

STUDENT RIGHTS AND RESPONSIBILITIES

The Community College of Southern Nevada continually strives to establish a spirit of community in accordance with the highest standards of academic excellence and freedom, institutional integrity, and constitutional protections. Such an environment is essential in fostering intellectual growth and achievement. Each member of the College shares the responsibility of maintaining conditions conducive to the achievement of the College's mission. The CCSN Student Conduct Code is designed to provide basic standards to ensure means to fulfill this purpose.

In order to maintain a system of effective campus management, each member of the campus community is strongly encouraged to notify appropriate officials of any Student Conduct Code violations and to assist in its enforcement. As citizens of the larger community in which the College is located, students have all the responsibilities that are incumbent upon any citizen. While the College is concerned with what happens to students both on and off the campus, the College holds students to be adults responsible for their own actions and subject to local, state and federal laws, and also, when appropriate, to the College's internal discipline procedures.

Nevada System of Higher Education (NSHE) Board of Regents reserves to the President of the College the authority and responsibility for matters of student discipline. This authority is delegated by the President to the Vice President for Student Services where specific hearings or appeals are processed. The Student Conduct Code is published and administered by the Office of the Vice President for Student Services. The ultimate authority for determining procedures for hearings, however, rests with the institutional President or his designee. The Student Conduct Code consists of standards, procedures, and sanctions in accordance with the procedures outlined in Chapter 6 of the NSHE Code, "Rules and Disciplinary Procedures for Members of the University Community." In the event of a conflict between the Student Conduct Code and the NSHE Code, the NSHE Code shall prevail.

As members of the College community, the behavior of all students is governed by the NSHE Code and the Student Conduct Code. Students may also be members of other College-based communities that impose additional standards of conduct, including but not limited to, intercollegiate athletic teams and Phi Theta Kappa. The rights accorded students by the Student Conduct Code extend to all student codes.

All enrolled CCSN students have access to the conduct regulations and procedures of the NSHE and CCSN. Copies are available in the Office of the Vice President for Student Services, the Library, offices of the Consolidated Students of CCSN, and on the Worldwide Web at <http://www.ccsn.edu>.

Student Rights and Responsibilities

I. Authority and Jurisdiction

The President is charged by the NSHE Board of Regents with the responsibility for establishing and enforcing regulations governing student life. These regulations are designed to enable the College to protect against the conduct of those who, by their actions, impair or infringe on the rights of others or interfere with the orderly operations of the College. Disciplinary action may be imposed for violations of the Student Conduct Code occurring at any of the following locations:

- A. College campus, including owned, leased or controlled property.
- B. Any location where a student is engaging in College activities or is engaging in activities arising out of the student's membership in the College community.

Violators may be accountable to both civil and criminal authorities and to the College for actions that constitute violations of the Student Conduct Code. At the discretion of College officials, disciplinary action at the College may proceed while other proceedings are pending.

II. Emergency Clause

The President may order the immediate suspension of a student for an interim period pending a disciplinary hearing for any student who there is cause to believe endangers the health, safety, or welfare of the College community or its property. Simultaneous with such suspension, the President shall refer the charges to the Vice President for Student Services, who shall process such charges in the manner and within the time limits required by the Student Conduct Code. The student has the right to challenge the interim suspension by requesting a hearing within 10 days as specified in the NSHE Code.

III. Student Rights

The Community College of Southern Nevada is an academic community in which all persons share responsibility for its growth and continued well being. As members of the College community, students can reasonably expect all the guarantees and protections afforded students of public institutions by the United States and Nevada Constitutions, including:

- A. In all instances of general discipline, the right to due process, guaranteeing substantive and procedural fairness.
- B. The right to freedom from discrimination on the basis of race, gender, age, religion, creed, national origin, disability, or sexual orientation.
- C. The right to engage in inquiry and discussion, to exchange thought and opinions, and to speak, write, or print freely on any subject in accordance with the guarantees of federal and state laws.

- D. The right, as citizens, to exercise their freedoms without fear of College interference.
- E. The opportunity to participate in the formulation of policy directly affecting students through membership on appropriate committees as determined by the President of the College, the student government and other recognized groups within the College.
- F. Ready access to established College policies and procedures.
- G. The right to engage in peaceful and orderly speech, protest, demonstration, and picketing within the public forum which do not disrupt the educational functions of the College.
- H. Protection from unreasonable searches and seizures.

IV. Student Records

Student records will be maintained in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974 and the U.S. Department of Education guidelines for implementation. Academic and disciplinary records shall be maintained separately. Transcripts of academic records shall contain information about academic status, including disqualification for academic reasons, and expulsion, suspension and revocation of admission for disciplinary reasons. Information from student records will not be made available to persons on or off campus except as provided for under the Family Educational Rights and Privacy Act of 1974. With the exception of records relating to expulsion, suspension and revocation of admission, all disciplinary records shall be destroyed five years after fulfillment of sanctions. Records relating to expulsion, suspension and revocation of admission shall be held permanently. A complete institutional FERPA policy is located in the Office of the Vice President of Student Services.

V. Student Responsibilities

As a student, you are expected to abide by the conduct requirements of the University and Community College System of Nevada Code (the "NSHE Code") as well as other requirements adopted by the College and/or the student's department or program. To the extent this Student Code of Conduct is inconsistent with the NSHE Code, the provisions of the NSHE Code shall prevail. Copies of the NSHE Code and Board of Regents Policy are available from the Vice President for Student Services and/or from the Board of Regents web site at

<http://blue.scsr.nevada.edu/handbook/index.htm>

The following conduct, being incompatible with the purposes of an academic community, is prohibited and shall constitute cause for discipline and may lead to the procedures and disciplinary sanctions established in Section 6.3 of the NSHE Code.

- A. Engaging in conduct that interferes with academic freedom as specified in Section 2.1.4 of the NSHE Code.

- B. The use of, or threat to use, force or violence against any member or guest of the College, except when lawfully permissible.
- C. Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on the premises of the College.
- D. The intentional disruption or unauthorized interruption of functions of the College, including but not limited to classes, convocations, lectures, meetings, recruiting interviews and social events, on or off premises of the college. Such conduct includes, but is not limited to, creating a fire or similar emergency situation.
- E. Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of or on premises occupied by, the college, including, but not limited to, littering or other inappropriate disposal of refuse.
- F. Knowing possession on any premises of the College of any firearms, explosives, dangerous chemicals or other instruments of destruction, such as fireworks, or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the president of the College.
- G. Trespassing or continued occupation of buildings, structures, grounds or premises belonging to, or occupied by, the College after having been ordered to leave by the president or other College official acting in the course and scope of his or her employment.
- H. Forgery, alteration, falsification or destruction of College documents or furnishing false information in documents submitted to the College.
- I. Making an accusation which is intentionally false or is made with reckless disregard for the truth against any member of the College community by filing a complaint or charges under the NSHE Code or under any applicable established grievance procedure at the College.
- J. The repeated use of obscene or abusing language in a classroom or public meeting of the College where such usage is beyond the bounds of generally accepted good taste which, if occurring in a class, is not significantly related to the teaching of the subject matter.
- K. Willful incitement of persons to commit any of the acts herein prohibited.
- L. Disorderly, lewd or indecent conduct occurring on College premises or at a College sponsored function on or off such premises.
- M. Any act prohibited by local, state or federal law which occurs on College premises or at a College sponsored function on or off such premises. For example, storing, possessing, using distributing, sell-

ing, bartering, manufacturing, exchanging, or giving away controlled substances as defined in Nevada Revised Statutes is prohibited. As another example, operating a motor vehicle in violation of traffic rules so as to endanger another person or property is prohibited. As another example, use or possession of alcoholic beverages in violation of state law or in violation of the Board of Regents Policy, Title 4, Chapter 20, Section A.4 is prohibited.

- N. The use of threats of violence against a faculty member or the faculty member's family in order to secure preferential treatment for grades, loans, employment or other service or privilege accorded by the College.
- O. Any act of unlawful discrimination or harassment based on race, creed, color, sex, age, sexual orientation, handicap or national origin or any act of employment or educational retaliation against any person who has made a complaint about such discrimination. Harassment is any verbal, visual or physical conduct that is sufficiently pervasive that it adversely affects, or has the purpose or logical consequence of interfering with the student's educational program or creates an intimidating, hostile or offensive environment for other members of the College community.
- P. Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or of academic studying or grading, or where verbal or physical conduct of a sexual nature has the effect of creating an intimidating, offensive or hostile work or educational environment.
- Q. Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same.
- R. Willfully destroying, damaging, tampering, altering, stealing, misappropriating, or using without permission any system, program or file of the College or NSHE including any violation of the System Computing Policy as set forth in the Board of Regents Policy, Title 4, Chapter 1, Section 19.
- S. Acts of hazing, defined as any method of initiation into or affiliation with the college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual.
- T. Any other conduct which violates applicable stated prohibitions, policies, procedures, rules, regulations or bylaws of the Board of Regents or the College, or which violates reasonable directions of the College officials or law enforcement officers acting in the performance of their duties.

The Administration of the Student Conduct Code

I. Authority

The President of the College has the responsibility for student conduct and discipline and shall exercise this responsibility through established procedures as prescribed in the Student Conduct Code and the NSHE Code. That authority is delegated to the Vice President for Student Services who appoints the Administrative Officers provided for under the Student Conduct Code.

- A. A designated Administrative Officer reporting to the Vice President for Student Services is responsible for administering the Student Conduct Code.
- B. The Vice President for Student Services may appoint such Hearing Officers and special Hearing Panels as required (6.10.1, 6.12.1, and 6.12.3 NSHE Code).
- C. Any notices to be served upon an accused student under the Student Conduct Code shall be sent by return receipt requested to the student's address of record with the College or will be hand-delivered and signed for.
- D. Consistent with the requirements of the Clery Act, both parties to an alleged sexual offense will be notified of the outcome of any disciplinary proceedings.

II. Filing a Complaint

Complaints alleging a violation of the Student Conduct Code shall be filed with the Administrative Officer or the Vice President for Student Services. Such complaints must meet the following criteria:

- A. The complaint must be in writing;
- B. The complaint must be signed by the complainant;
- C. To the extent possible, the date, time, place, name of person involved and the circumstances of the alleged violation should be specified; and
- D. The name of persons who may have witnessed the alleged prohibited conduct should be listed (6.8.1 NSHE Code).

III. Notification and Information Gathering

- A. The student named in the complaint will be notified by letter describing the alleged violation, whom to contact for an interview or information, the date by which that contact must occur, and that an administrative hold may be placed upon the student's academic records. The letter will include a copy of the Student Conduct Code. Any person believed to have information relevant to the complaint may be contacted and encouraged to discuss this matter.
- B. The Administrative Officer will gather information relevant to any complaint indicating that a Student Conduct Code violation may have occurred. The Administrative Officer gathering that information

has the authority to meet with individuals involved to discuss the matter. In the absence of compelling circumstances, the process shall be completed within 20 college working days after the filing of the complaint.

- C. Based on the information gathered, the Administrative Officer will decide whether to dismiss, modify, or forward the charge as presented.
 - 1. If the complaint is dismissed, the Administrative Officer will notify all concerned in writing of this decision.
 - 2. Similarly, if the determination of the Administrative Officer is that the charges are to be modified or forwarded as presented, all concerned will be notified in writing. The Administrative Officer will also clearly detail the appropriate procedures.
- D. If the proposed action against the person charged may lead, in the opinion of the Administrative Officer, to suspension or expulsion and the person charged is a minor, the parents or legal guardians shall be notified of the charges and of the proposed hearing at least seven calendar days prior to the pending hearing by certified or registered mail, return receipt requested, sent to the parents' or legal guardians' last known address posted on the records of the registrar of the member institution involved.

IV. Informal Resolution

In all cases, accused students have the right to a formal hearing. However, in a case in which a student is charged with violations other than academic misconduct, the accused student may request in writing that the Administrative Officer resolve the complaint.

- A. The Administrative Officer may informally resolve the complaint with the consent of the person charged and the approval of the Vice President for Student Services by:
 - 1. Conciliating with the original complainant and the accused student;
 - 2. Permitting the complainant to voluntarily drop the complaint; or
 - 3. Permitting the person charged to voluntarily accept disciplinary sanctions (6.8.2-c NSHE Code).
- B. A resolution discussion will be conducted by the Administrative Officer at which the accused student may have an advisor present.
 - 1. Throughout the informal resolution process and only until such time as the accused student voluntarily accepts sanctions, the student has the right to request a formal hearing.
 - 2. After any initial information gathering, the Administrative Officer will provide the accused student with a complete accounting of the proposed sanctions in a letter postmarked within

seven college working days of the date of the resolution meeting at which the sanctions were outlined. If the sanctions contained in the written report differ from what was presented at the resolution discussion, those differences are to be noted and explained.

- 3. This written notice will inform the accused student of the available options, which are to accept the sanctions in full or to reject the sanctions. If the sanctions are rejected in whole or in part, the informal process ends and a formal hearing will be scheduled.
- 4. This notice will also inform the accused student that the informal process does not provide for an appeal other than to opt for a formal hearing.
- 5. The accused student will be informed of the responsibility to notify the Administrative Officer in writing of the student's choice to accept or reject the sanctions within seven college working days of the date the notice of the proposed sanctions was received by the student. If the student rejects the proposed sanctions, the Administrative Officer will notify the student that the informal resolution process has ended and the formal hearing process has been initiated.

