
3. We will create an environment where all people have the same ability to provide and receive quality health care education. This will include awareness of the many cultural barriers, language and customs of our employees, students and the community in order to provide health care education to a diverse population.
4. We will openly embrace the diversity of our employee, student and customer population.
5. We acknowledge that creating a diverse environment must have the support and commitment of all levels of the organization. We will celebrate diversity to create an environment of inclusion.

Drug & Alcohol Policy

Problems related to the use of alcoholic beverages and controlled substances lead to a loss of individual effectiveness and may interfere with the educational process. Clarkson College reaffirms its position of serious concern about and in opposition to the abuse of alcoholic beverages and use of controlled substances. Clarkson College complies with the Drug-Free School and Communities Act Amendments of 1989 through the publication of the Drug and Alcohol Policy and other written material distributed annually to students and employees. Clarkson College encourages members of the College community to participate in drug and alcohol abuse education, prevention, and treatment programs when appropriate. Clarkson College does not accept responsibility for the conduct of individuals while they are off campus and not participating in a College activity. The College realizes it cannot regulate the sale of alcoholic beverages to members of the Clarkson College community by off-campus businesses.

Drug and alcohol offenses may result in academic and/or non-academic sanctions. Academic sanctions are directly related to the student's progression or termination within their program of study, and occur when the student violates the drug and alcohol policy within class/clinical/practicum settings. Non-Academic sanctions are actions taken at any time when the student violates the Drug and Alcohol policy.

Within the Clarkson College Community, the following regulations dealing with drug and alcohol apply.

1. Possession and use of drugs and alcohol on campus property is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the use, sale, and distribution of drugs or alcohol.

2. Possession by minors is an infraction of Neb. Re. Statute 53-180.02 and is punishable by three months' imprisonment, \$500.00 fine, or both. All offenses regarding possession of drugs and alcohol will also be subject to the disciplinary procedures set forth by Clarkson College.
3. The procurement of alcoholic beverages for minors is a violation of Clarkson College policy. The procurement of alcohol for minors, Neb. Rev. Statute 53-180, is punishable by a maximum of one year imprisonment, \$1,000.00 fine, or both. All offenses regarding procurement of alcohol for minors will also be subject to the disciplinary procedures set forth by Clarkson College.
4. No alcohol shall be served at any event sponsored by Clarkson College or a recognized Clarkson College organization, unless prior permission from Clarkson College administration has been obtained and the alcohol is sold off campus by a licensed, independent vendor via a "cash bar" and only to persons of legal age.
5. Possession, use and sale of drugs or drug-related paraphernalia on campus property or at College sanctioned events is considered an infraction of Clarkson College policy. Clarkson College will cooperate fully with state and federal law officials in the enforcement of all state and federal laws pertaining to the possession, use, sale and distribution of illicit substances.
6. Neither the College nor any group that owes its existence to Clarkson College, whether officially or unofficially, formally or informally, will be permitted to use any organizational funds held by the institution for the purchase of any kind of alcoholic beverage.
7. Guests are bound by the same rules regarding alcohol and drugs as the students. Members of the College community and their guests will be held responsible for their behavior and any destruction that occurs while under the influence of alcohol and/or other drugs. Violators will be asked to leave campus and/or be referred to local authorities.
8. Students who are suspected of intoxication from either drugs or alcohol during a theory class, laboratory course or clinical rotation are in violation of the drug and alcohol policy and will be subject to the procedures outlined in the section titled Student Violation Categories.
9. Any Student on campus, including the Residence Hall and campus activities, whether of legal age or underage and suspected of intoxication is in violation of the Clarkson College drug and alcohol policy and will be subject to procedures outlined in the section titled student violation categories.
10. Containers that originally contained alcoholic beverages will not be allowed in the residence halls for any purpose. Said containers will be promptly removed and disposed of.
11. There will be absolutely no posted advertisement for alcoholic beverages in any College publication, private, or public area.
12. The Vice President of Operations, the Residence Hall Director, Residence Hall Assistant Director or any Student Services counselor may notify parents of violations. Notification may occur if it is believed that the student is potentially a danger to themselves or to others, or is in danger of jeopardizing their academic career.
13. Clarkson College may take appropriate measures in emergency situations such as contacting parents or law enforcement in order to ensure the health and safety of the student.
14. Drug testing on minors may need parental or guardian consent. If consent is not obtained, so that drug testing cannot be completed, the minor student will be treated as though they were tested and the results were positive.
15. A positive test result will include the following:
 - a. positive drug test indicating the presence of drugs in the specimen;
 - b. failure to submit to a drug test within the requested timeframe; and/or
 - c. finding of two consecutive "dilute" specimens.

Student Violation Categories

The consequences of violating the Student Welfare Drug & Alcohol Policy vary according to the circumstances surrounding the violation. Thus, each of the following categories of student violations is separated out below.

Students requiring drug/alcohol testing prior to clinical and/or service-learning experience courses will be given instructions on how to complete this testing. If the results are negative, the student will proceed into the first semester's courses. If the results are positive, the student can only continue academically at the College if they meet the following requirements.

If positive result is due to a legally prescribed medication:

1. The student must have the form signed by the prescribing health care provider stating why he/she is prescribed that medication. (Appendix A, VPAA Form 1 – Prescribing Report).
2. A list of all the medications the student has been prescribed should be included on the form and returned within seven business days after the student is notified of a positive test. The form will be sent to the Office of the VPAA who coordinates drug and alcohol results.
3. The medication list will be approved/disapproved by the Chair of the Drug and Alcohol Committee and /or the Student Counselor within three (3) business days.
4. If the medication list is not approved by College designee it will be viewed as a positive drug screen.
5. Student will not be allowed to participate in clinical setting until the proof of treatment process is completed.

If positive result is due to other use:

1. Must meet with a College-approved Student Counselor and successfully complete the prescribed treatment plan.
2. The student will initially only be allowed to enroll in theory (didactic only) Courses (without co-requisite clinical courses) while completing Drug/Alcohol treatment. The student will be allowed to enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a College-approved Student Counselor.
3. The student will be subject to random interval or scheduled interval drug/alcohol testing for as long as they are an enrolled student at the College; at expense of the student.
4. The Student Counselor will notify the VPAA or designee via (form), that the student can progress in the course. The VPAA or designee will release information to the Clinical Coordinator. (Appendix A, VPAA Form 2- Return to Course Form).
5. If the student does not comply with the treatment plan set forth by the Drug/Alcohol Rehabilitation Counselor, refuses subsequent drug and or alcohol testing, or has a second positive drug test, the student will be administratively withdrawn from the College.

Currently Enrolled Students

Any currently enrolled student may be required to complete a Drug/Alcohol Test (either scheduled or random timing).

Students in a theory/didactic course, (Theory/Classroom Settings), lab course (laboratory setting), and/or Clinical/Practicum Course (clinical setting) may be required to undergo random drug testing with or without cause. If the student tests positive for drugs/alcohol, the student:

1. Will be immediately administratively withdrawn from all laboratory/clinical/practicum courses, but may be allowed to remain in theory classes (without co-requisite clinical courses) while undergoing required drug/alcohol treatment according to program requirements.
2. Must meet with a college approved Student Counselor and successfully complete the prescribed treatment plan.
3. Will be allowed to enroll in laboratory/clinical/practicum courses, if the student is complying with their treatment plan, and deemed as safe to return to clinical practice by a College-approved Drug/Alcohol Rehabilitation Counselor.