V. Formal Resolution

- A. Seven college working days following the completion of the initial information gathering process, or the informal resolution process, the Administrative Officer shall make a recommendation to the Vice President for Student Services whether to proceed to a formal hearing.
- B. The Vice President for Student Services shall notify the parties of a decision to accept or reject the Administrative Officers recommendation, within seven college working days of receipt of the recommendation.
- C. If the Vice President for Student Services determines that the matter should not proceed to hearing, unless new evidence sufficient in the opinion of the Vice President for Student Services to reopen the case is subsequently discovered, the complaint shall be dismissed and the disciplinary procedures shall be closed. All documents shall be handled in accordance with 6.8.2-f of the NSHE Code.
- D. If the Vice President for Student Services determines that the matter should proceed to a formal hearing, any additional investigation by the Administrative Officer must be concluded within 10 college working days, absent compelling circumstances.

VI. Types of Formal Hearings

- A. Pursuant to the NSHE Code (6.4.4), the procedure to conduct a hearing is to be determined by the institutional President or his designee.

B. The student who is charged with a disciplinary infraction shall have the right to recommend to the Vice President for Student Services what type of hearing will be held. Within seven college working days after receipt of the decision of the Vice President for Student Services, the student shall notify the Vice President for Student Services and the Administrative Officer of the student's recommendation for the type of hearing, either a General Hearing Officer or a Hearing Panel.

1. **General Hearing Officer:** A formal hearing held individually with a Hearing Officer who is appointed by the Vice President for Student Services. The Hearing Officer's role is to be an objective party, aware of and knowledgeable about the Student Conduct Code and hearing procedures.
2. **Hearing Panel:** A hearing, administered by the Administrative Officer. The Hearing Panel is composed of a chair and at least a three-member panel consisting of at least one student and at least one professional staff and/or faculty. The chair will serve without vote and preside over the hearing. Members will be selected by the Vice President for Student Services.

C. A charged student may petition the Vice President for Student Services or the Vice President for Student Services may choose to have a hearing before a Special Hearing Officer or a Special Hearing Committee.

1. **Special Hearing Officer:** A formal hearing held with a Hearing Officer appointed by the Vice President for Student Services, who is an attorney or has the professional experience in presiding at judicial or quasi-judicial adversary proceedings and who holds no contractual relationship with any System institution during the term of appointment.
2. **Special Hearing Committee:** A formal hearing, administered by a Hearing Officer appointed by the Vice President for Student Services and an elected Hearing Committee. The composition of the panels and method of election shall be consistent with the NSHE Code 6.12.3.

D. The charged student may challenge a hearing member for cause (6.11.4, 6.12.6 NSHE Code), and may challenge a VI(B) decision by the Vice President for Student Services by following the appeal process in Article IX of the Student Conduct Code.

VII. Notice

These procedures are followed in giving notice for all formal hearing options:

A. A notice of hearing letter from the Administrative Officer must be provided to the charged student and the complainant a minimum of 10 college working days prior to any hearing (6.9.3-a NSHE Code). A letter of charge includes the following information:

1. Date, time, place of hearing;
2. Specification of the misconduct charged;
3. Name of complainant;
4. Specification, to the extent possible, of the time, place, person(s) involved and circumstances of alleged prohibited conduct and name(s) of possible witnesses.
5. Notification that the person charged may be accompanied by an advisor of the charged person's choice (6.9.6-b NSHE Code);
6. A copy of the applicable disciplinary hearing procedures (6.9.3-b NSHE Code); and
7. Such other information as the Administrative Officer may wish to include (6.9.3-b NSHE Code).

B. Notices shall be either hand-delivered directly to the person charged or sent by certified or registered mail. Notices delivered by mail are considered delivered when sent, provided that three additional college working days shall be added to the time period set forth for minimum notice (6.9.3-b NSHE Code).

C. If the person charged intends to have an attorney or other representative present, he or she must notify the Administrative Officer no later than five college working days before the hearing of the name and address of the advisor, if any, and whether the advisor is an attorney. If, at any time during the proceeding, the student desires a representative or a change of representative, that right may be invoked. The proceeding will be stayed for a period of no fewer than five and no more than 15 college working days. This right may be invoked only once during any disciplinary proceeding, unless the Administrative Officer agrees to any additional requests for changes of representation or unless the student's attorney withdraws.

VIII. Hearing Procedures

The Administrative Officer will be responsible for providing in writing a report summary to the Hearing Officer or Hearing Committee members and the charged student, including all information that resulted from the investigation process. This information will be the basis of the formal hearing proceedings.

A. Upon request, the student charged, the student's attorney or other representative, if any, and the Administrative Officer have the right to examine any documentary evidence to be presented at the hearing, at least five college working days prior to the hearing during regular business hours.

- B. Students will be presumed innocent until proven otherwise by a preponderance of the evidence. The burden of proof shall at all times rest upon the party bringing the charge.
- C. Any formal hearing conducted by a Hearing Panel or Special Hearing Committee requires a majority to determine a student's responsibility.
- D. The hearing is closed unless the person charged requests an open hearing (6.9.8 NSHE Code).
- E. Relaxed evidentiary standards will apply; hearings are not full-blown legal proceedings.
- F. The charged student, or the student's attorney or other representative, has the right to present, challenge, and/or rebut evidence and to question or cross-examine witnesses at any hearing.
- G. The charged student, or the student's attorney or other representative, has the right to respond to the allegation, to present relevant information, and to call witnesses on the student's behalf. The charged student and the student's attorney or other representative, have the right to hear and question all witnesses at the hearing.
- H. The charged student has the right to appear at a hearing in order to hear the evidence, to offer explanatory and clarifying information, and to question any witnesses. However, it is not necessary that the student be present for action to be taken. The charged student may, at his or her election, choose not to attend a formal disciplinary hearing. In such cases, failure to respond or appear will not create a presumption of responsibility or non-responsibility (6.9.10 NSHE Code).
- I. All findings of fact, recommendations and decisions must be based only on the evidence presented at the hearing.
- J. Minor technical departures or errors in the procedures established by the Student Conduct Code or applicable rulings will not necessarily be grounds to withhold disciplinary action. The Vice President for Student Services shall determine whether such errors were substantial and egregious enough to prevent a fair hearing.
- K. A single hearing may be held for more than one person charged in cases arising out of a single or multiple occurrence. The Administrative Officer makes such determinations, subject to review by the Vice President for Student Services. However, each accused student retains the right to have his/her case heard individually (6.9.9 NSHE Code).
- L. An audio tape recording will be made of the hearing for the purpose of review by the Appeals Committee. The record shall be the property of CCSN and will be maintained as such for a period of two calendar years or longer if the matter is before the courts (6.12.5 NSHE Code). Upon the written request of the charged student, a copy of the tape shall be made available to the student by the Administrative Officer, within 10 college working days following the request. Confidentiality of tapes from closed hearings shall be maintained by all parties and their representatives.
- M. Findings of fact and recommended sanction shall be made in writing to the Vice President for Student Services within 10 college working days after the close of the hearing, with copies provided to the student charged and the Administrative Officer. The student's copy shall be sent by certified mail, return receipt requested. Lists of possible sanctions appear in Section 6.3 of the NSHE Code and Article X of the Student Conduct Code.
- N. The Vice President for Student Services shall review the findings of fact and recommended sanctions reported by the Hearing Panel or Officer, and may:
1. Dismiss the charge or charges, in any combination;
 2. Affirm the recommended sanctions;
 3. Impose a lesser sanction than recommended; or
 4. Order a new hearing.
- O. The Vice President for Student Services shall submit a written decision within 10 college working days after receipt of the findings and recommended sanctions. The Vice President for Student Services shall notify the person charged and the Administrative Officer of the decision and of the appeal procedures. Any decision made by the Vice President for Student Services, other than to affirm the recommended sanctions, shall include a written explanation as to why the recommended sanctions were not followed. The student charged shall be notified by personal delivery of the decision or by certified mail, return receipt requested. When a minor student is suspended or expelled, the minor's parent or legal guardian shall be notified by certified mail, return receipt requested, sent to the parent's or legal guardian's last known address posted in the records on file with the Registrar.
- P. If there is no appeal, the decision issued by the Vice President for Student Services is final.

IX. The Appeal Process

Using the criteria below, a student who has been found to have violated the Student Conduct Code and/or the NSHE Code has the right to appeal that decision to the President or her/his designee. An appeal is consideration by an appellate body, not a new hearing. The charged student(s) and advisor or attorney have the right to review the student's disciplinary file, including any verbatim record (tape recording) of the hearing. Any sanction imposed as a result of a hearing shall not be effective during the 10 college working days during which an appeal may be filed, or until any such appeal has been decided except

that the Vice President for Student Services has the authority, under extenuating circumstances, to immediately impose the sanction.

Decisions regarding student responsibility and sanctions resulting from the formal hearing process(es) provided for in the Student Conduct Code may be appealed to the Vice President for Student Services. Within 10 college working days after receipt, the Vice President shall direct the appeal to the Standing Committee on Student Conduct Code Appeals, a three-member appellate panel consisting of one faculty member, one professional staff member, and one student. The committee shall make its recommendation to the Vice President for Student Services based on the criteria in Section A, criteria for an Appeal below. In cases resulting in suspension or expulsion, the Standing Committee's decision shall constitute a recommendation to the President, who shall have the final authority, except in cases of expulsion, which may be appealed to the Board of Regents. In such cases, the decision of the Board of Regents will be final.

The Standing Committee will also hear appeals of Article VI(B) decisions and appeals of decisions by the Vice President for Student Services to immediately impose a sanction. The decisions of the Standing Committee in these two types of appeals shall be final.

Members of the Standing Committee on Student Conduct Code Appeals shall be appointed in the following manner:

1. No later than September 1, or the first college working day thereafter if September 1 is a holiday or weekend, the Vice President for Student Services shall submit to the President a list of three professional staff; the Chair of the Faculty Senate shall submit a list of three faculty; and the President of the Consolidated Students of CCSN shall submit a list of six students.
 2. The President of the College shall invite one member on each list to serve on the Standing Committee; others on the list shall serve as alternates. Should any of the three entities noted above fail to provide such a list, the President shall have full authority to make an appointment for that position. Ideally, all appointments should be in place no later than September 15.
 3. Members of the Standing Committee shall elect their own chair.
 4. Members of the Standing Committee serve for a one-year period and are eligible for reappointment.
 5. In the event that a member cannot hear an appeal or has a conflict of interest in a given appeal, the remaining members of the Standing Committee shall select an alternate from the previously provided lists. If a particular list has not been provided, the remaining members of the Standing Committee shall have discretion to select an alternate.
6. A conflict of interest shall be deemed to occur whenever an individual has a prior interest in a case as a witness, advisor, hearing panel officer, or other connection that would create the appearance of or an actual conflict.
 - A. Criteria for an Appeal

An appeal from a charged student must cite at least one of the following requirements as the reason for appeal:

 1. That the procedures under which the person was charged are invalid, or if valid, were not followed;
 2. That the person charged did not have adequate opportunity to prepare and present a defense to the charges;
 3. That the evidence presented at the hearing was not substantial enough to justify the decision;
 4. That the sanction imposed was not in keeping with the gravity of the violation (6.14.1 NSHE Code).
 - B. Appeal Procedures
 - A. The student charged has 10 college working days from receipt of the written decision to file a written appeal (6.14.1 NSHE Code).
 - B. The student charged with the Student Conduct Code violation must include the following information in the appeal:
 - a. The specific grounds for the appeal (See A 1-4 above);
 - b. Supporting arguments and documentation; and
 - c. Other relevant information the student charged wishes to include.
 - C. The written appeal will be forwarded to the Vice President for Student Services.
 - D. The Standing Committee on Student Conduct Code Appeals may request a personal appearance of the person charged. The appearance of the person charged shall be limited to the issues raised by the appeal. An appearance is not required nor will nonappearance prejudice the appeal.
 - C. Student Appeal Record

In considering the appeal, a review will be conducted of the existing record of the case, which will include, but is not limited to:

 1. The original statement sent to the student as written notice of the charges;
 2. The written decision of the initial Hearing Panel or Officer;
 3. The audio recording of the initial Hearing Panel or Officer; and
 4. The student's letter of appeal.

D. Appeal Result

Recommendations on appeals by the Standing Committee on Student Conduct Code Appeals will be made within 20 college working days following receipt of the appeal from the Vice President for Student Services. In cases of expulsion, the Board of Regents will be asked to consider the appeal at the next regularly scheduled meeting of that body. The result of the appeal will be to:

1. Dismiss the charge;
2. Affirm the charge;
3. Impose a lesser sanction; or
4. Order a new hearing.

E. Distribution of Response

Copies of the written result of the appeal shall be sent to:

1. Student charged;
2. Hearing Officer or Chair of the Hearing Panel; and
3. Administrative Officer.

F. New Hearing

When a new hearing is ordered, the case, along with a written rationale for upholding the appeal, will be heard by a different Hearing Panel or Hearing Officer. In this situation, the student retains the right to appeal as if it were an original hearing.