4. Will be subject to random interval or scheduled interval drug/alcohol testing with or without cause for suspicion for as long as they are an enrolled student at the College.
5. May be ineligible to continue in the program of study if clinical agency placement is not possible due to the student's positive drug testing history.
6. May be administratively withdrawn from the College if the student does not comply with the treatment plan set forth by the Drug/Alcohol Rehabilitation Counselor, refuses subsequent drug and or alcohol testing, or has a second positive drug test.

Residence Hall Offenses

Students in College-sponsored activities whether on College campus property or in College housing: Within the disciplinary system for non-academic violations, the following procedures are considered as a guide for policy violations and represent the minimum sanction possible for the violations of the Drug and Alcohol policy. The College Judicial Committee or administration may levy further sanctions on an individual case basis, depending on the severity of the offense. All requirements of a sanction must be completed prior to the start of the next academic semester. Students will be ineligible for further program progression and registration will not be allowed for the following semester, if the sanction requirements are not completed.

The disciplinary sanctions for drug and alcohol offenses which occur during College-sponsored activities or in College housing include the following steps:

- 1. The first offense of the Drug and Alcohol policy will result in the following** (offenses for substances other than alcohol are considered an automatic second offense):
 - a. Required student completion of an alcohol use evaluation survey.
 - b. Completion of the Alcohol Skills Training Program (ASTP).
 - c. A fine of \$25.00.
- 2. The second offense of the Drug and Alcohol policy will result in the following:**
 - a. Required student completion of an alcohol use evaluation survey.
 - b. Completion of Brief Alcohol Screening and Intervention for College Students (Basics) through four sessions with the Licensed Alcohol and Drug Addiction Counselor (LADAC), Provisional Licensed Alcohol and Drug Addiction Counselor (PLADAC), or Certified Master Addiction Counselor (CMAC).
 - c. A fine of \$50.00.
- 3. The third offense of the drug and alcohol policy will result in the following:**
 - a. The student will undergo Formal Evaluation for Substance Abuse by a LADAC, PLADAC, or CMAC with any and all fees to be incurred by the student. The Counselor will provide documentation back to the College that the student is progressing with recommending treatment options.
 - b. If living in the College Residence Hall, the student will be placed on housing probation.
 - c. A fine of \$75.00.
- 4. The fourth offense of the Drug and Alcohol policy will result in the following:**
 - a. Immediate eviction from the College Residence Hall and possible academic sanctions.
 - b. The student will undergo a second drug and alcohol evaluation by a LADAC, PLADAC, or CMAC. The cost of evaluation and any further services will be incurred by the student.
 - c. The counselor will provide documentation back to the College of a monitoring plan if needed based on screening results.
 - d. If the counselor recommends a treatment plan, documentation of progression will be sent back to the College.

e2campus Notification System

Clarkson College, in collaboration with UNMC, provides notification through the e2Campus system. The e2Campus Notification System requires students to pre-register in order to receive this service. Students can register by creating an account through Self-Service. Go to "Self-Service," located under the Current Students section of the College website, and click on the e2Campus link under "Students" to complete the registration information. The selective mass communications platform, which is aimed at improving safety on campus, enables the rapid delivery of messages via:

1. Mobile phone (SMS text message).
2. E-mail (personal or school account).
3. Campus text pager or Blackberry device.

Clarkson college and campus security can issue an immediate notification to everyone who is registered. e2campus will be used to broadcast vital information to the college community quickly.

Electronic Resource Use, Copyright Infringement & Network Management Policy

The purpose of this policy is to communicate guidelines for the appropriate use of the Clarkson College Electronic Resources relating to potential copyright infringement and network usage. It also serves as a plan for dealing with Peer-2-Peer (P2P) use on the Clarkson College network.

Definition: Clarkson College electronic resources are defined as the hardware, software, network and network connections within Clarkson College and all connections to the Internet. This definition also includes P2P processes and use.

All electronic resources at Clarkson College are provided for the exclusive use of enrolled students, faculty, staff and individuals directly affiliated with Clarkson College consistent with the Mission of the College.

Computer and network system users are responsible for following the published restrictions guidelines to access Clarkson College computing systems and networks.

1. A user must use only the computer account(s) that has been authorized for his/her use.
2. Users are responsible for the use of their computer accounts. Users should make appropriate use of systems-provided protection features such as passwords and file protections and should take precautions against others obtaining access to their computer resources. Users should not make an account available to others for any purpose (If assistance is needed in using computer resources, contact the Information Systems department).
3. Computer accounts and access to networks (Internet, College Network (LAN), etc.) must be used only for the purposes for which they are authorized. For example, student, faculty and staff accounts, issued for legitimate classroom or office work, cannot be used for private consulting, commercial enterprises and/or personal financial gain.
4. Users will not download (or attempt to download) music, data or any other copyright materials from others that are engaged in illegal activities involving copyrighted, trademarked or patented products.
5. Users will not access, copy or transport programs, files or data without prior authorization. User software may be used on computers only if it has been legally obtained and if its use does not violate license or copyright restrictions. This policy specifically pertains to any Peer-to-Peer uses as well as other types of electronic copyright violations. Peer-to-Peer practices are not authorized on the Clarkson College network unless specially approved by the Technology Services department.
6. Users will not (or attempt to) inspect, modify, distribute or copy privileged data, music or software, except for users who have been given prior special permission to work with data in accomplishing their job responsibilities, e.g. reporting, etc.
7. Users will not infringe on others' use of the electronic services or deprive them of those resources.

8. Users will not attempt to modify systems infrastructure. Users will not damage or obstruct the operation of any College computer systems or networks.
9. Users will not supply, or attempt to supply, false or misleading information or identification in order to access computer systems or networks.
10. Users will not attempt to subvert the restrictions associated with any computer accounts.
11. Playing computer games (other than for educational purposes) on Clarkson College computers is not allowed and may result in the loss of access to Clarkson College computers and networks.
12. The computer will not be used as an instrument to intimidate or offend persons. Using the computer as a means of communication to terrify, intimidate, threaten, harass, annoy or offend another person constitutes grounds for cancellation of access to Clarkson College computers/networks, and may result in disciplinary and/or legal action. Use of a computer as a means of: a) communicating indecent, lewd or obscene language to another person, or: b) communicating a threat or lewd suggestion to another person shall be prima facie evidence of intent to terrify, intimidate, threaten, harass, annoy or offend.
13. Software will be used on computers only if it has been legally obtained and if its use does not violate license or copyright restrictions. Any software not approved or purchased by Clarkson College will not be placed on network machines without approval from the Information Services department. Such software may not receive support from the IS department. Users may not (nor attempt to) inspect, modify, distribute or copy privileged data or software, except for users who have been given prior special permission to work with data in accomplishing their job responsibilities, e.g. reporting, etc.
14. Users shall not supply, or attempt to supply, false or misleading information or identification in order to access computer systems or networks.

Violations of any of the above items will lead to loss of access privileges to all Clarkson College computing and networking systems.

Further disciplinary actions for violating the policy will be governed by but may not be limited to the applicable provisions of student handbooks, faculty and staff handbooks, policies of Clarkson College, Statutes of the State of Nebraska and federal law, including civil and criminal legal actions.

Information Services will review user accounts and network traffic to insure that violations to this policy are reported the administration for disciplinary action of all offenders.

This policy will be placed in the College Catalog for all students to read. An e-mail will be sent annually in January to all students disclosing this policy.

Family Education Rights & Privacy Act (FERPA)

The Family Education Right and Privacy Act (FERPA) is a federal privacy law that gives students certain protections with regard to their education records such as grades, transcripts, disciplinary records, contact and family information and class schedules. To protect the student's privacy, the law generally requires schools to ask for a written consent before disclosing personally identifiable information to individuals other than the student.