G. Request for Review

When an appeal is not heard and the student perceives the decision not to hear the appeal was biased, the student has the option of having the case reviewed by requesting, within 10 college working days after the date of the decision, a review through the President. This review will be conducted by the President, or his designee.

X. Sanctions

Depending on the seriousness of the violation, sanctions may be imposed by the Hearing Officer, Administrative Officer, Hearing Panel or Vice President for Student Services in any order or combination (6.9 NSHE Code).

In addition to these formal sanctions and depending on the circumstances, a student may be required to perform community service, be advised to seek counseling or other specialized support services, or be required to participate in an activity or program, the clear purpose of which would be to redirect behavior. Failure to comply with any such requirements will constitute a violation of the Student Conduct Code.

A. Warning

Notice, oral or written, that continued or repeated violation of College policies or regulations may be cause for further disciplinary action, normally in the forms of censure, loss of privileges and exclusion from activities, probation, suspension, or expulsion.

B. Loss of Privileges and Exclusion from Activities
Exclusion from participation in privileges and extracurricular activities.

C. Disciplinary Probation

Probation may include exclusion from participation in privileged or extracurricular activities. The person placed on probation shall be notified in writing that the commission of prohibited acts will lead to more severe disciplinary sanctions.

D. Suspension

Termination of student status for a specified academic term or terms with reinstatement thereafter. The student will be notified of the suspension in a written notice. The official transcript of the student shall be marked "Disciplinary Suspension Effective _____ to _____." Parents or legal guardians of minor students shall be notified of the action. After the suspension period has elapsed, the student will be placed on disciplinary probation for a period of time that is equal to the amount of time that the student was suspended. At the end of the probationary interval, the student will be classified as being in "good standing" provided that no further Student Conduct Code violations have occurred.

E. Expulsion or Termination

Termination of student registration and status for an indefinite period of time. The official transcript of the student shall be marked "Disciplinary Expulsion Effective _____." The parents or legal guardians of minor students shall be notified of the action.

F. Restitution

The requirement to reimburse the legal owners for a loss due to defacement, damage, fraud, theft, or misappropriation of property. It may be imposed either exclusively or in combination with other disciplinary action. Such reimbursement may take the form of monetary payment or appropriate service to repair or otherwise compensate for damages. Failure to make restitution shall be the cause for more severe disciplinary action.

(Revised August 15, 2002)

REGULATIONS FOR DETERMINING RESIDENCY AND TUITION CHARGES

Section 1. Purpose

These regulations have been enacted to provide uniform rules throughout the University and Community College System of Nevada (the "System"), and all member institutions thereof, for the purpose of determining whether students shall be classified as resident students or nonresident students for tuition charges.

Section 2. Definitions

For the purposes of these regulations, the terms stated below shall have the following meanings:

1. "Alien" means a person who is not a citizen of the United States of America.
2. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps and the Coast Guard, on active duty and does not include the National Guard or other reserve force, with the exception of active members of the Nevada National Guard.
3. "Clear and convincing evidence" means evidence that is clear in the sense that it is not ambiguous, equivocal or contradictory and convincing in the sense that it is of such a credible, reliable, authentic and relevant nature as to evoke confidence in the truth of it.
4. "Continuously enrolled" means enrollment within a normal academic year for which continuous enrollment is claimed. A person need not attend summer sessions or other between-semester sessions in order to be continuously enrolled.
5. "Date of matriculation" means the first day of instruction in the semester or term in which enrollment of a student first occurs, except that at the University of Nevada School of Medicine it means the date that a notice of admittance is sent to a student, and at the community colleges it excludes correspondence courses and community service courses which are not state funded.
6. "Dependent" means a person who is not financially independent.
7. "Family" means the natural or legally adoptive parent or parents of a dependent person, or if one parent has legal custody of a dependent person, that parent.
8. "Financially independent" means a person who has not been and will not be claimed as an exemption, and has not received and will not receive financial assistance in cash or in-kind of an amount equal to or greater than that which will qualify him or her to be claimed as an exemption, for federal income tax purposes under Section 152 of the Internal Revenue Code (26 U.S.C. § 152) by another person, except his
9. "Most recent tax year" means the income tax return submitted for the prior income year.

10. "Legal guardian" means a court appointed guardian of a dependent person, who was appointed guardian at least 12 months immediately prior to the dependent person's date of matriculation and for purposes other than establishing the dependent person's residence.
11. "Nonresident" means a person who is not a resident.
12. "Objective evidence" means evidence that is verifiable by means other than a person's own statements.
13. "Relocated," means evidence of permanent, full-time employment or establishment of a business in Nevada prior to the date of matriculation
14. "Residence," a term which for the purposes of these regulations is synonymous with the legal term "domicile," and means that location in which a person is considered to have the most settled and permanent connection, intends to remain and intends to return after any temporary absences. Residence results from the union of a person's physical presence in the location with objective evidence of an intent to remain at that location for other than a temporary purpose.
15. "Resident" means a person who has established a bona fide residence in the State of Nevada with the intent of making Nevada the person's true, fixed and permanent home and place of habitation, having clearly abandoned any former residence and having no intent to make any other location outside of Nevada the person's home and habitation. The term also includes a member of the Armed Forces of the United States who has previously established a bona fide residence in the State of Nevada, but who has been transferred to a military posting outside of Nevada while continuing to maintain a bona fide residence in Nevada. When residence for a particular period is required under these regulations, this shall mean that the person claiming residence for the period must be physically present and residing in Nevada during all of the period required, excluding temporary, short-term absences for business or pleasure.
16. "Returning student" means a student who re-enrolls after a break in enrollment of one or more semesters. A "returning student" retains prior resident status, if any, as long as there is no indication that the student has established residency elsewhere. (B/R11/96)
17. "Student" means a person who is enrolled at an institution of the Nevada System Higher Education.
18. "Tuition" means a monetary charge assessed against nonresident students, which is in addition to registration fees, or other fees assessed against all students. (B/R5/95)(B/R 8/04)

Section 3. Tuition

1. Tuition shall not be charged to current enrollees or graduates of a Nevada high school.
2. Tuition shall be charged to nonresident students, except that at the community colleges no tuition shall be charged for registration in community service courses, which are not state funded.

3. Tuition shall not be charged to professional employee, classified employee, postdoctoral fellow, resident physician, or dentist of the Nevada System of Higher Education currently employed at least half time, or the spouse or dependent child of such an employee.
 4. Tuition shall not be charged to graduate student enrolled in the Nevada System of Higher Education and employed by the System in support of its instructional or research programs, only during the period of time of such employment.
 5. Tuition shall not be charged to a member of the Armed Forces of the United States on active duty, stationed in Nevada as a result of a permanent change of duty station pursuant to military orders, or a person whose spouse, family or legal guardian is a member of the Armed Forces of the United States stationed in Nevada as a result of a permanent change of duty station pursuant to military orders.
 6. Tuition shall not be charged to a student enrolled in the University studies Abroad Consortium or in the National Student Exchange Program, only during the period of such enrollment. Time spent in Nevada while a student is in the National Student Exchange program shall not be counted towards satisfying the residence requirement Section 4, Paragraph 2 below, nor shall enrollment through the Consortium or the Exchange Program be included in the "date of matriculation" for evaluation of Nevada residency.
 7. Tuition shall not be charged to members of federally recognized Native American tribes, who do not otherwise qualify as Nevada residents, and who currently reside on tribal lands located wholly or partially within the boundaries of the State of Nevada (B/R 8/04)
- c. The spouse's, parents' or legal guardian's tax return for the most recent tax year which indicates the students claimed as a dependent.
 - d. A Nevada vehicle registration for the spouse, parent or legal guardian issued prior to the date of matriculation.
 - e. Nevada voter registration for the spouse, parent or legal guardian issued prior to the date of matriculation.
 - f. Evidence that the student's spouse, family, or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (examples of evidence include a letter from the employer or copy of the business license).
2. Except as provided otherwise in this section, a financially independent person whose family resides outside the State of Nevada, if the person himself or herself is a bona fide resident of the State of Nevada for at least 12 months immediately prior to the date of matriculation. A person who enrolled in an institution of the University and Community College System of Nevada, but withdrew enrollment during the 100% refund period may, for the purposes of these regulations, be deemed not to have matriculated and any determination concerning residency status shall be voided until such time as the person again matriculates at a System institution.
 - a. Evidence of twelve months physical, continuous presence in the State of Nevada prior to the date of matriculation (examples of evidence include a lease agreement, rent receipts, utility bills). (B/R 6/05)
 - b. The student's tax return for the most recent tax year, indicating a Nevada address. If no federal tax return has been filed by the student because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year that indicates the student was not claimed as a dependent.
 - c. The student's Nevada driver's license or Nevada identification card issued prior to the date of matriculation.
 - d. The student's Nevada vehicle registration issued prior to the date of matriculation.
 - e. The student's Nevada voter registration issued prior to the date of matriculation.
 - f. Evidence that the student, and/or the person's spouse, has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (*examples of evidence include a letter from the employer or copy of business license*).

Section 4. Resident Students

As supported by clear and convincing evidence, any person to whom one of the following categories applies shall be deemed a resident student for tuition purposes:

1. Except as provided otherwise in this section, a dependent person whose spouse, family or legal guardian is a bona fide resident of the State of Nevada for at least 12 months immediately prior to the date of matriculation. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment: (B/R 12/05)
 - a. Evidence of Nevada as the spouse's, parents' or legal guardians permanent, primary residence at the date of matriculation (examples of evidence include home ownership, a lease agreement, rent receipts, utility bills).
 - b. The student's birth certificate or proof of legal guardianship. The spouse's, parents' or legal guardian's tax return for the most recent tax year, which indicates the student claimed as a dependent.

3. A former member of the Armed Forces of the United States who was relocated from Nevada as a result of a permanent change of duty station pursuant to military orders will be considered a Nevada resident for tuition purposes under the following conditions:
 - a. He/She was a resident of Nevada prior to leaving the state as a member of the Armed Forces;
 - b. He/She maintained his/her Nevada residency while a member of the Armed Forces; and
 - c. He/She returns to the State of Nevada within one year of leaving the Armed Forces. It will be necessary for the student to supply documentation in support of each of these conditions (e.g., driver's license, property ownership, evidence of absentee voting, etc.)
4. A financially independent person who has relocated to Nevada for the primary purpose of permanent full-time employment. (B/R 6/05)
5. A financially dependent person whose spouse, family, or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment. (B/R 12/05)
6. Licensed educational personnel employed full-time by a public school district in the State of Nevada, or the spouse or dependent child of such an employee. (B/R 11/96)
7. A teacher who is currently employed full-time by a private elementary, secondary or postsecondary educational institution whose curricula meet the requirements of NRS 394.130, or the spouse or dependent child of such an employee. (B/R 11/96)
8. An alien who has become a Nevada resident by establishing bona fide residence in Nevada and who holds a permanent immigrant visa, or has been granted official asylum or refugee status, or has been issued a temporary resident alien card, or holds an approved immigration petition as a result of marriage to a U.S. citizen. An alien holding another type of visa shall not be classified as a resident student, except as may be required by federal law or court decisions and upon due consideration of evidence of Nevada residence. (B/R 6/02) (B/R 6/05)

Section 8. Reclassification of Nonresident Status

There is a rebuttable presumption that a nonresident attending an institution of the Nevada System of Higher Education is in the State of Nevada for the primary or sole purpose of obtaining an education. Therefore, a nonresident who enrolls in an institution of the System shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that the student is a Nevada resident. Each student seeking reclassification from nonresident to resident student status must satisfy the following four conditions:

1. Application and Written Declaration
The student must apply in writing to the appropriate Records Office of the institution for reclassification to resident student status. The application must include a written declaration of intent to relinquish residence in any other state and to certify to the establishment of bona fide residence in Nevada. A declaration form prescribed by the Chancellor and approved by the Board shall be utilized by each institution. The filing of a false declaration will result in the payment of nonresident tuition for the period of time the student was enrolled as a resident student and may also lead to disciplinary sanctions under Chapter Six of the Nevada System of Higher Education Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion. (B/R 02/05)
2. Bona fide Residence in Nevada
The student, or the parents or legal guardian of the student, must document continuous physical presence as a Nevada resident for at least twelve (12) months immediately prior to the date of the application for reclassification. No fewer than four (4) of the following pieces of objective evidence must be submitted with the application for reclassification:
 - a. Ownership of a home in Nevada.
 - b. Lease of living quarters in Nevada.
 - c. Mortgage or rent receipts and utility receipts for the home or leased quarters.
 - d. Nevada driver's license or Nevada identification card issued twelve (12) months prior to the date of application.
 - e. Nevada vehicle registration issued twelve (12) months prior to the date of application.
 - f. Nevada voter registration issued twelve (12) months prior to the date of application.
3. Financial Independence
The student must provide evidence of financial independence. A dependent person whose family or legal guardian is a nonresident is not eligible for reclassification to resident student status. The following piece of objective evidence must be submitted with the application for reclassification:
 - a. A true and correct copy of the student's federal income tax return for the most recent tax year showing a Nevada address. If no federal tax return has been filed because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year must be submitted that indicates the student was not claimed as a dependent.

4. Intent to Remain in Nevada
- The student must present clear and convincing, objective evidence of intent to remain a Nevada resident. No fewer than three (3) of the following pieces of objective evidence must be submitted with the application for reclassification:
- Employment in Nevada for twelve (12) months immediately prior to the date of the application for reclassification;
 - A license for conducting a business in Nevada;
 - Admission to a licensed practicing profession in Nevada;
 - Registration or payment of taxes or fees on a home, vehicle, mobile home, travel trailer, boat or any other item of personal property owned or used by the person for which state registration or payment of a state tax or fee is required for the twelve (12) month period immediately prior to the date of the application;
 - A Nevada address listed on selective service registration;
 - Evidence of active savings and checking accounts in Nevada financial institutions for at least twelve (12) months immediately prior to the date of the application;
 - Evidence of summer term enrollment at a NSHE institution;
 - Voting or registering to vote in Nevada; or
 - Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence.
5. The presentation by a person of one or more items of evidence as indicia of residence is not conclusive on the issue of residency. Determinations of residence shall be made on a case-by-case basis and the evidence presented shall be given the weight and sufficiency it deserves, after taking all available evidence into consideration.
6. Because residence in a neighboring state other than Nevada is a continuing qualification for enrollment in the Good Neighbor, Children of Alumni, or WICHE Western Undergraduate Exchange Programs at a NSHE institution, a student who was initially enrolled in a System institution under any of these discounted tuition programs shall not normally be reclassified as a resident student following matriculation. A nonresident student who subsequently disenrolls from the Good Neighbor, Children of Alumni, or WICHE Western Undergraduate Exchange Programs and pays full nonresident tuition for at least twelve (12) months may apply for reclassification to resident student status. An application for reclassification may also be submitted under the provisions of this section if the material facts of a student's residency, or the parents' or legal guardian's residency, have substantially changed following matriculation.

7. When a student has been reclassified to resident student status, the reclassification shall become effective at the registration period in the System institution immediately following the date the student receives notice of the reclassification decision.
8. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the Nevada System of Higher Education. (B/R 8/04)

Section 9. Administration of the Regulations

Each institution of the Nevada System of Higher Education shall designate an appropriate office to implement and administer these regulations.

- Each designated office shall make the initial decisions on the resident or nonresident student status of persons enrolling in the institution.
- Each designated office shall make the initial decisions on applications for reclassification from nonresident to resident student status.
- The President of each System institution shall establish an appellate procedure under which a person may appeal decisions of the designated office concerning tuition or status as a resident or nonresident student to an appellate board.
 - A person may appeal a decision of the designated office to the appellate board within thirty (30) days from the date of the decision of the office. If an appeal is not taken within that time, the decision of the designated office shall be final.
 - The appellate board shall consider the evidence in accordance with the standards and criteria of these regulations and shall make a decision that shall be final. No further appeal beyond the appellate board shall be permitted.
- In exceptional cases, where the application of these regulations works an injustice to an individual who technically does not qualify as a resident student, but whose status, either because of the residence of the student or his family, is such as to fall within the general intent of these regulations, then the appellate board shall have the authority to determine that such a student be classified as a resident student. It is the intent of this provision that it applies only in the infrequent, exceptional cases where a strict application of these regulations results, in the sole judgment of the appellate board, in an obvious injustice. (B/R 8/04)

Section 10. Uniformity of Decisions

The decision of an institution of the Nevada System of Higher Education to grant resident student or nonresident student status to a person shall be honored at other System institutions, unless a person obtained resident student status under false pretenses or the facts existing at the time resident student status was granted have significantly changed. Students granted nonresident student status by an institution retain the right to apply for reclassification under the provisions of the chapter. (B/R2/05)

GOOD NEIGHBOR PROGRAM

Graduates of specifically designated high schools or community colleges located in California and Arizona counties bordering Nevada may be charged a differential, discounted rate when enrolling in NSHE institutions. A list of these schools can be found in the NSHE Board of Regents Handbook. Call the Office of the Registrar on any of our three main campuses for specific information of this program.

WESTERN UNDERGRADUATE EXCHANGE PROGRAM (WUE)

In the WUE program, students from WUE states, AK, AZ, CA, CO, HI, ID, MT, NV, NM, ND, OR, SD, UT, WA and WY may enroll in undergraduate programs in other WUE states without paying full out-of-state tuition. States may designate the number of students they will accept and may designate programs within the schools that participate. All NSHE institutions participate in WUE. Admitted WUE students are charged current in-state fees plus 50% of that amount. Nevada students may also take advantage of this reciprocal program.

SAFETY AND SECURITY

The Nevada System of Higher Education puts forth the following Environmental Health and Safety Statement for all institutions in the system in accordance with federal, state and local laws and regulations.

The NSHE Board of Regents declares that the development, implementation and compliance monitoring of environmental health and safety programs is integral to the NSHE mission. The programs will be structured in such a way that they will become an essential part of campus life.

It is the intention of the NSHE Board of Regents that all CCSN institutions be good neighbors in their communities in regard to environmental health and safety issues. Environmental health and safety programs should be administered at the institutional level. The NSHE Board of Regents delegates the authority for the development, implementation and compliance monitoring of environmental health and safety programs to the Presidents of each institution. Each institution shall develop environmental health and safety programs that best address the problems specific to that institution.

Each institution shall develop an administrative structure to implement environmental health and safety programs in a manner that educates all employees and students to provide knowledge and understanding of the programs. These programs shall include but are not limited to:

- Biological safety
- Chemical safety
- Diving safety
- Disaster preparedness
- Fire protection
- Industrial hygiene
- Radiation protection
- Sanitation
- Occupational safety and accident prevention
- Environmental protection/hazardous materials management
- Relations with governmental agencies

Each institutional administrative structure shall establish oversight, advisory and compliance programs for monitoring institutional operations and activities. The NSHE Board of Regents recognizes the right of institutions to enter into cooperative agreements with each other in order to address all environmental health and safety concerns.

COVERT VIDEO SURVEILLANCE POLICY

The use of covert video surveillance for anything other than a criminal investigation on the campuses of the Community College of Southern Nevada is prohibited. If, in a criminal investigation, such video surveillance is used, it must be approved by the President. This policy shall not interfere with the legitimate use of video taping for academic purposes.

EMERGENCY PROCEDURES

Flip charts outlining all “Emergency Procedure Actions” are posted in all classrooms, in offices and common areas on each campus. Instructors will ensure students are made aware of these procedures and, in the case of an emergency, take appropriate action to evacuate the classroom and/or building. Students should review this information on the first day of class and understand what actions they may be expected to take during an emergency. Public Safety and other staff members have been trained for specific evacuation actions. Emergency Assembly Points have been established on all second floor levels. Individuals with disabilities will be provided with information pertaining to this program from the Disability Resource Center. In case of a disaster situation, CCSN will fall within the scope of the Clark County Emergency Operations Plan. Copies of this plan are on file in each campus Public Safety Office.

PUBLIC SAFETY AND POLICE SERVICES

The Department of Public Safety and Police Services consists of a Chief of Police, Deputy Chief, Operations Coordinator, College Security Specialist, 3 Police Sergeants (and 3 vacancies), and seventy contract public safety officers. The Chief of Police reports to the Vice President for Administrative Operations. All campus public safety officers are service-oriented security professionals trained to handle security and safety matters on campus.

All members of the public safety department are trained in first aid and cardiopulmonary resuscitation (CPR). All public safety personnel carry a two-way radio, flash light, and are in distinctive uniforms. The enforcement authority of the Department of Public Safety and its College Police Officers, as well as their working relationship with state and local police agencies, may be found Nevada Revised Statute 396.325. All college police officers are armed, have arrest powers, and are service-oriented law enforcement professionals trained to handle police and safety matters on campus.

Contract Public Safety Officers are deployed throughout the campus at stationary posts, in a campus security vehicle, and on foot patrol. A public safety vehicle is used primarily for perimeter patrol. Officers work overlapping shift on the 7x3 and 3x11 tours. This type of deployment allows for optimum coverage during peak hours and also permits the officers to engage in community relations programs for public safety to better interact with students, faculty, staff and visitors. These officers are non-sworn officers and do not have arrest powers above that of a private citizen.

The CCSN Department of Public Safety and Police Services has an excellent working relationship with other law enforcement authorities.

STUDENT SAFETY AND HAZARDOUS MATERIALS

Certain courses may require that students work with potentially hazardous materials in laboratories, darkrooms or workshops as part of their course work. Instructors will provide information regarding the safe handling of all materials. Questions regarding the use of these materials should be directed to the specific academic department or the instructor.

THE JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY POLICY AND CAMPUS CRIME STATISTICS ACT

The Federal Student Right-to-Know and Campus Security Act of 1990, recently renamed “The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act”, (Clery Report) was enacted by congress and signed into Law in November of 1990. In 1992, and most recently in 1998, Congress significantly amended the law, expanding the reporting criteria. It requires institutions of higher learning to prepare, publish, and distribute a report concerning campus crime statistics and security policies on an annual basis through appropriate publications, mailings, or computer network to all current students, and employees, and to all prospective students and prospective employees upon request. This report contains the annual report concerning specific campus crime and arrest statistics as well as information about campus policies and practices intended to promote crime awareness, campus safety and security.

In order to comply with provisions of this Federal Law, reports from the College and several local law enforcement agencies are compiled and published annually by the Department of Public Safety and Police Services.

As public safety professionals responsible for providing and maintaining a safe and secure environment, we have an obligation to provide an accurate and comprehensive report describing the services we provide to the college community and accurate accounting of any incidents of crime, which occurred on our premises.

Crime Statistics for the 2003, 2004, 2005 calendar years are also provided as is information regarding the number of arrests made for certain designated criminal offenses during these time periods. It should be noted that the crime statistics included in this report are organized by location that are identified as either owned or leased property belonging to The Community College of Southern Nevada. The statistics include incidents involving non-student, non-faculty and non-staff individuals.

Successful public safety is a campus-wide endeavor and requires the cooperation and support of the entire college community. For this reason, we have prepared this informational booklet. We hope that it will be informative and useful in maintaining the safety and well being of the Community College of Southern Nevada community and our guests.

The CCSN Annual “Clery Notice” Compliance:

Copies of this report may be obtained in person at any of the Public Safety and Police Services Offices located at our three main campus sites or on-line at the CCSN Public Safety and Police Services website located at: <http://www.ccsn.nevada.edu/bsf/securityhome.htm>. The CCSN “Clery Notice” is made available to anyone upon request. It is also distributed (directly) via Internet email to all current employees in October each year.

In accordance with the Office of the President, and pursuant to federal law: “Jeanne Clery Disclosure of Campus Security and Policy and campus Crime Statistics Act of 1998” all currently enrolled students, campus employees and all prospective students and prospective employees are entitled to request and receive a copy of the CCSN Annual Campus Security Report.

The Report contains crime statistics about certain specified crimes/incidents that have been reported to Campus Public Safety Authorities over the past three years and that have occurred either on-campus, in off-campus buildings or property owned or controlled by the College, or on public property adjacent to the campus.

The report also contains policies and practices pertaining to campus security, crime reporting, alcohol and drugs, victims’ assistance programs, student discipline, campus resources, community safety alerts, crime prevention, access to campus facilities as well as personal safety tips.

The report encourages the reporting of all crime occurrences. The report tells how and to whom to report crimes, especially sexual assault crimes.

The CCSN Clery Notice is printed and distributed via email, on numerous college department web pages posting, publication in various campus periodicals, to ensure campus-wide dissemination and to meet federal law mandates.

The College:

The Community College of Southern Nevada (CCSN) is a comprehensive educational institution within the Nevada System of Higher Education (NSHE). Founded in 1971, the College serves diverse audiences in Southern Nevada that has consistently been among the fastest growing community in the nation, through five educational areas: occupational training, university transfer preparation, workforce and economic development programs, developmental education, and counseling and guidance. CCSN serves the residents of Clark, Nye, Lincoln, and Esmeralda counties. Together, these counties cover over 42,000 square miles (an area roughly the size of the State of Virginia). CCSN operates the following operational campuses and Urban and Rural Learning Centers:

The Charleston Campus, at the corner of Torrey Pines Drive and West Charleston Boulevard, is an 80-acre Campus located approximately 6 miles (15 minutes) west of downtown Las Vegas.

The Cheyenne Campus, in the City of North Las Vegas, is located approximately 5 miles (ten minutes) northeast of downtown Las Vegas.

The Henderson Campus, on College Drive in Henderson, is located approximately 15 miles (25 minutes) southeast of downtown Las Vegas.

The Green Valley Center, at 1560 West Warm Springs Road in Henderson, Nevada. The Summerlin Center, is located at 333 South Pavilion Center Drive in Las Vegas.

The Nellis Center, at Nellis Air Force Base, 99th MSSQ/MSE in North Las Vegas.

The Western Center, is located off the 95 Expressway and Decatur Boulevard on the Campus of Western High School.

The A.D. Guy Center, is located at 817 N. "N" Street Las Vegas, Nevada.

The Sahara West Center, is located at 2409 Las Verdes Street in Las Vegas, Nevada.

The Boulder City Center, is located at 700 Wyoming Street Boulder City, Nevada.

The Moapa Valley Center, at the Moapa High School located at 2400 North Saint Joseph Street in Logandale, Nevada.

The Mesquite Center, is located at 50 South Arrowhead Lane, Suite A in Mesquite, Nevada.