A Buckley hold is placed on a student's academic record that prohibits the College from releasing directory information to anyone other than the student, except to school officials with a legitimate educational interest, and in other situations where consent is not required by law, such as a lawful subpoena.

Clarkson College hereby designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the institution for any purpose at its discretion.

Category I: Name, photograph, current and permanent address, marital status, telephone number, dates of attendance, classification and current class schedule.

Category II: Previous institution(s) attended, major field of study, awards, honors (includes Dean's List) and degree(s) conferred (including dates).

Category III: Past and present participation in officially recognized activities, physical factors, date and place of birth.

Clarkson College assumes that failure on the part of any student to specifically request the withholding of categories of "Directory Information" indicates individual approval for disclosure.

Fire Safety

Student, faculty and staff should develop an awareness of fire hazards and should practice safety precautions. When the fire alarm sounds, everyone should evacuate the building using the stairways. The stairways at Clarkson College are located on the east side of the building and behind the elevators. The stairways can be approached by going down the hall on the north and south sides of the elevators. The elevators should not be used during a fire evacuation.

Fire/Smoke Evacuation:

- **R** – Rescue people in immediate danger
- **A** – Activate the fire alarm and call Security: 402.559.9511
- **C** – Contain the fire by closing all doors
- **E** – Evacuate or extinguish if you can safely and quickly

Do not run. Do not re-enter building until told by Fire Department or Security. Floor Leaders and Residential Assistants will assist in accounting for all individuals.

Fitness Room

Clarkson College students, staff and faculty members have access to a fitness room, located on the first level of the Residence Hall.

Freedom of Expression

Clarkson College defends the right of free expression of ideas, including the right of peaceful assembly. The College will uphold this right on behalf of all persons associated with Clarkson College and will disapprove actions by any group or individual that would seek to restrict the appropriate freedoms of any other group or individual.

The College reserves the right to place reasonable time, manner, and place restrictions on all forms of expression. The College encourages all its members to resolve concerns/issues by communicating with the individual(s) directly involved. If this attempt fails or is not feasible, the established order of Clarkson College personnel listed below should be used for initial communication and appropriate direction as needed. Confidentiality in communication of any concern/issue shall be limited to persons who have a need to know.

Academic Issues

- Faculty directly involved
- Program Director
- Dean, where applicable
- Vice President of Academic Affairs (VPAA)

Non-Academic Issues

- Individual(s) directly involved
- Supervisor/Manager Vice President of Operations

Harassment/Assault

Clarkson College believes that each student, faculty, staff, and employee should be treated with respect and dignity. Any form of harassment/assault is a violation of human dignity, and the College condemns this behavior. Harassment/assault is defined as any unwanted behavior whether of a sexual nature, verbal, physical, written, or pictorial. Any student, faculty, staff or employee is subject to disciplinary action for violation of this policy. Any harassment/assault should be reported immediately to the Vice President of Operations.

Health & Safety Requirements

All Clarkson College students, at their own expense (non-refundable), may be required to complete certain health and safety requirements according to individual program needs. Students will not be allowed to attend classes and/or clinical when out of health and safety compliance.

Students enrolled in academic programs at Clarkson College are required to follow health and safety requirements specific to their academic program, which they will be provided.

Health and safety requirements are subject to immediate change in order to maintain compliance with state and federal requirements, center for disease control requirements and standards of practice.

Identification Badge

An identification (ID) badge is issued to all Clarkson College students. This badge can be used as identification in patient care areas, to check out books from the library and for various other purposes. Students can stop at the educational resources center on the lower level, at the posted times, to get an identification photo taken. Badges can later be picked up at the first floor Student Services Suite. There is a replacement charge for lost ID badges.

Incident Reporting

If a student is involved in an accident, defined as a fall or incident requiring medical or non-medical attention, proper documentation of the incident must be made and a report must be filed with the proper authorities where the incident occurred.

- A. On Campus Incident:** If the incident occurs on campus, the incident should be reported to the Manager of Facilities or designee.
- B. Clinical Incident:** If the incident occurs at the clinical setting, the agency will provide medical care and/or will arrange transportation to receive medical care. An incident report should be completed, by the student and instructor, per the clinical agency policy.

Inclement Weather

If the weather is severe and threatens the safety of students coming to the College, a decision by Administration may be made to close the College or delay a start time. In the event of such conditions, the following media stations will be notified:

- All Clear Channel stations: Flagship station: KFAB (1110 AM)
- All Waitt Radio Stations: Flagship station: KQKQ (98.5 FM)
- All Journal Broadcasting Stations: Flagship station: KSRZ (Star 104.5)
- KMTV Channel 3
- KETV Channel 7
- WOWT Channel 6
- KPTM Fox 42

Many of these stations also have information posted on their website.

Other methods of communication include:

- A. Closures will be on the College Weather Information Line at 402.552.6110.
- B. Closures will also be posted on the Clarkson College website and any social media utilized by the College.
- C. An e2Campus notification will be sent to everyone who has registered to receive messages.

Students who are unable to attend classes because of bad weather when the College is not closed should notify their instructor. If assigned to a clinical rotation, students should also notify the personnel at the clinical site. If the faculty member is not present at the clinical site during bad weather but the students were able to get there, they should stay until College personnel contact them with instructions. Please check with your clinical faculty for other specific contact instructions under these scenarios.

Key Cards

Clarkson College students receive a key card that will give them access to the Student Center, the main building lobby door and the third floor Computer Lab during non-business hours. Non-business hours are after 4:30 p.m. Monday through Friday, Saturday and Sunday, as well as holidays. Key cards can be picked up from the Manager of Facilities.

Liability Insurance

Clarkson College students (credit and professional development) in registered clinical courses are covered by the College blanket professional liability policy, which is intended to cover the student when engaged in their prescribed curriculum and course work. This policy is limited to coverage of the student in the student role only; it does not cover the student as an employee. It is blanket liability insurance so there are no individual applications or individual policies. Clarkson College recommends, in addition, any student employed in the health care field or completing clinical course work should carry their own professional liability insurance. Proof of Insurance can be requested from the VPAA's office.

Lost & Found

Lost and Found is located in the Library.

Notary Public Service

Notary public service is available during normal office working hours. Please contact Sharon Mantz at 402.552.6206, Denise Bojan at 402.552.3609 or Brittney Metzler at 402.552.2693 for more information.

Parking

Students may use the parking lots designated for students if they have a valid parking decal displayed on their car. The parking decal can be obtained at the UNMC Parking located at 40th and Emile Streets, Monday–Friday, 8 a.m.–4:30 p.m. A copy of the Parking Rules and Regulations and a map of the parking lots can be obtained from Parking Services. Violations of the rules can result in a ticket or the car being towed at the owner's expense.

Parking spots identified for Clarkson College visitors are for visitors only. All other cars parked there are subject to being ticketed or towed at the owner's expense.

Right of Students with Disabilities

Clarkson College is committed to equal opportunity for the disabled student.

Section 504 of the Federal Rehabilitation Act guarantees the rights of disabled citizens. Basic to this law is the statement that "if a person is otherwise qualified except for his/her disability, then that individual is qualified." Public Law 110-325, Americans with Disabilities Amendment Act (ADA) of 2008 also guarantees the rights of disabled citizens. Students requesting accommodations should meet with the Accommodations Coordinator prior to the start of each semester.

If a student is deemed eligible for accommodations in a college course, Clarkson College is required to provide reasonable accommodations specific to his/her disability as requested by the accommodations coordinator, while maintaining the academic standards of the College.

Petition for Reconsideration

Clarkson College complies with all applicable federal, state and local laws relating to discrimination which pertain to its students and prospective students. This includes such laws as title ix of the educational amendments of 1972, section 504 of the rehabilitation act of 1972 and the Americans with disabilities act.

A student may file a petition for reconsideration requesting an exception to a decision or policy because of extenuating circumstances or because of alleged discriminatory or retaliatory conduct through the student grievance process. The petition for reconsideration policy is designed to resolve disputes between an individual and an institution that might occur over such issues as grades (except grades related to academic integrity issues), billing, financial aid, course transfer, degree requirements, other similar disputes, or to review events or circumstances that have occurred in an individual's particular relationship with an institution.

Procedure

1. All Petitions for Reconsideration forms must be submitted to the Registrar's Office within one term following the incident in order to facilitate tracking.
2. The Registrar's Office will schedule a meeting with the individual(s) petitioned within 5 business days of receipt of the Petition for Reconsideration Form.
3. The decision regarding the petition for reconsideration will be made at that meeting.
4. The individual petitioned will notify, in writing, the petitioner of the decision and the Registrar will send notification to all involved parties within 5 business days.

If after receiving the results the petitioner still believes the decision is inequitable, a new petition for reconsideration may be filed to the next level of authority (within five business days). The above procedure will be used at the next level of authority. If the student is not satisfied with the decision of the Petition for Reconsideration at that level, the student may then contact the appropriate Vice President within 5 business days of the Petition for Reconsideration decision. The appropriate Vice President will respond within 10 business days. Decisions made by the Vice President shall be final.

The College prohibits retaliation against a Complainant or other person(s) who participate(s) in Grievance proceedings or Petitions for Reconsideration.

Complaints of discrimination on the basis of sex may be filed with the U.S. Department of Education. Office of Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302, (816) 268-0550.

Smoking Policy

Smoking and other tobacco use by any person is not permitted on the Clarkson College or The Nebraska Medical Center property or in vehicles. This includes property that is owned, leased or controlled by The Nebraska Medical Center.

Self-Service

Self-Service allows you to register for courses, process schedule changes, view grades, your unofficial transcript, and more. Self-Service account is created for new students after they have registered for the term. Self-Service is directly connected to the system used by the Registrar's office and therefore is updated simultaneously to provide the most up-to-date information available.

Student Center ATM

Clarkson College students, staff and faculty members have access to an ATM machine located on the lower level of the Student Center by the Community Lounge.

Student Center Mailboxes

All residential Clarkson College students receive a mailbox, located in the Student Center first level. The Residence Hall Director will assign mailbox keys to residential students at the time they move in.

Student E-mail Accounts

All enrolled students are automatically given an e-mail account for classroom and recreational purposes. This system is a web-based e-mail system that can be accessed through any Internet connection via the College website. This system can be accessed at home, work or on campus. If you have questions regarding your student e-mail account, please contact the IT Help Desk at 402.552.3911.

Student Grievance Policy

A grievance is a complaint that a specific decision or action that affects the student's academic record or status has violated published policies and procedures, or has been applied to the grievant in a manner different from that used for other students. The grievance process is not designed to resolve disputes between an individual and an institution that might occur over such issues as grades, academic integrity, billing, financial aid, terms of employment or other similar disputes, nor to review events or circumstances that have occurred in an individual's particular relationship with an institution. This policy does not limit the right of the College to change rules, policies or practices.

Clarkson College complies with all applicable federal, state, and local laws relating to discrimination based on race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, sex, age, veteran's status or marital status.

Student Financial Services

The mission of the Student Financial Services department is to provide education, counseling and support services designed to assist students and their families in financing their education at Clarkson College.

Please visit the Student Accounts and Financial Aid & Scholarships sections on the Clarkson College website for detailed information regarding tuition rates, refund schedules, payment due dates and financial aid information.

Inquiries

Inquiries should be addressed to:

Clarkson College
 Student Financial Services
 101 South 42 Street
 Omaha, NE 68131-2739

Phone: 800.647.5500 or 402.552.2749

E-mail: sfsassist@clarksoncollege.edu

Financial Aid Application Process & Available Programs

Please visit the Financial Aid & Scholarships section of the College website for detailed information regarding the financial aid application process, deadlines and available financial aid programs at Clarkson College.

Financial Aid Award Notifications

Financial Aid Award Notifications must be accessed online using Net Partner from the Clarkson College website. The student will receive log on instructions from his or her Financial Aid counselor when the Award Notification is available.

Enrollment Status Requirements for Financial Aid Purposes

To receive most financial aid awards, including student loans, the student must be enrolled at least half-time. Some financial aid awards are prorated based on a student's enrollment status.

Undergraduate Students

Enrollment Status	Semesters	Credit Hours
Full-time	Fall, Spring & Summer	12+ per semester
Three-quarter time	Fall, Spring & Summer	9-11 per semester
Half-time	Fall, Spring & Summer	6-8 per semester

Graduate Students

Enrollment Status	Semesters	Credit Hours
Full-time	Fall, Spring & Summer	6 per semester
Half-time	Fall, Spring & Summer	3 per semester

Satisfactory Academic Progress (SAP)

Federal regulations require that a student attending a post-secondary educational institution maintain satisfactory academic progress in the degree program they are pursuing in order to receive federal financial assistance. The purpose of these regulations is to ensure that limited federal financial assistance is disbursed only to those students sincere about pursuing and obtaining their educational objectives.

In order to comply with these federal regulations, Clarkson College has established certain standards of SAP. You can learn more about SAP standards, warning, suspension, appeal probation and reinstatement of financial aid eligibility on the Financial Aid & Scholarships section of the College website.

Repayment of Financial Aid

When a student withdraws from all Clarkson College courses and the student received financial aid, he or she may be required to return/repay a certain percentage of financial aid that was disbursed. The amount of repayment required is based on formulas mandated by federal regulations. Federal funds that may have to be returned, in order of their required return, are unsubsidized Federal Direct Loans, subsidized Federal Direct Loans, Federal PLUS Loans, Federal Pell Grants and Federal SEOG Grants.

Students should realize this policy may result in the student owing a balance to Clarkson College and/or to the federal government.

Student Accounts

Upon registering for classes, a student becomes financially responsible for all tuition and fee charges. All students new to Clarkson College are required to sign a statement of Financial Responsibility and submit it to the Student Accounts office prior to the first day of the first term in which the student enrolls at the College. Tuition and fees must be paid in full or an approved payment agreement must be arranged with the Student Accounts office before the third week of the semester.

Tuition and fees billing statements are only available through Self Service. Statements are not mailed to students. For information on how to access Self-Service, please refer to the Student Guide to Self-Service on the Current Students section of the Clarkson College website. Tuition and fees payments are due at the end of the third week of the semester.

Please refer to the Student Accounts section on the College website for a list of current tuition and fee costs, a description of available payment plans and the current tuition refund schedule.

Tuition Refund Policy

Fees are non-refundable after the first week of the semester. To receive a 100 percent refund of tuition and fees, the official Change of Registration/Leave of Absence/Withdrawal Form requesting withdrawal or leave of absence must be submitted to the Registrar on or before the last day of the first week of the semester. After the form has been submitted, the refund schedule published on the College website will be applied. Refund schedules are also available in the Student Financial Services department. It is the student's responsibility to be aware of the tuition refund policy. A change of registration fee will be assessed to the student's account for any change in registration made beginning the second week of the semester.

Safeguarding Customer Information

Clarkson College complies with federal regulations in accordance with the Family Educational Rights to Privacy Act (FERPA) and the Federal Trade Commission (FTC) rule under the Gramm-Leach-Bliley (GLB) Act to safeguard all student records, including personal financial information.