The Lincoln County Center, is located at City Hall 100 Depot Avenue, Room 10 in Caliente, Nevada.

Neighborhood Learning Center at The Latin Chamber of Commerce, is located at 300 North 13th Street (corner of Stewart and 13th) in Las Vegas, Nevada. CCSN has a current day and evening enrollment of approximately 32,000 and employs 2,456 full and part-time faculty, professional staff and classified support staff.

The College provides a variety of personal support services to students to assist them in becoming more aware of their potential and in planning and achieving their educational goals. Students are provided counseling, academic advisement, assessment, career planning, job placement and financial assistance.

A Message from the Chief of Police

The CCSN Department of Public Safety and Police Services is responsible for providing security and protection services on campus.

We will continuously strive to enhance the quality of life on campus by working together with the public and within the framework of the constitution to enforce the laws, preserve the peace, reduce fear and provide for a safe and secure environment for everyone.

We believe in the dignity and worth of all people, and place the highest value on preserving human life by practicing the principles of community-oriented public safety service.

We are accountable and responsive to the community we serve and believe that the strength of our department lies in our officers. We encourage open and constructive dialogue between our officers and the campus community in order to inspire confidence and trust in our department and profession. We are committed to providing high-quality, community-oriented, sensitive public safety services.

The CCSN Department of Public Safety and Police Services: Offices

The CCSN Department of Public Safety and Police Services has offices located at each of the three main campuses and individual officers are posted at all of the Urban and Rural Learning Centers. The Department takes proactive measures to create and maintain a safe environment for all members of the college community and our guests. While our contract security officers are trained to be alert for anything that might breach campus safety and security, it is important that any irregularity noticed by you be reported immediately.

The CCSN Department of Public Safety and Police Services: Staff

The Department of Public Safety and Police Services consists of a Chief of Police, Deputy Chief, Operations Coordinator College Security Specialist, 3 Police Sergeants (and 3 vacancies), and seventy contract public safety officers. The Chief of the Department of Public Safety reports to the Vice President for Administrative Operations. The enforcement authority of the Department of Public Safety and its College Police Officers, as well as their working relationship with state and local police agencies, may be found Nevada Revised Statute 396.325. All college police officers are armed, have arrest powers, and are service-oriented law enforcement professionals trained to handle police and safety matters on campus.

All campus public safety officers are service-oriented security professionals trained to handle security and safety matters on campus. All members of the public safety department are trained in first aid and cardiopulmonary resuscitation (CPR). All public safety personnel carry a two-way radio, flash light, and are in distinctive uniforms.

These officers are non-sworn officers and do not have arrest powers above that of a private citizen. Contract public safety officers are deployed throughout the campus at stationary posts, in a campus security vehicle, bicycle patrol and on foot patrol. A public safety vehicle is used primarily for perimeter patrol. Officers work overlapping shift on the 7x3 and 3x11 tours. This type of deployment allows for optimum coverage during peak hours and also permits the officers to engage in community relations programs for public safety to better interact with students, faculty, staff and visitors.

The CCSN Department of Public Safety and Police Services has an excellent working relationship with other law enforcement authorities including The Las Vegas Metropolitan Police Department, The North Las Vegas

Police Department, The Henderson Police Department, The Nevada Highway Patrol, The Clark County School District Police, The Nye County Sheriff's Office, The Boulder City Police Department, The Mesquite Police Department, The Lincoln County Sheriff's Office, as well as federal agencies such as the FBI.

The CCSN Department of Public Safety and Police Services: 24-Hour Patrol Coverage

Public safety personnel staff the office, 24 hours a day, 365 days a year, including holidays. While on patrol, the officers are instructed to be alert for anything that might breach campus safety and security on the campus. It is important that any irregularity noticed by you be reported immediately.

NON-Emergency:(702) 651-5613
 Emergency:(702) 651-7911

Campus Security Policies and Crime Reporting Procedures:

We encourage all students, faculty, staff and visitors of the college to report actual or suspected criminal behavior or other emergencies that occur on campus to The Department of Public Safety and Police Services in a timely manner. To report a crime or emergency, call:

Charleston Campus(702) 651-5613
 Cheyenne Campus(702) 651-4055
 Henderson Campus(702) 651-3113

Site Operator/Main Number:

Western Center(702) 651-4800
 Summerlin Center(702) 651-4900
 Green Valley center(702) 651-2650
 Sahara West Center(702) 651-4449
 A.D. Guy Center(702) 651-4999
 Boulder City Center(702) 294-0188
 Moapa Valley Center(702) 398-7545
 Mesquite Center(702) 346-2461
 Lincoln County Center(702) 726-3870
 Neighborhood Learning Center(702) 651-4949

You may also call the CCSN Security and Public Safety Emergency Telephone Number: (702) 651-7911. This number is manned 24 hours a day by a trained contract security officer. You may also use the emergency Red and Yellow call boxes located throughout the campus.

If a person is unable or unwilling to make such a report they may make a report to any official at the college. The Department of Public Safety and Police Services will accept for investigation a report of a crime from any member of the college community.

In cases of off-campus criminal activity, the complainant is encouraged to report the incident to the proper law enforcement authorities. CCSN has always advocated prompt and accurate reporting of all crimes. Every report of a criminal incident received is recorded on a CCSN Campus Security Incident Report and assigned a sequential number for that reporting period. All crimes that are report-

ed are logged in the daily crime log and reports are filed with a unique identification number. This daily log contains the nature of the crime, date, time, general location, and disposition of the complaint. Also, crime information is exchanged between the College's Public Safety and Police Services Department and local police authorities. In compliance with the Student Right To Know "Clery Act" our crime reporting statistics are published annually and are available at The Department of Public Safety and Police Services Office, Student Information Center, and on our Department of Public Safety and Police Services website at: <http://www.ccsn.nevada.edu/bsf/Forms/CCSNCrimeStatistics2002.pdf>

To Whom Can Employees & Students Report Criminal Offenses For The Purposes Of Making Timely Warning Reports and Annual Statistical Disclosure?

The Department of Public Safety and Police Services strongly encourages employees and students to report all criminal offenses to a member of the Public Safety Service. You may report incidents in person at any of the Public Safety Offices. CCSN is committed to ensure that the rights and safety of every member of the college community are respected and that there exists a safe and secure environment conducive to the pursuit of educational objectives. Employees and students may also report criminal offenses to a college official who has significant responsibility for student and campus activities, including, but not limited to, student discipline, and campus judicial proceedings. Persons in these titles are usually referred to on campus as the Vice President of Student Services, Director of Student Activities, Director of Athletics, Coaches, or their Assistants, or the Director of Personnel.

Persons serving in these titles who receive a report of criminal activity must ensure that it is forwarded to the Department of Public Safety and Police Services or local police authorities. (It is strongly encouraged that reports be made immediately when ever possible to The Department of Public Safety and Police Services on campus for the purposes of making timely warning reports & annual statistical disclosure). The Department of Public Safety and Office of the Vice President for Student Services, encourages professional counselors to inform individuals they are counseling, of procedures to report crimes on a voluntary and confidential basis. This information would be used for inclusion in the annual disclosure of crime statistics, if and when reported and deemed necessary by the counselors. Inclusion will only be made after substantiated evidence of an actual occurrence can be proven. Confidentiality of the persons reporting crimes can only be extended within the scope of the investigation and the law.

Confidential Reporting Procedures:

If you are a victim of a crime and do not want to pursue action within the College system or the criminal justice system, you may still want to consider making a confidential report. In certain instances, a crime victim may be reluctant to file a report fearing the “process” and/or loss of his/her anonymity. In such circumstances, crime victims are still encouraged to make a confidential report to one of the designated campus public safety authorities. With your permission, the Chief of Police or a designee of the department can file a report on the details of the incident without revealing your identity. The purpose of a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. It also ensures that you receive important counseling and referral information. With such information, the college can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual crime statistics for the college.

Individuals can also call anonymously to leave tips that may assist the department in preventing or solving crimes or disorder problems on campus. Calling parties may leave their names if they want someone to contact them regarding their complaint. These reports can be made to the Chief of Police at (702) 651-5737. However, inclusion will only be made after substantiated evidence of an actual occurrence can be proven. NOTE: The confidentiality of the persons reporting crimes can only be extended within the scope of the investigation and the law.

You may also dial 911 from any public phone on the campus to contact the Police Department to report a crime.

The Department of Public Safety and Police Services, in cooperation with local law enforcement agencies, investigates all reported criminal activities.

Public Safety Incident Log:

The Department of Public Safety and Police Services maintains a “Public Safety Incident Log-Book”, which is available to the public during the normal hours of operation. The Public Safety

Incident Log Book contains information on all crimes and arrests, which occur on campus property and its geographical area of responsibility in accordance with federal laws.

No community can be totally risk-free. Crime takes place in our society and does not abate as one enters the confines of a college community. The Department of Public Safety and Police Services strongly recommends that you remain alert and aware of what is going on around you, and remain security conscious and involved. If you see or hear something suspicious, please report the situation immediately. Thefts and other violations do at times occur. However, all of us can reduce the risk by thinking about our personal safety and taking practical precautions.

Off-Campus Crime:

The Department of Public Safety and Police Services has an excellent working relationship with other law enforcement authorities and will provide the appropriate referral assistance as requested.

In cases of off-campus criminal activity, you are encouraged to report the incident to the proper law enforcement authorities.

Illegal Weapons:

In accordance with NRS 202.265, it is illegal to carry or possess a firearm on any NSHE property unless the owner has written permission from the College President.

No one within the college community, shall have in their control and possession a rifle, shotgun, firearm or any other dangerous instrument or material that can be used to inflict bodily harm on an individual or damage to a building or the grounds of a campus.

These items may include, but are not limited to; any firearm, deadly weapon, explosive device, fireworks, nunchakus, metal knuckles, shuriken, billy club, any other deadly weapon or prohibited knife, while on any the property owned or leased by the Community College of Southern Nevada.

Only sworn peace officers, pursuant to their official duties or as authorized in writing by the College President may have firearms in their possession. Violators will be prosecuted to the fullest extent of the law.

Public Safety Protection Services/ Escort Services:

To ensure additional safety after dark, the Department of Public Safety and Police Services provides uniformed escort service, to bus stop or vehicles, depending upon the availability of resources.

Students, faculty and staff who need this service should call the appropriate Public Safety Offices at their campus location:

| | |
|-------------------------|----------------|
| Charleston Campus | (702) 651-5613 |
| Cheyenne Campus | (702) 651-4055 |
| Henderson Campus | (702) 651-3113 |

We also recommend that you use the “buddy system”, organize groups and walk together to your destination.

These small measures can make a big difference in your personal safety.

Access to Facilities:

Access to campus buildings and grounds is a privilege extended to students, faculty, staff, and guests. The college encourages an open environment with limitations to assure adequate protection of all members of the college community.

The college is open Monday through Saturday, 6:30 A. M. to 10:30 P. M. At night and during times when the campus is officially closed, College buildings are locked.

Faculty, staff and students with proper authorization are permitted into the buildings. The general public can attend

cultural and recreational events on campus with access limited to the facilities in which the events are held. The college is closed on Sundays. The college has attempted to provide campus safety in and around the buildings by installing closed circuit television cameras and exterior lighting. Additionally, Public Safety personnel make regular patrols throughout the buildings and the college perimeter.

Authorization for use of campus grounds for assembly purposes must be obtained in advance from the Chief Campus Administrator.

As with any urban setting, everyone is encouraged to remain alert for potential problems and dangerous situations.

Security is everyone's responsibility. Your assistance is needed. CCSN does not have campus residences. The college facilities all have external locking devices. The facilities are locked whenever classes or events are not scheduled. The President or Vice President of the College must authorize access to the college during non-regular hours. Faculty and staff members are issued keys for their respective offices with the approval of the Department Head. Department of Public Safety and Police Services, facilities personnel and appropriate college administrators are the only persons issued keys for building entrances and exits.

Keys may not be loaned to other staff members or students. Public Safety personnel will confiscate any keys, which have not been specifically issued to a particular individual.

Unauthorized duplication and illegal possession of keys is a misdemeanor.

Off-Campus Officially Recognized Student Organizations:

There are no off-campus locations or student organizations officially recognized by CCSN, including organizations with off-campus housing facility.

Dormitory/Residential:

There are no residential or dormitory premises on the CCSN campus.

Maintenance of Campus Facilities:

Public Safety personnel and other college employees, routinely perform checks of lights on campus that need repair.

This information is submitted to the Facilities, Operations, Planning and Maintenance Division for maintenance and repair.

Public Safety personnel periodically take notice of shrubbery, doors, and locks that require maintenance and submit the information to the appropriate department.

ID Cards:

Every member of the college community is encouraged to carry a validated identification card while on campus.

Upon request of a Public Safety Officer or college official, the I.D. card must be presented. Refusal to present the I.D. card will result in denial of access to the campus. I.D.

cards are **NON-TRANSFERABLE** and may not be used by any other person, for any reason. The college will prosecute any unauthorized person who trespasses or loiters on college property. ID cards are required in order to pick up financial aid checks, borrow books from the school library and attend certain special events. Students, faculty and staff will need an ID card in order to gain access to buildings, or to gain access to offices when keys are forgotten. Student ID cards shall be validated and updated each semester. The Office of Student Government distributes ID cards at each of the main campuses.