Before any account or financial information can be disclosed to someone other than the student, the student must submit a signed and dated Information Release form to the Student Financial Services department. The student must specify on the form the name of the person to whom their information may be released. Information Release forms are available from the Student Financial Services department or on the College website under the Financial Aid & Scholarships section.

Student Grievance Process

Step 1: The student must complete a Grievance Form obtained from the Student Services Offices or the Clarkson College website. The student must provide strong, documented evidence and submit the completed Grievance Form to the Registrar's office. The student must submit the Grievance Form no later than fourteen days from the time of incident.

Step 2: The Registrar's office will forward the Grievance Form to the Vice President of Academic Affairs (VPAA) who will initiate and facilitate the college committee's response to the student's grievance. The VPAA will provide a written response of the outcome within 10 business days.

Step 3: The Vice President of Academic Affairs (VPAA) office will form and facilitate the Grievance Committee. Complainants may provide statements from witnesses as part of their information and evidence. Complaints of discrimination on the basis of sex may be filed with the U.S. Department of Education Office of Civil Rights, 8930 Ward Parkway, suite 2037, Kansas City, Mo. 64114-3302, 816.268.0050.

The Grievance Committee is the designated arbiter of disputes within the student community in cases, which do not involve a violation of the Student Code of Conduct as described in the student welfare policy and in the student handbook. All parties must agree to arbitration and be bound by the decision with no right of appeal. All complaints will be promptly and thoroughly investigated and resolved.

The Grievance Committee shall be composed of an Academic Council member, one faculty member from the executive committee of Faculty Senate, one Student Government Association Representative, the VPAA and one Director from Student Services totaling five members. Committee members must be deemed to not have any conflicts of interest with regards to any parts of the. The VPAA will vote only in the case of a tie. The VPAA will chair called meetings and gather all pertinent information.

1. Members will be appointed by the VPAA on a case-by-case basis.
2. The VPAA shall develop policies for the administration of the academic grievance process and procedural rules for the conduct of hearings.
3. The VPAA will communicate the results to the grievant.

Decisions made by the Grievance Committee and/or VPAA shall be final.

Student Health Services

Clarkson College, in partnership with Clarkson Family Medicine, offers student Health Services for enrolled Clarkson College students. Provided the proper procedures are followed, Clarkson College will cover the cost of your insurance co-pay or out of network office visit. This service is intended to provide student with access to acute health care services in a convenient manner and location. Acute health care services do not include additional lab tests, procedures or X-rays. These types of additional services will be the financial responsibility of the student and/or their parents.

1. Call Clarkson Family Medicine at 402.552.3222. They will make every effort to see students on a same day basis. Office hours are 8 a.m.–5 p.m. To reach a physician after hours or on weekends, call 402.552.3222. Your call will be referred to a physician on call.
2. Before leaving for your appointment, be sure to have your insurance card with you. If you do not have your insurance card, you will be responsible for all expenses incurred during your appointment; otherwise, you will need to reschedule for a time when you can present your insurance card.
3. Go to Clarkson Family Medicine at your scheduled appointment time. It is located at 4200 Douglas Street, on the west side of 42nd Street, across from Clarkson College.
4. Present your insurance card and fill out any patient information that is required. Following these steps, a physician will see you.

5. After your appointment, Clarkson Family Medicine will automatically bill your insurance company for the portion of the visit that your insurance company will cover. Clarkson Family Medicine will automatically bill Clarkson College for the co-pay or out-of-network expense for your office visit.

Please remember that Clarkson College will only be financially responsible for services that are acute care.

Student Acute Health Services include:

- Urinary tract symptoms (burning, frequency, fever, etc.)
- Trauma (joint sprain, head injury, laceration)
- Chest pain
- Acute asthma
- Heart irregularity
- Fainting
- Fever, vomiting, diarrhea
- Request to speak to a R.N. or Medical Assistant
- New headache
- Ear ache
- New abdominal pain
- Nose bleeds
- Difficulty breathing
- Visual changes
- Dizziness
- Sudden weakness of extremities
- Conjunctivitis (“Pink Eye”)
- Rash

Acute Health Services do not include additional lab tests, procedures or X-rays. These types of additional services will be financial responsibility of the student and/or parents.

Success Center

The Mission of the Dr. J.W. Upright Success Center is to provide College-based resources and support services to assist students in achieving their academic, professional and personal goals as they participate in College-related programs and activities.

The Success Center, located on the second floor of the Student Center, helps students improve academically. The Success Center operates under the philosophy that students, regardless of previous success, can and should become better learners.

Some of the major services offered by the Success Center include: assessment, counseling, academic skill development, free tutoring and mentoring programs, as well as career planning and placement. Students should take advantage of the Success Center services throughout their collegiate careers. For more information, contact the Success Center at 402.552.2694 or under the Current Students section of the College website.

Technology Resources

Students have access to MS Windows computers in the Computer Laboratory, Success Center and Library. Word processing and desktop publishing software is available for students who need to prepare class papers. Spreadsheets and database management software permit students to analyze data. Interactive technologies provide unique learning opportunities for students. Also, there are several video machines in the Library for viewing class assignments. Wireless Internet access is available campus-wide.

Telephones

There are several phones available for internal use located in various areas. Dial *9 to get an outside phone line.

Testing Center

The Testing Center is an optional proctoring service provided as a courtesy to students. Hours of operation, rules and regulations are posted each semester and are communicated to all students the first week of each semester via e-mail. The Testing Center is located on the lower level of the College. The Testing Center Satellite location is at the Success Center. Additional information about the Testing Center, including how to schedule exams, is available on the College website under Current Students, Campus Services, Testing Center.

Tornado Watch & Warning Plan

The Nebraska Medical Center Security will notify the College in the event of a tornado watch or warning. A member of the Library staff will telephone the designated points of contact as messages are received from The Nebraska Medical Center and announce the warning over the PA system.

Tornado Watch: When a **tornado watch** is issued, it means conditions are right for the development of a tornado.

- a. Floor Leaders are called with an impending emergency notice and will alert all individuals on each floor of the tornado watch.
- b. Each individual is responsible for lowering their blinds, preparing to save work and turning off any computer equipment.
- c. **Tornado Warning:** When a **tornado warning** is issued, it means a tornado has been sighted or indicated on radar. **Take shelter immediately.**

Main Building

- a. Each individual is responsible for closing the doors upon leaving their office/room, if there is time.
- b. **Do not use elevators.** Use the stairwell marked “**Tornado Exit**” to avoid the first floor lobby area.
- c. **First, third & fifth floors** exit through the north-side stairwell, adjacent to the men’s restroom.
- d. **Second, fourth & sixth floors** exit through the south-side stairwell, adjacent to the women’s restroom.

Residence Hall

- a. Each individual is responsible for closing the doors upon leaving their office/room, if there is time.
- b. **Use the Stairs,** and go immediately to the Storm Shelter in the Lower Level of the Residence Hall. An alternate shelter for individuals in the Student Center is the storage area in the College Bookstore.
- c. Have a tornado buddy. Make sure your “buddy” evacuates with you.
- d. If a tornado warning is issued, or if you hear a tornado siren, every person in the Student Center should immediately take the stairs and proceed to the Storm Shelter in the Lower Level of the Residence Hall. An alternate shelter for individuals in the Student Center is the storage area in the College Bookstore.

Educational-Technical Center

- a. Each individual is responsible for closing the doors upon leaving their office/room, if there is time.
- b. **Use the east stairwell,** and go immediately to lower level hallway.
- c. Have a tornado buddy. Make sure your “buddy” evacuates with you.
- e. If unable to exit from your floor, go into the restrooms.
- f. Avoid all glassed-in areas.
- g. In the event of a power failure, limited lighting will be available in the lower level.
- h. Everyone will remain in the shelter until notified by designated personnel of the College that it is safe to exit the shelter.
- i. Limit all use of cell phones and other telephones during both tornado watches and warnings so that emergency notifications can be made promptly.

AUGUST 2014

{MONDAY}	{TUESDAY}	{WEDNESDAY}	{THURSDAY}	{FRIDAY}	{SAT. & SUN.}
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SEPTEMBER 2014

{MONDAY}	{TUESDAY}	{WEDNESDAY}	{THURSDAY}	{FRIDAY}	{SAT. & SUN.}
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OCTOBER 2014

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NOVEMBER 2014

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DECEMBER 2014

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JANUARY 2015

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FEBRUARY 2015

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MARCH 2015

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APRIL 2015

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MAY 2015

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JUNE 2015

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JULY 2015

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AUGUST 2015

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SEPTEMBER 2015

{MONDAY}	{TUESDAY}	{WEDNESDAY}	{THURSDAY}	{FRIDAY}	{SAT. & SUN.}
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Prepare to be the best.

AUGUST

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SEPTEMBER

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MONDAY August **25**

Fall semester begins
Health Care Administration-first six-week session begins
11:00 AM - 1:00 PM - Welcome Back Picnic (Courtyard)

TUESDAY August **26**

11:00 AM - 1:00 PM - Welcome Back Lunch (Howard Hall)

WEDNESDAY August **27**

5:00 PM - 7:00 PM - Student Government Association BBQ (Courtyard)

THURSDAY August **28**

FRIDAY August **29**

Last day to withdraw from a regular semester course and receive 100 percent refund of tuition & fees

SATURDAY August **30**

SUNDAY August **31**



Prepare to be the best.

SEPTEMBER						
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OCTOBER						
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September **1** **MONDAY**

Labor Day
Labor Day (no classes, College closed)

September **2** **TUESDAY**

September **3** **WEDNESDAY**

September **4** **THURSDAY**

September **5** **FRIDAY**

September **6** **SATURDAY**

September **7** **SUNDAY**



Prepare to be the best.

SEPTEMBER						
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OCTOBER						
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September **8** **MONDAY**

September **9** **TUESDAY**

September **10** **WEDNESDAY**

6:00 PM - "Mission Improvable"
(Howard Hall)

September **11** **THURSDAY**

September **12** **FRIDAY**

Tuition & fees payment due date

September **13** **SATURDAY**

September **14** **SUNDAY**



Prepare to be the best.

SEPTEMBER						
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OCTOBER						
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September **15** **MONDAY**

September **16** **TUESDAY**

September **17** **WEDNESDAY**

1:00 PM - Constitution Day
Observance (Student Center)

September **18** **THURSDAY**

Convocation
Graduate Weekend (NS 830)

September **19** **FRIDAY**

Graduate Weekend (NS 830)

September **20** **SATURDAY**

September **21** **SUNDAY**



Prepare to be the best.

SEPTEMBER						
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OCTOBER						
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September **22** **MONDAY**

September **23** **TUESDAY** *First Day of Autumn*

September **24** **WEDNESDAY** *Rosh Hashanah begins at sundown*

September **25** **THURSDAY**

September **26** **FRIDAY**

September **27** **SATURDAY**

September **28** **SUNDAY**



Prepare to be the best.

OCTOBER						
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NOVEMBER						
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— September —

MONDAY — **29** —

— September —

TUESDAY — **30** —

— October —

WEDNESDAY — **1** —

6:00 PM - Movie Night (Howard Hall)

October —

THURSDAY — **2** —

October —

FRIDAY — **3** —

Eid al-Adha begins at sundown
Yom Kippur begins at sundown
Health Care Administration-first
six-week session ends

October —

SATURDAY — **4** —

October —

SUNDAY — **5** —



Prepare to be the best.

OCTOBER						
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NOVEMBER						
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MONDAY

October

6

Fall mid-term exams

TUESDAY

October

7

Fall mid-term exams

WEDNESDAY

October

8

Fall mid-term exams

October

9

THURSDAY

Fall mid-term exams

October

10

FRIDAY

Fall mid-term exams
Graduate Weekend (NS 832/844)

October

11

SATURDAY

Graduate Weekend (NS 832/844)

October

12

SUNDAY



Prepare to be the best.

OCTOBER

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NOVEMBER

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MONDAY

October **13**

Columbus Day (Observed)
Health Care Administration-second
six-week session begins

TUESDAY

October **14**

Fall mid-semester grades due

WEDNESDAY

October **15**

October

16

THURSDAY

October

17

FRIDAY

Last day to withdraw from a course
with a "W" (Withdrawal) grade

October

18

SATURDAY

9:00 AM - Halloween Carnival
(Howard Hall)

October

19

SUNDAY



Prepare to be the best.

OCTOBER						
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NOVEMBER						
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MONDAY

October

20

TUESDAY

October

21

WEDNESDAY

October

22

October

23

THURSDAY

October

24

FRIDAY

Muharram begins at sundown

October

25

SATURDAY

October

26

SUNDAY



Prepare to be the best.

OCTOBER						
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NOVEMBER						
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October **27** **MONDAY**

October **28** **TUESDAY**

October **29** **WEDNESDAY**

October **30** **THURSDAY**

11:30 AM - 1:00 PM - Coffeehouse
Lunch with musician Brandon Stiles (Howard Hall)

October **31** **FRIDAY**

Halloween
Deadline for Spring 2015 Graduation Application

November **1** **SATURDAY**

November **2** **SUNDAY**

Standard Time returns



Prepare to be the best.

NOVEMBER

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DECEMBER

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November **3** **MONDAY**

November **4** **TUESDAY** *Election Day*

November **5** **WEDNESDAY**

November **6** **THURSDAY**

November **7** **FRIDAY**

November **8** **SATURDAY**

November **9** **SUNDAY**



Prepare to be the best.

NOVEMBER

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DECEMBER

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November **10** **MONDAY**

November **11** **TUESDAY** Veterans Day

November **12** **WEDNESDAY** 6:00 PM - Movie Night (Howard Hall)

November **13** **THURSDAY**

November **14** **FRIDAY**

November **15** **SATURDAY**

November **16** **SUNDAY**



Prepare to be the best.

NOVEMBER						
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DECEMBER						
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November _____

MONDAY - 17

November _____

TUESDAY - 18

November _____

WEDNESDAY - 19

November _____

12:00 PM - Amazing Arthur Magic Show (Howard Hall)

November **20** - **THURSDAY**

November _____

Health Care Administration - second six-week session ends

November **21** - **FRIDAY**

November _____

November **22** - **SATURDAY**

November _____

November **23** - **SUNDAY**



Prepare to be the best.

NOVEMBER

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DECEMBER

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November _____

MONDAY

24

November _____

TUESDAY

25

November _____

WEDNESDAY

26

Last Day to withdraw from a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade

November _____

Thanksgiving
Thanksgiving holiday (no classes,
College closed)

27

THURSDAY

November _____

Thanksgiving holiday (no classes,
College closed)

28

FRIDAY

November _____

29

SATURDAY

November _____

30

SUNDAY



Prepare to be the best.

DECEMBER						
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JANUARY						
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December **1** **MONDAY**

December **2** **TUESDAY**

December **3** **WEDNESDAY**

December **4** **THURSDAY**

December **5** **FRIDAY**

Fall semester ends

December **6** **SATURDAY**

Fall Graduation

December **7** **SUNDAY**

Academic Travel Abroad partnership



Prepare to be the best.