Faculty & Staff:

In order to obtain an ID card newly hired faculty and staff must present a letter from the Human Resource Department stating that they are employed at the college. The Office of Student Government distributes ID cards at each of the main campuses.

Student ID:

Students must show a stamped Bursar's receipt in order to obtain their ID card.

Lost & Found:

Found property can be turned over to the nearest uniformed officer on duty or brought directly to the public safety office, inquiries about lost property should be made there. All lost articles will be kept for a period of at least 90 days depending on the value of the item. Useful articles of clothing left unclaimed will be donated to local charitable organizations.

Referral Services:

The Department of Public Safety and Police Services has an excellent working relationship with the local Police Departments, Las Vegas District Attorney's Office, the Criminal and Family Court systems, and various victim service agencies. If you are the victim of a crime on or off campus or if you need help in dealing with any aspect of the criminal justice system, the public safety office is available to refer you to the appropriate agency.

Crime Prevention Tips:

The Department of Public Safety and Police Services believes it is more beneficial to prevent crime than to react after the fact. All members of the college community are encouraged to take responsibility of his/her own security, and when possible assist other with their security needs. A primary vehicle for accomplishing this goal is the department's comprehensive crime prevention strategy. This strategy is based on a multi-layered approach that includes proactive area patrol of the campus and crime prevention education and training.

Crime Prevention/awareness programs begin with new student orientation presentations. Topics of discussion include the Student conduct code, academic dishonesty, sexual harassment, substance abuse, alcohol, and hate violence.

Additionally, the Community College of Southern Nevada Security Advisory Committee comprised of faculty, student, staff, administration and public safety representatives meet regularly throughout the year to ensure concerns, questions and recommendations are addressed. Public safety personnel are available to provide seminars on a host of topics: workplace violence, sexual awareness and responsibility, crime prevention/personal safety, domestic violence and acquaintance rape. The college makes every effort to advise and update students about public safety procedures and security conditions on campus. Some of the media utilized to notify and inform students are:

1. Safety and Campus Security Booklet for students, faculty, and staff.
2. Campus Security related articles published in the college newspaper.
3. Notices in the college bulletin, student newsletter, and college website.
4. Information Booth.

Communications:

The Department of Public Safety and Police Services is responsible for maintaining and investigating crimes and incidents on campus and will provide timely reports to the campus community of crimes that concern public safety. The statistics are provided for the most recent 3-year period. The public safety report is updated annually and is provided to all students, employees and applicants for admission.

Timely Warnings Notice To The College Community:

CCSN will make every effort to provide a safe and secure environment for everyone. In the event a serious crime occurs on the campus or notification by the local police department, the Department of Public Safety and Police Services will provide the college community with a timely notice (within 24-48 hours of the reported incident and subject to the availability of accurate information) via college-wide mailing, e-mail, and posting throughout the campus. The same protocol will be followed for emergency situations. The circumstances of any particular situation coupled with a police department's evaluation of the situation/threat potential will dictate the need, breath and manner for the issuance of a Timely Warning Notice. The notice will provide information about the incident and crime prevention/safety information.

The alert process typically entails a combination of 1) electronic mail postings, and 2) physical posting of bulletins at designated campus facilities. The identity of all victims will be kept confidential within the scope of the law and/or investigation.

Your safety on campus is vitally important. The key to a safe and secure environment is cooperation. By working together, students, faculty and staff members can learn more about safety awareness. By taking responsibility, we can all help each other. Information regarding campus

security and personal safety including topics such as crime prevention, public safety, peace officer authority, crime reporting policies, crime statistics, for the most recent three year period and disciplinary procedures is available from the Chief of Police.

Fire Prevention and Safety:

Fire prevention is the shared responsibility of all members of the college community. We work closely with the State Fire Marshal and Fire Departments to provide fire prevention information to the college community.

Awareness is probably the best weapon in maintaining a safe, fire-free environment. You should take the following precautions to protect yourself and others while on campus.

1. Report any conditions, which create a fire hazard (trash in the corridors or stairwells, missing fire extinguishers, blocked floor exits or stairwells, etc.) to the Campus Public Safety Office.
2. Know where the fire extinguishers are located. CCSN staff, have been trained to operate fire extinguishers.
3. Know the location of the fire alarms and how to activate them.
4. Know where the nearest fire exit is. Also, be prepared to use an alternate exit if necessary. Plan how you would escape in case of a fire.
5. Know the location of the fire stairwells.
6. Treat fire drills as real emergencies. Remember, practice becomes routine, which expedites evacuation, prevents confusion and minimizes panic.
7. During fire drills or a real fire, follow the instructions of security and public safety personnel. Faculty and staff who want to volunteer as fire wardens can do so by contacting the Department of Public Safety and Police Services.
8. **NEVER USE AN ELEVATOR WHEN A FIRE ALARM IS ACTIVATED TO EVACUATE THE BUILDING.**

IF YOU DISCOVER A FIRE:

Any person who discovers a fire, smoke or an unusual amount of heat should do the following:

1. Pull the nearest Fire Alarm pull station on the floor.
2. Notify those in the immediate area of the danger.
3. Assist in removing any disabled person from the immediate area.
4. Notify the Department of Public Safety and Police Services.
5. Follow instructions given by campus public safety personnel.

False Alarms:

The malicious activation of Fire Alarm pull station is a violation of the law and is prohibited. They create a mood of apathy that results in a failure to react to actual fires.

The local Fire Departments can issue fines of \$500 per incident to an individual who maliciously or intentionally causes a false alarm. Additionally; no smoking is permitted inside any CCSN building. Faculty members should inform their students of this regulation and The Department of Public Safety should be notified if violations of the smoking regulations are observed.

Safety Hints:

CCSN is proud of its campus safety and security record. The Department of Public Safety and Police Services recommends the use of these simple common sense rules.

1. Walking on/off Campus

If possible avoid walking alone. Walk in well-lit areas, DO NOT take short cuts. When walking to your vehicle, have your keys ready in your hand. Do not carry large sums of money, conspicuous jewelry or other valuables. Keep purses tucked closely under your arm.

2. In the Office

If you are working alone during off-hours, keep your doors locked. Inform the public safety office where you are working so that our patrol officers can give that area special attention.

3. In the Classroom

Avoid studying or being alone in inactive areas such as empty classrooms or stairwells.

Theft Prevention:

In the Office

- Handbags quite often are left unattended in the bottom desk drawer, a situation which thieves are well aware. Secure your handbag at all times.
- Retrieve keys from persons no longer affiliated with your office.
- Do not leave keys lying around. Report lost keys to the Public Safety Office immediately.
- Lock your door when leaving the office unattended.
- Small items such as calculators, radios and tape recorders should be locked up when not in use.
- Portable office equipment such as staplers, electronic pencil sharpeners, calculators, computer software, etc. should be permanently marked with name of the department and room number to which they belong (call the CCSN Purchasing/Receiving Department or Public Safety Office for items that require marking with an electric engraver).
- Report all suspicious persons immediately to the Public Safety Office.

In the Classroom

- Never leave handbag or briefcase unattended.
- When taking a break, secure your valuables or take them with you.

In Parking Lots

- Park in well lit areas.
- Always lock your car and take your keys.
- Always set any alarms or security locks.
- Remove car radio if possible.
- Avoid leaving any packages or valuables in open view inside auto.

Drugs and Alcohol:

It is the policy of CCSN that any action or situation, which recklessly or intentionally endangers mental or physical health or involves the forced consumption of liquor or drugs for the purpose of initiation or affiliation with any organization, is prohibited. CCSN is a drug and alcohol free campus, except in cases of educational purposes authorized by the college.

Consumption of liquor or drugs for the purpose of initiation or affiliation with any organization is prohibited.

CCSN is a drug and alcohol free campus, except in cases of educational purposes authorized by the college.

The unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs or other controlled substance by the students or employees on the university/college premises or as part of any university/college activities is prohibited. Employees of the university must also notify the college personnel director of any criminal drug statute conviction for a violation occurring in the work place not later than (5) days after such conviction.

The unlawful possession, use or distribution of alcohol by students or employees on university/college premises or as part of any university/college activities is prohibited. The legal age for drinking alcohol in the State of Nevada is 21, and state law deals harshly with underage drinking. It is also against the law in the State of Nevada to sell or give alcohol to anyone under the age of 21.

The possession or use of illegal drugs is a crime in the State of Nevada. Anyone found in possession of or using such drugs on college property will be severely dealt with and will face criminal charges.

Counselors:

Counselors are available in The Counseling Department.

They provide a comprehensive package of activities and professional services (including crisis intervention) that will assist students to achieve academic, personal and career development and aid in student retention and success.

Students may refer themselves for personal counseling. All discussions are confidential. A counselor is also an important college resource of information about agencies and services in the local community. The professional Counselors, when appropriate, will inform persons of any procedures for reporting crimes on a voluntary, confidential basis for the inclusion in the annual disclosure of crime statistics.

They can be contacted at:

Cheyenne Campus:.....(702) 651-4049

Charleston Campus:(702) 651-5670

Henderson Campus:(702) 651-3165

Missing Persons and Violent Crimes:

It is the policy of The CCSN Department of Public Safety and Police Services to accept all reports of missing persons without delay. The reporting party should be the spouse, family member, close friend, or roommate. Investigative priority will be given to investigating missing persons over the handling of property crimes.

Any case involving a missing person, violent crime, suspected foul play or someone who may be “at-risk” poses unique challenges. The need to employ sophisticated investigative resources required to properly investigate certain crimes will dictate who will have operational responsibilities and investigative authority. In these cases, consideration shall be given to asking the local police agency for assistance.

In cases that involve a missing adult student, the department shall consider notification of the person’s parent(s) or guardian. In cases involving a missing juvenile student, the parents(s) or guardian of the student shall be notified, as soon as practical to do so.

Sexual Harassment:

It is the policy of the CCSN to prohibit sexual harassment of employees and students. It is a violation of policy for any member of the college community to engage in sexual harassment. It is a violation of policy for any member of the college community to take action against an individual for reporting sexual harassment. This policy is related to and is in conformity with the equal employment opportunity policy of the university to recruit, employ, retain and promote employees without regard to sex, age, race, creed, disability or sexual orientation. To file a sexual harassment report you may call: (702) 651-5926. A prompt investigation of allegations will be made on a confidential basis to ascertain the veracity of complaints, and appropriate corrective action will be taken. Sexual harassment is a crime.

Training in sexual harassment issues is required for all supervisors and managers. Training is available for all campus employees and can be scheduled by calling the Human Resources at 651-5800.

Sexual Assault Information:

The circumstances surrounding sexual assaults on college campuses are often quite different from those that occur elsewhere. Many of the incidents occur under circumstances commonly referred to a DATE RAPE. Date rape is a sexual assault against a person that is committed by someone the victim knows. The perpetrator may be someone the victim knows well and who may have previously been in his or her company. Because of this familiarity, the victim often fails to see the incident as a serious crime and may, in fact, place some of the blame for the incident upon herself or himself.

Date rape in college surroundings quite often follows the use of alcohol or other drugs by the victim and the perpetrator.

Very often, the victims find that they have been placed in a vulnerable position by trying to make new acquaintances or fit in with a new crowd. All students should remember

that date rape is another name for a very serious crime. Every person is an individual and should be able to assert his or her wishes in a relationship. Self-awareness and good common sense are your best weapons against date rape. Trust your instincts, and be firm in saying what you like and don’t like, a forceful “NO” may help dissuade a date rapist.

Applicable Laws & Penalties Related to Sexual Assault Crimes: NRS 200.366

Rape:

When a person engages in sexual intercourse with another that is incapable of consent because of age or other factors or by forcible compulsion.

Sodomy:

When a person engages in deviant sexual intercourse with another who is incapable of consent because of age or other factors or by forcible compulsion.

Sexual Abuse:

When a person subjects another person to sexual contact without their consent.

Penalties:

A person who commits a sexual assault is guilty of a category “A Felony” and shall be punished when substantial bodily harm to the victim:

1. Life without the possibility of parole;
2. Life with the possibility of parole, when a minimum of 15 years has been served;
3. A definite term of 40 years with eligibility of parole beginning when a minimum of 15 years has been served.

If You Are The Victim of Sexual Assault: Get Help

If you are a victim of sexual assault, go to a safe place immediately. If the incident occurred on campus, contact the CCSN Department of Public Safety and Police Services at: (702) 651-7911 or 911. Officers from the department will assist you in seeking medical care or you may contact the 24-hour Rape Crisis Hotline at: (702) 385-2153.

The Department of Public Safety and Police Services has formulated guidelines to be followed when dealing with reports of sexual assault. The primary objective of these guidelines is to provide all possible assistance to the victim, apprehend the perpetrator and maintain the confidentiality of the victim.

These guidelines are as follows:

1. If you are the victim of sexual assault, we will not pre-judge you or your actions. Victims are not responsible for the actions of others. We will meet with you privately and you may be accompanied by a personal advocate. If requested, a female officer will assist you. Notify The Department of Public Safety and Police Services at (702) 651-7911 or 911 immediately. We will assist you in obtaining emergency medical treatment, police assistance or counseling if necessary.