DECEMBER						
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JANUARY						
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December **8** **MONDAY** Academic Travel Abroad partnership

December **9** **TUESDAY** Academic Travel Abroad partnership
Fall semester final grades due

December **10** **WEDNESDAY** Academic Travel Abroad partnership

December **11** **THURSDAY** Academic Travel Abroad partnership

December **12** **FRIDAY** Academic Travel Abroad partnership

December **13** **SATURDAY** Academic Travel Abroad partnership

December **14** **SUNDAY** Academic Travel Abroad partnership



Prepare to be the best.

DECEMBER

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JANUARY

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December **15** **MONDAY** Academic Travel Abroad partnership

December **16** **TUESDAY** Hanukkah begins at sundown
Academic Travel Abroad partnership

December **17** **WEDNESDAY** Academic Travel Abroad partnership

December **18** **THURSDAY**

December **19** **FRIDAY**

December **20** **SATURDAY**

December **21** **SUNDAY** First Day of Winter



Prepare to be the best.

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December **22** **MONDAY**

December **23** **TUESDAY**

December **24** **WEDNESDAY**

Christmas Holiday (College closed)

December **25** **THURSDAY**

Christmas
Christmas Holiday (College closed)

December **26** **FRIDAY**

Kwanzaa begins
Christmas Holiday (College closed)

December **27** **SATURDAY**

December **28** **SUNDAY**



Prepare to be the best.

DECEMBER						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

JANUARY						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

December **29** MONDAY

December **30** TUESDAY

December **31** WEDNESDAY

New Year's Eve
Holiday (College closed)

January **1** THURSDAY

New Year's Day
Holiday (College closed)

January **2** FRIDAY

Mawlid al-Nabi begins at sundown
Holiday (College closed)

January **3** SATURDAY

January **4** SUNDAY



Prepare to be the best.

JANUARY						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

January **5** **MONDAY**

January **6** **TUESDAY**

January **7** **WEDNESDAY**

January **8** **THURSDAY**

January **9** **FRIDAY**
Spring Undergraduate New Student Orientation

January **10** **SATURDAY**

January **11** **SUNDAY**



Prepare to be the best.

JANUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MONDAY January **12**

Health Care Administration-first six-week session begins
Spring semester begins
7:00 AM - 10:00 AM - Welcome Back Breakfast (Student Center)

TUESDAY January **13**

WEDNESDAY January **14**

THURSDAY January **15**

11:00 AM - 1:00 PM - Welcome Back Chinese Lunch (Howard Hall)

FRIDAY January **16**

Last day to withdraw from a regular semester course and receive 100 percent refund of tuition & fees

SATURDAY January **17**

SUNDAY January **18**



Prepare to be the best.

JANUARY						
S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

January **19** **MONDAY**

Martin Luther King, Jr. Day (Observed)
Martin Luther King, Jr. Day Observed (no classes, College open-Strategic Planning Day)

January **20** **TUESDAY**

January **21** **WEDNESDAY**

January **22** **THURSDAY**

January **23** **FRIDAY**

January **24** **SATURDAY**

January **25** **SUNDAY**



Prepare to be the best.

JANUARY						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

FEBRUARY						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MONDAY January 26

TUESDAY January 27

WEDNESDAY January 28

6:00 PM - Movie Night (Howard Hall)

THURSDAY January 29

FRIDAY January 30

Tuition & fees payment due date

SATURDAY January 31

SUNDAY February 1



Prepare to be the best.

FEBRUARY						
S	M	T	W	T	F	S
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22	23	24	25	26	27	28

MARCH						
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22	23	24	25	26	27	28
29	30	31				

February _____

MONDAY **2** _____ *Groundhog Day*

February _____

TUESDAY **3** _____

February _____

WEDNESDAY **4** _____

February _____

Graduate Weekend (NS 830) _____ **5** **THURSDAY**

February _____

Deadline for Summer 2015
Graduation Application
Graduate Weekend (NS 830) _____ **6** **FRIDAY**

February _____

_____ **7** **SATURDAY**

February _____

_____ **8** **SUNDAY**



Prepare to be the best.

FEBRUARY						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

MONDAY - 9

February

TUESDAY - 10

February

WEDNESDAY - 11

6:00 PM - 8:00 PM - Casino Night |
Crowning of Mr. & Ms. Clarkson
(Howard Hall)

February

Lincoln's Birthday

THURSDAY - 12

February

FRIDAY - 13

February

Valentine's Day

SATURDAY - 14

February

SUNDAY - 15



Prepare to be the best.

FEBRUARY						
S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY

February 16

Presidents' Day

TUESDAY

February 17

WEDNESDAY

February 18

Ash Wednesday

THURSDAY

February 19

Chinese New Year

FRIDAY

February 20

Graduate Weekend (NS 832/844)
Health Care Administration-first
six-week session ends

SATURDAY

February 21

Graduate Weekend (NS 832/844)

SUNDAY

February 22

Washington's Birthday



Prepare to be the best.

FEBRUARY						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28

MARCH						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

MONDAY

February **23**

Spring mid-term exams

TUESDAY

February **24**

Spring mid-term exams

WEDNESDAY

February **25**

Spring mid-term exams

THURSDAY

February **26**

Spring mid-term exams
 11:30 AM - 1:00 PM - Coffeehouse
 Lunch with musician John Rush
 (Howard Hall)

FRIDAY

February **27**

Spring mid-term exams

SATURDAY

February **28**

SUNDAY

March **1**



Prepare to be the best.

MARCH

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL

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26	27	28	29	30		

MONDAY

March **2**

Health Care Administration-second six-week session begins

TUESDAY

March **3**

Spring mid-semester grades due

WEDNESDAY

March **4**

6:00 PM - Movie Night (Howard Hall)

THURSDAY

March **5**

FRIDAY

March **6**

Last day to withdraw from a course with a "W" (Withdrawal) grade

SATURDAY

March **7**

SUNDAY

March **8**

Daylight-Saving Time begins



Prepare to be the best.

MARCH

S	M	T	W	T	F	S
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29	30	31				

APRIL

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19	20	21	22	23	24	25
26	27	28	29	30		

March **9** **MONDAY**

Spring Break-faculty off campus
(no classes, College open)

March **10** **TUESDAY**

Spring Break-faculty off campus
(no classes, College open)

March **11** **WEDNESDAY**

Spring Break-faculty off campus
(no classes, College open)

March **12** **THURSDAY**

Spring Break-faculty off campus
(no classes, College open)

March **13** **FRIDAY**

Spring Break-faculty off campus
(no classes, College open)

March **14** **SATURDAY**

March **15** **SUNDAY**



Prepare to be the best.

MARCH						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

APRIL						
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26	27	28	29	30		

March **16** **MONDAY**

March **17** **TUESDAY** *St. Patrick's Day*

March **18** **WEDNESDAY**

March **19** **THURSDAY**

March **20** **FRIDAY** *First Day of Spring*

March **21** **SATURDAY**

March **22** **SUNDAY**



Prepare to be the best.

MARCH

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29	30	31				

APRIL

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26	27	28	29	30		

MONDAY

March **23**

TUESDAY

March **24**

WEDNESDAY

March **25**

THURSDAY

March **26**

FRIDAY

March **27**

SATURDAY

March **28**

9:00 AM - Easter
"Eggstravaganza" (Howard Hall)

SUNDAY

March **29**

Palm Sunday



Prepare to be the best.