2. We will treat your case with courtesy, sensitivity and understanding and we will not release your name to the public or the press.
3. We will discuss and explain the criminal justice process and you will be kept informed as to the progress of the investigation, which may include the arrest and prosecution of the offender.
4. You are encouraged to receive immediate medical attention. This is important to alleviate fears of sexually transmitted disease and pregnancy. It will also aid in the collecting and preserving of evidence that can be later used in prosecution. Do not wash, douche or remove clothing worn at the time of the attack before you seek medical attention. This evidence is critical for future criminal prosecution.
5. When calm, make note of the events involving the attack. Inform the Police of these details.
6. It may be necessary to seek the services of a counselor. College counselors are equipped to assist victims immediately and make referrals to community agencies. To speak to a counselor, you may call:

| | |
|------------------------------|----------|
| Cheyenne Campus | 651-4049 |
| West Charleston Campus | 651-5670 |
| Henderson Campus | 651-3165 |
7. Whenever a report of sexual assault is received, the Chief of Police or his designee will be notified immediately.

As with all other reports of incidents taken on campus, the public safety officer taking the report will obtain as much information as possible about the circumstances of the incident.

Unlike other reports, the identity of the victim will be kept confidential. The name, address and other identifying information will not be included on the incident report.

If a student is found guilty of violating university rules, she/he shall be subjected to the following range of sanctions defined in the Chapter 6 of the NSHE Rules and Regulations for the Maintenance of Public Order: admonition, warning, censure, disciplinary probation, restitution, suspension, expulsion, ejection and/or arrest by the civil authorities.

Campus Disciplinary Procedure:

If a student, faculty, or staff member is accused of sexual assault, or other sexual offenses, the college will bring disciplinary charges against the individual involved. The accuser and the accused are entitled to the same opportunities to have others present during the campus disciplinary proceeding brought about by an allegation of sexual assault.

The Student Code of Conduct governs the disciplinary procedure as outlined in Chapter 6 of the NSHE of the university by-laws (copies may be obtained at the Office of the Chief of Police). Students found guilty of sexual assault may face sanctions including suspension and expulsion for the college.

College Support Services On-Campus:

The college is committed to offering educational and support services. Victims of sexual assault are encouraged to seek the assistance of the professional counselors on staff.

These counselors are equipped to immediately assist victims and make referrals to community agencies/programs where appropriate. The counseling professionals will also do all they can to assist victims of sexual assault including help in changing academic and life situations if requested by the victim, and if these changes are reasonably available.

You may also contact the 24-hour Rape Crisis Hotline at: (702) 385-2153.

Crime Codes and Definitions:

In Compliance with the federal law and in an effort to promote the personal safety of the college community, the following information has been prepared for campus review. This report focuses on the federal requirements under the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." CCSN must produce and distribute an annual report containing crime statistics and statements of security policy.

The following categories of crime for the campus, certain non-campus properties and certain public property areas that have been reported to the Department of Public Safety and Police Services, local police agencies and other campus officials with significant responsibility for students and campus activities, must be disclosed for the most recent 3 years. The following definitions are to be used for reporting the crimes listed in 34 CFR sec. 668.46 (previously 668.47) in accordance with the Federal Bureau of Investigation's Uniform Crime Reporting Program. The definitions for murder, robbery, aggravated assault, burglary, motor vehicle theft, weapon law violations, drug abuse violations and liquor law violations are excerpted from the Uniform Crime Reporting Handbook.

The definitions of forcible and nonforcible sex offenses are excerpted from the National Incident-Based Reporting System Edition of the Uniform Crime Reporting Handbook.

Crime Definitions from the Uniform Crime Reporting Handbook

Arson, Homicide (Murder and Non-negligent manslaughter, negligent manslaughter), sex offenses (forcible and nonforcible), robbery, aggravated assault, burglary, motor vehicle theft.

1. Arson

Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

2. Homicide

- Manslaughter by Negligence- The killing of another person through gross negligence.
- Murder and Non-negligent Manslaughter- The willful (non-negligent) killing of one human being by another.

3. Sex Offenses - Forcible

Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.

- Forcible Rape - The carnal knowledge of person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity, or because of his/her youth.
- Forcible Sodomy - Oral or anal sexual intercourse with another person, forcibly and/or against that person's will; or not forcibly against the person's will where the victim's incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Sexual Assault with an object - The use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental or physical incapacity.
- Forcible Fondling - The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will; or, not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or because of his/her temporary or permanent mental incapacity.

Sex Offenses - Non-Forcible

Unlawful, non-forcible sexual intercourse.

- Incest - Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- Statutory Rape - Non-forcible sexual intercourse with a person who is under the statutory age of consent.

4. Robbery

The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.

5. Aggravated Assault

An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by means likely to produce death or great bodily harm. (It is not necessary that injury resulting from an aggravated assault when a gun, knife, or other weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.)

6. Burglary

The unlawful entry of a structure to commit a felony or a theft. For reporting purposes this definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.

7. Motor Vehicle Theft

The theft or attempted theft of a motor vehicle. (Classify as motor vehicle theft all cases where automobiles are taken by persons not having lawful access even though the vehicles are later abandoned – including joyriding.)

The law also requires that colleges and universities provide statistics for the following categories of arrest or referrals for campus disciplinary action (if an arrest was not made): Liquor law violation, drug law violation and illegal weapons possession.

I Weapon Law Violations

The violation of laws or ordinances dealing with weapon offenses, regulatory in nature, such as: manufacture, sale, or possession of deadly weapons; carrying deadly weapons, concealed or openly; furnishing deadly weapons to minors; aliens possessing deadly weapons; and all attempts to commit any of the aforementioned.

II Drug Abuse Violations

Violations of State and local laws relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs. The relevant substances include, but not limited to: opium or cocaine; synthetic narcotics (Demerol, methadone); and dangerous non-narcotic drugs (barbiturates, Benzedrine).

III Liquor Law Violations

The violation of laws or ordinances prohibiting: the manufacture, sale, transporting, furnishing, possessing of intoxicating liquor; maintaining an unlawful drinking place; bootlegging; operating a still; furnishing liquor to a minor or intemperate person; using a vehicle for illegal transportation of liquor; drinking on a train or public conveyance; and all attempts to commit any of the aforementioned.

(Drunkenness and driving under the influence are not included in this definition.)

Hate Crimes:

Must also be reported by category of prejudice based on the following: Race, gender, religion, sexual orientation, ethnicity or disability.

For the purpose of reporting the statistics with respect to the crime statistics that must be compiled in accordance under the categories of: On Campus, Non-Campus Building or Property; Public Property; and Dormitory/residential.

I On-campus:

- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution's educational purposes, including residence halls; and

- Property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).

II On-campus building or property:

- Any building or property owned or controlled by an institution of higher education within the same reasonably contiguous geographic area of the institution and used by the institution in direct support of, or in a manner related to, the institution’s educational purposes, including residence halls; and property within the same reasonably contiguous geographic area of the institution that is owned by the institution but controlled by another person, is used by students, and supports institutional purposes (such as a food or other retail vendor).direct support of, or in relation, to the institution’s educational purposes, is used by students, and is not

III Public property:

- Means all public property that is within the same reasonably contiguous geographic area of the institution, such as a sidewalk, a street, other thoroughfare, or parking facility, and is adjacent to a facility owned or controlled by the institution or the facility is used by the institution in direct support of, or in a manner related to the institution’s educational purposes.
- For the purpose of paragraph “I” above, CCSN defines On-campus its reasonably contiguous geographic area of the institution as: the public pedestrian area adjacent to any of our main campuses and Urban and Rural Learning Centers.

Policies For Preparing the Annual Disclosure of Crime Statistics

As required by federal law, CCSN’s yearly crime statistics for this report are compiled on a calendar-year basis in accordance with the definitions of crimes provided by the FBI for use in the Uniform Crime Reporting (UCR) system.

These statistics include the previous 3 years (2003, 2004, and 2005) concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by CCSN; and on public property within, or immediately adjacent to and accessible from, the campus. In addition, these statistics are gathered from reported crimes to the public safety office/officers, crimes reported to other campus officials with significant responsibility for student and campus activities as well as those crimes reported to the local police agencies. These statistics also include persons referred for campus disciplinary action for categories required under the Clery Act including liquor law violations, drug law violations and illegal weapons possession.

The charts that follow for 2003, 2004, and 2005 are reflective of the changes mandated by federal law for compiling this report.

CRIME AWARENESS, CAMPUS SECURITY AND CRIME REPORTING

In compliance with the Campus Security Act of 1990, the following information is a result of reviewing valid incidents at CCSN. These categories must be reported and distributed to current students and employees.

**Crime Statistics
January 1, 2003 to December 31, 2003:**

| Category | Incidents |
|---|-----------|
| Criminal Homicide | |
| Murder & Non-negligent Manslaughter | 0 |
| Negligent Manslaughter | 0 |
| Sex Offenses | |
| Forcible Sex Offenses | 0 |
| Non-forcible Sex Offenses | 0 |
| Robbery | 2 |
| Aggravated Assault | 1 |
| Burglary | 32 |
| Motor Vehicle Theft | 30 |
| Arson | 0 |
| Hate Crimes | 0 |
| Liquor Law Violations | |
| Arrest | 1 |
| Referred for Disciplinary Action | 0 |
| Drug Law Violations | |
| Arrest | 0 |
| Referred for Disciplinary Action | 0 |
| Illegal Weapons Possession | |
| Arrest | 1 |
| Referred for Disciplinary Action | 0 |

**Crime Statistics
January 1, 2004 to December 31, 2004:**

| Category | Incidents |
|---|-----------|
| Criminal Homicide | |
| Murder & Non-negligent Manslaughter | 0 |
| Negligent Manslaughter | 0 |
| Sex Offenses | |
| Forcible Sex Offenses | 0 |
| Non-forcible Sex Offenses | 0 |
| Robbery | 0 |
| Aggravated Assault | 0 |
| Burglary | 19 |
| Motor Vehicle Theft..... | 26 |
| Arson | 3 |
| Hate Crimes | 0 |
| Liquor Law Violations | |
| Arrest | 0 |
| Referred for Disciplinary Action | 0 |
| Drug Law Violations | |
| Arrest | 0 |
| Referred for Disciplinary Action | 0 |
| Illegal Weapons Possession | |
| Arrest | 0 |
| Referred for Disciplinary Action | 3 |

Crime Statistics
January 1, 2005 to December 31, 2005:

| Category | Incidents |
|---|-----------|
| Criminal Homicide | |
| Murder & Non-negligent Manslaughter | 0 |
| Negligent Manslaughter | 0 |
| Sex Offenses | |
| Forcible Sex Offenses | 0 |
| Non-forcible Sex Offenses | 0 |
| Robbery | 0 |
| Aggravated Assault | 0 |
| Burglary | 53 |
| Motor Vehicle Theft | 18 |
| Arson | 1 |
| Hate Crimes | 0 |
| Liquor Law Violations | |
| Arrest | 0 |
| Referred for Disciplinary Action | 0 |
| Drug Law Violations | |
| Arrest | 1 |
| Referred for Disciplinary Action | 0 |
| Illegal Weapons Possession | |
| Arrest | 1 |
| Referred for Disciplinary Action | 0 |

SEXUAL HARASSMENT POLICY

A. Sexual Harassment is Illegal Under Federal and State Law.

Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, and to discipline those responsible in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

B. Policy Applicability and Sanctions

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

This policy is not intended to and does not infringe upon academic freedom in teaching or research as established in the NSHE Code, Ch. 2.

C. Training

All employees shall be given a copy of this policy and each institution's Human Resources Office shall maintain documentation that each employee received the policy. New employees shall be given a copy of this policy at the time of hire and each institution's Human Resources Office shall maintain documentation that each new employee received the policy.

Each institution shall include this policy and complaint procedure in its general catalog.

Each institution shall have an on-going sexual harassment training program for employees.

D. Sexual Harassment Defined

Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic status;
2. submission to or rejection of the conduct is used as a basis for academic or employment decisions or evaluations, or permission to participate in an activity; or
3. the conduct has the purpose or effect of substantially interfering with an individual's academic or work performance, or of creating an intimidating, hostile or offensive environment in which to work or learn.

Sexual harassment may take many forms—subtle and indirect, or blatant and overt. For example,

- It may occur between individuals of the opposite sex or of the same sex.
- It may occur between students, between peers and/or co-workers, or between individuals in an unequal power relationship.
- It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect of causing an individual to change behavior or work performance.
- It may consist of repeated actions or may even arise from a single incident if sufficiently severe.
- It may also rise to the level of a criminal offense, such as battery or sexual assault.

Determining what constitutes sexual harassment under this policy will be accomplished on a case by case basis and depends upon the specific facts and the context in which the conduct occurs. Some conduct may be inappropriate, unprofessional, and/or subject to disciplinary action, but would not fall under the definition of sexual harassment. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include disciplinary processes as stated above.