APRIL

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19	20	21	22	23	24	25
26	27	28	29	30		

MAY

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MONDAY

March 30

TUESDAY

March 31

WEDNESDAY

April 1

April Fools' Day

THURSDAY

April 2

FRIDAY

April 3

Good Friday
 Passover begins at sundown
 Good Friday (no classes, College closed)

SATURDAY

April 4

SUNDAY

April 5

Easter



Prepare to be the best.

APRIL						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MONDAY

April 6

TUESDAY

April 7

WEDNESDAY

April 8

6:00 PM - Hypnotist Chris Jones (Howard Hall)

THURSDAY

April 9

FRIDAY

April 10

Health Care Administration-second six-week session ends

SATURDAY

April 11

SUNDAY

April 12



Prepare to be the best.

APRIL						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April **13** **MONDAY**

April **14** **TUESDAY**

April **15** **WEDNESDAY**

April **16** **THURSDAY**

April **17** **FRIDAY**

April **18** **SATURDAY**

April **19** **SUNDAY**



Prepare to be the best.

APRIL

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

MAY

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

MONDAY - **20**

April

TUESDAY - **21**

April

WEDNESDAY - **22**

Earth Day

11:00 AM - 1:00 PM - Spring Fever

April **23** - **THURSDAY**

April

FRIDAY - **24**

Last Day to withdraw from a course with a "WP" (Withdrawal Pass or "WF" (Withdrawal Fail) grade
Spring grades due (graduating students)

April

SATURDAY - **25**

April

SUNDAY - **26**



Prepare to be the best.

APRIL						
S	M	T	W	T	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		

MAY						
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MONDAY

April

27

TUESDAY

April

28

WEDNESDAY

April

29

April

30

THURSDAY

May

1

FRIDAY

May

2

SATURDAY

May

3

SUNDAY

Spring semester ends

Spring Graduation

Academic Travel Abroad
(Traditional)



Prepare to be the best.

MAY

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

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21	22	23	24	25	26	27
28	29	30				

MONDAY

May

4

Academic Travel Abroad
(Traditional)

TUESDAY

May

5

Cinco de Mayo
Academic Travel Abroad
(Traditional)
Spring semester final grades due

WEDNESDAY

May

6

Academic Travel Abroad
(Traditional)

May

7

Academic Travel Abroad
(Traditional)

THURSDAY

May

8

Academic Travel Abroad
(Traditional)

FRIDAY

May

9

Academic Travel Abroad
(Traditional)

SATURDAY

May

10

Mother's Day
Academic Travel Abroad
(Traditional)

SUNDAY



Prepare to be the best.

MAY

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

MONDAY

May

11

Academic Travel Abroad
(Traditional)
Health Care Administration-first
six-week session begins

TUESDAY

May

12

Academic Travel Abroad
(Traditional)

WEDNESDAY

May

13

Academic Travel Abroad
(Traditional)

May

14

Academic Travel Abroad
(Traditional)

THURSDAY

May

15

Summer New Student
Undergraduate Orientation

FRIDAY

May

16

SATURDAY

May

17

SUNDAY



Prepare to be the best.

MAY

S	M	T	W	T	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE

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21	22	23	24	25	26	27
28	29	30				

May **18** **MONDAY** Summer session begins

May **19** **TUESDAY**

May **20** **WEDNESDAY**

May **21** **THURSDAY**

May **22** **FRIDAY** Last day to withdraw from a regular semester course and receive 100 percent refund of tuition & fees

May **23** **SATURDAY**

May **24** **SUNDAY**



Prepare to be the best.

MAY

S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

JUNE

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May **25** **MONDAY**

Memorial Day (Observed)
Memorial Day Observed (no classes, College closed)

May **26** **TUESDAY**

May **27** **WEDNESDAY**

May **28** **THURSDAY**

May **29** **FRIDAY**

May **30** **SATURDAY**

May **31** **SUNDAY**



Prepare to be the best.

JUNE						
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JULY						
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26	27	28	29	30	31	

June _____

MONDAY **1**

June _____

TUESDAY **2**

June _____

WEDNESDAY **3**

June _____

THURSDAY **4**

June _____

Tuition & fees payment due date

FRIDAY **5**

June _____

SATURDAY **6**

June _____

SUNDAY **7**



Prepare to be the best.

JUNE						
S	M	T	W	T	F	S
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JULY						
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June **8** **MONDAY**

June **9** **TUESDAY**

June **10** **WEDNESDAY**

June **11** **THURSDAY**

June **12** **FRIDAY**

June **13** **SATURDAY**

June **14** **SUNDAY**
Flag Day



Prepare to be the best.

JUNE						
S	M	T	W	T	F	S
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JULY						
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19	20	21	22	23	24	25
26	27	28	29	30	31	

June **15** **MONDAY**

June **16** **TUESDAY**

June **17** **WEDNESDAY**

Ramadan begins at sundown

June **18** **THURSDAY**

Graduate Weekend (NS 830)

June **19** **FRIDAY**

Graduate Weekend (NS 830)
Health Care Administration-first
six-week session ends

June **20** **SATURDAY**

June **21** **SUNDAY**

Father's Day
First Day of Summer



Prepare to be the best.

JUNE

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

MONDAY

June **22** Summer mid-term exams

TUESDAY

June **23** Summer mid-term exams

WEDNESDAY

June **24** Summer mid-term exams

THURSDAY

June **25** Summer mid-term exams

FRIDAY

June **26** Graduate Weekend (NS 832/844)
Summer mid-term exams

SATURDAY

June **27** Graduate Weekend (NS 832/844)

SUNDAY

June **28**



Prepare to be the best.

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY

June 29

Health Care Administration-second six-week session begins

TUESDAY

June 30

Summer mid-semester grades due

WEDNESDAY

July 1

THURSDAY

July 2

Last day to withdraw a course with a "W" (Withdrawal) grade

FRIDAY

July 3

Independence Day Weekend (no classes, College closed)

SATURDAY

July 4

Independence Day

SUNDAY

July 5



Prepare to be the best.

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

July **13** **MONDAY**

July **14** **TUESDAY**

July **15** **WEDNESDAY**

July **16** **THURSDAY**

July **17** **FRIDAY**
Eid al-Fitr begins at sundown

July **18** **SATURDAY**

July **19** **SUNDAY**



Prepare to be the best.

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY July 20

TUESDAY July 21

WEDNESDAY July 22

THURSDAY July 23

FRIDAY July 24
Deadline for Fall 2015 Graduation Application

SATURDAY July 25

SUNDAY July 26



Prepare to be the best.

JULY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY July **27**

TUESDAY July **28**

WEDNESDAY July **29**

THURSDAY July **30**

FRIDAY July **31**

Last day to withdraw a course with a "WP" (Withdrawal Pass) or "WF" (Withdrawal Fail) grade

SATURDAY August **1**

SUNDAY August **2**



Prepare to be the best.

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August **3** **MONDAY**

August **4** **TUESDAY**

August **5** **WEDNESDAY**

August **6** **THURSDAY**

August **7** **FRIDAY**

Health Care Administration-second
six-week session ends
Summer semester ends

August **8** **SATURDAY**

Summer Graduation

August **9** **SUNDAY**



Prepare to be the best.

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August **10** **MONDAY**

August **11** **TUESDAY**

August **12** **WEDNESDAY**

August **13** **THURSDAY**

August **14** **FRIDAY**

August **15** **SATURDAY**

August **16** **SUNDAY**



Prepare to be the best.

AUGUST

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

SEPTEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

August **17** **MONDAY**

August **18** **TUESDAY**

August **19** **WEDNESDAY**

August **20** **THURSDAY**

August **21** **FRIDAY**

August **22** **SATURDAY**

August **23** **SUNDAY**