Examples of unwelcome conduct of a sexual nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

- physical assault;
- sexually explicit statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
- unnecessary touching, patting, hugging, or brushing against a person's body or other inappropriate touching of an individual's body;
- remarks of a sexual nature about a person's clothing or body;
- use of electronic mail or computer dissemination of sexually oriented, sex-based communications;
- sexual advances, whether or not they involve physical touching;
- requests for sexual favors in exchange for actual or promised job or educational benefits, such as favorable reviews, salary increases, promotions, increased benefits, continued employment, grades, favorable assignments, letters of recommendation;
- displaying sexually suggestive objects, pictures, magazines, cartoons, or screen savers;
- inquiries, remarks, or discussions about an individual's sexual experiences or activities and other written or oral references to sexual conduct.

Even one incident, if it is sufficiently serious, may constitute sexual harassment. One incident, however, does not usually constitute sexual harassment.

E. Procedure

The Chancellor and each president shall designate no fewer than two administrators to receive complaints of alleged sexual harassment. The administrators designated to receive the complaints may include the following: (1) the Human Resources Officer at the institution; (2) the Affirmative Action Program Officer; or (3) any other officer designated by the president. If the Human Resources Officer or the Affirmative Action Program Officer or another officer designated by the president, is not the individual who initially receives the complaint of alleged sexual harassment, then the individual receiving the complaint must immediately forward the complaint to either the Human Resources Officer or the Affirmative Action Program Officer.

An individual filing a complaint of alleged sexual harassment shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Human Resources Officer or the Affirmative Action Program Officer, or by their designee. It shall be the choice of the individual filing the complaint to utilize or not utilize the independent advisor. The independent advisor may be brought into the process at any time at the request of the alleged victim. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

Supervisors' Responsibilities: Every supervisor has responsibility to take reasonable steps intended to prevent acts of sexual harassment, which include, but are not limited to:

- Monitoring the work and school environment for signs that harassment may be occurring;
- Refraining from participation in, or encouragement of actions that could be perceived as harassment (verbal or otherwise);
- Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and
- Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of harassment, pending investigation.

If a supervisor receives a complaint of alleged sexual harassment, or observes or becomes aware of conduct that may constitute sexual harassment, the supervisor must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken.

Failure to take the above action to prevent the occurrence of or stop known harassment may be grounds for disciplinary action.

Complaints of sexual harassment must be filed within 180 calendar days after the discovery of the alleged act of sexual harassment with the supervisor, department chair, dean, or one of the administrators listed above and/or designated by the president to receive complaints of alleged sexual harassment. Complaints of prohibited conduct, including sexual harassment, filed with an institution's administrative officer pursuant to NSHE Code Chapter 6, Section 6.8.1, are not subject to this 180-day filing requirement.

1. Employees.

- a. An employee who believes that he or she has been subjected to sexual harassment by anyone is encouraged—but it is neither necessary nor required—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the employee for rejecting the conduct.
- b. The employee may also choose to file a complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed above.
- c. If the employee feels uncomfortable about discussing the incident with the immediate supervisor, the employee should feel free to bypass the supervisor and file a complaint with one of the other listed officials or with any other supervisor.
- d. After receiving any employee's complaint of an incident of alleged sexual harassment, whether or not the complaint is in writing, the supervisor will

immediately contact any of the individuals listed above to forward the complaint, to discuss it and/or to report the action taken. The supervisor has a responsibility to act even if the individuals involved are not supervised by that supervisor.

2. Students

- a. A student who believes that he or she has been subjected to sexual harassment by anyone is encouraged—but it is neither necessary nor required—to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A person who receives such a request must immediately comply with it and must not retaliate against the student for rejecting the conduct.
- b. The student may also choose to file a complaint with his or her major department chair, who will in turn immediately contact one of the officials listed above.
- c. If the student feels uncomfortable about discussing the incident with the department chair, the student should feel free to bypass the chair and file a complaint with one of the above officials or to any chair or dean, who will in turn immediately contact one of the officials listed above to forward the complaint, whether or not the complaint is in writing, to discuss it and/or to report the action taken. The chair or dean has a responsibility to act even if the individuals are not supervised by that chair or dean.

3. Non-Employees and Non-Students

Individuals who are neither NSHE employees nor NSHE students and who believe they have been subjected to sexual harassment by a NSHE employee during the employee's work hours or by a NSHE student on campus or at a NSHE-sponsored event may utilize any of the complaint processes set forth above in this section.

4. Investigation and Resolution

- a. After receiving a complaint of the incident or behavior, an investigation by one of the above listed officials will be initiated to gather information about the incident. Each institution may set guidelines for the manner in which an investigation shall be conducted.
- b. At the completion of the investigation, a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.
- c. After the recommendation has been made, a determination will be made by appropriate management regarding the resolution of the matter. If warranted, disciplinary action up to and including involuntary termination or expulsion will be taken. Any such disciplinary action shall be taken in accordance with NSHE Code Chapter 6, or, in the case of classified employees, NAC Chapter 284. Other appropriate actions will be taken to correct prob-

lems, if any, caused by or contributing to the conduct. If proceedings are initiated under Chapter 6, the investigation conducted pursuant to this policy may be used as the Chapter 6 investigation. The administrative officer, in his or her discretion, may also supplement the sexual harassment investigation with additional investigation.

- d. After the appropriate management has made a determination regarding the resolution of the matter, and depending on the circumstances, both parties may be informed of the resolution. Certain actions made confidential under NSHE Code Chapters 5 and 6 or NAC Chapter 284 shall remain confidential.

F. Prompt Attention

Complaints of sexual harassment are taken seriously and will be dealt with promptly. Where sexual harassment is found to have occurred, the NSHE institution or unit where it occurred will act to stop the harassment, to prevent its recurrence, and to discipline those responsible.

G. Confidentiality

The NSHE recognizes that confidentiality is important. However, confidentiality cannot be guaranteed. The administrators, faculty or staff responsible for implementing this policy will respect the privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible and will maintain confidentiality to the extent possible. Examples of situations where confidentiality cannot be maintained include, but are not limited to, necessary disclosures during an investigation, circumstances where the NSHE is required by law to disclose information (such as in response to legal process), or when an individual is in harm's way.

H. Retaliation

Retaliation against an individual who in good faith complains of alleged sexual harassment or provides information in an investigation about behavior that may violate this policy is against the law, will not be tolerated, and may be grounds for discipline. Retaliation in violation of this policy may result in discipline up to and including termination and/or expulsion. Any employee or student bringing a sexual harassment complaint or assisting in the investigation of such a complaint will not be adversely affected in terms and conditions of employment and/or academic standing, nor discriminated against, terminated, or expelled because of the complaint. Intentionally providing false information is also grounds for discipline.

"Retaliation" may include, but is not limited to, such conduct as:

- the denial of adequate personnel to perform duties;
- frequent replacement of members of the staff;
- frequent and undesirable changes in the location of an office;
- the refusal to assign meaningful work;
- unwarranted disciplinary action;
- unfair work performance evaluations;

- a reduction in pay;
- the denial of a promotion;
- a dismissal;
- a transfer;
- frequent changes in working hours or workdays;
- an unfair grade;
- an unfavorable reference letter.

I. Relationship to Freedom of Expression

The NSHE is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental rights and this policy is not intended to stifle teaching methods or freedom of expression. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of institutions, the tradition of intellectual freedom and the trust placed in the institutions by their members. (Board of Regents Handbook, Title 4, Chapter 8, Section 13)

STUDENT RIGHT TO KNOW

The Student Right to Know and Campus Security Act requires that CCSN comply with provisions and updates on the graduation rate and/or persistence rate of all fall first time, first year degree seeking or certificate seeking undergraduate students. This information is listed below:

| COHORT GROUP | FULL-TIME | PART-TIME | TOTAL |
|--------------------------|------------|-------------|-------------|
| FALL 2002 | | | |
| Female | 411 55% | 1063 60% | 1474 58% |
| Male | 341 45% | 719 40% | 1060 42% |
| Total | 752 | 1782 | 2534 |
| African American | 106 14% | 269 15% | 375 15% |
| American Indian | 14 2% | 18 1% | 32 1% |
| Asian | 101 13% | 175 10% | 276 11% |
| Caucasian | 393 52% | 936 53% | 1329 52% |
| Hawaiian/Pac Isl | 6 1% | 25 1% | 31 1% |
| Hispanic | 107 14% | 306 17% | 413 16% |
| Non-res Alien | 0 0% | 0 0% | 0 0% |
| Other | 25 3% | 53 3% | 78 3% |
| Total | 752 | 1782 | 2534 |
| FALL 2002 in 2003 | | | |
| Returning: | 56% | 37% | 43% |
| Female | 251 59% | 423 64% | 674 62% |
| Male | 171 41% | 240 36% | 411 38% |
| Total | 422 | 663 | 1085 |
| African American | 40 9% | 85 13% | 125 12% |
| American Indian | 7 2% | 5 1% | 12 1% |
| Asian | 71 17% | 80 12% | 151 14% |
| Caucasian | 221 52% | 350 53% | 571 53% |
| Hawaiian/Pac Isl | 2 0% | 13 2% | 15 1% |
| Hispanic | 67 16% | 112 17% | 179 16% |
| Non-res Alien | 0 0% | 0 0% | 0 0% |
| Other | 14 3% | 18 3% | 32 3% |
| Total | 422 | 663 | 1085 |
| FALL 2002 in 2004 | | | |
| Returning: | 37% | 25% | 28% |
| Female | 162 58% | 284 65% | 446 62% |
| Male | 115 42% | 154 35% | 269 38% |
| Total | 277 | 438 | 715 |
| African American | 31 11% | 60 14% | 91 13% |
| American Indian | 3 1% | 5 1% | 8 1% |
| Asian | 46 17% | 50 11% | 96 13% |
| Caucasian | 136 49% | 213 49% | 349 49% |
| Hawaiian/Pac Isl | 1 0% | 9 2% | 10 1% |
| Hispanic | 51 18% | 87 20% | 138 19% |
| Non-res Alien | 0 0% | 0 0% | 0 0% |
| Other | 9 3% | 14 3% | 23 3% |
| Total | 277 | 438 | 715 |

| COHORT GROUP | FULL-TIME | PART-TIME | TOTAL |
|--------------------------|------------|---------------------|------------|
| FALL 2002 in 2005 | | | |
| Returning: | 22% | 19% | 20% |
| Female | 99 59% | 213 64% | 312 62% |
| Male | 70 41% | 118 36% | 188 38% |
| Total | 169 | 331 | 500 |
| African American | 17 10% | 43 13% | 60 12% |
| American Indian | 3 2% | 4 1% | 7 1% |
| Asian | 27 16% | 35 11% | 62 12% |
| Caucasian | 85 50% | 172 52% | 257 51% |
| Hawaiian/Pac Isl | 1 1% | 9 3% | 10 2% |
| Hispanic | 31 18% | 60 18% | 91 18% |
| Non-res Alien | 0 0% | 0 0% | 0 0% |
| Other | 5 3% | 8 2% | 13 3% |
| Total | 169 | 331 | 500 |
| Graduates: | 97 | Pct of Cohort: 8.9% | |

| COHORT GROUP | FULL-TIME | PART-TIME | TOTAL |
|------------------|------------|-------------|-------------|
| FALL 2003 | | | |
| Female | 347 58% | 807 61% | 1154 60% |
| Male | 252 42% | 508 39% | 760 40% |
| Total | 599 | 1315 | 1914 |
| African American | 92 15% | 215 16% | 307 16% |
| American Indian | 10 2% | 23 2% | 33 2% |
| Asian | 65 11% | 99 8% | 164 9% |
| Caucasian | 281 47% | 615 47% | 896 47% |
| Hawaiian/Pac Isl | 6 1% | 20 2% | 26 1% |
| Hispanic | 98 16% | 252 19% | 350 18% |
| Non-res Alien | 0 0% | 0 0% | 0 0% |
| Other | 47 8% | 91 7% | 138 7% |
| Total | 599 | 1315 | 1914 |

| COHORT GROUP | FULL-TIME | PART-TIME | TOTAL |
|--------------------------|------------|------------|------------|
| FALL 2003 in 2004 | | | |
| Returning: | 53% | 31% | 38% |
| Female | 195 61% | 264 64% | 459 63% |
| Male | 125 39% | 150 36% | 275 37% |
| Total | 320 | 414 | 734 |
| African American | 36 11% | 52 13% | 88 12% |
| American Indian | 4 1% | 7 2% | 11 1% |
| Asian | 42 13% | 34 8% | 76 10% |
| Caucasian | 147 46% | 203 49% | 350 48% |
| Hawaiian/Pac Isl | 2 1% | 5 1% | 7 1% |
| Hispanic | 60 19% | 80 19% | 140 19% |
| Non-res Alien | 0 0% | 0 0% | 0 0% |
| Other | 29 9% | 33 8% | 62 8% |
| Total | 320 | 414 | 734 |

| COHORT GROUP | FULL-TIME | PART-TIME | TOTAL |
|--------------------------|------------|---------------------|------------|
| FALL 2003 in 2005 | | | |
| Returning: | 32% | 23% | 26% |
| Female | 118 61% | 191 64% | 309 63% |
| Male | 76 39% | 109 36% | 185 37% |
| Total | 194 | 300 | 494 |
| African American | 21 11% | 42 14% | 63 13% |
| American Indian | 1 1% | 2 1% | 3 1% |
| Asian | 27 14% | 22 7% | 49 10% |
| Caucasian | 87 45% | 145 48% | 232 47% |
| Hawaiian/Pac Isl | 1 1% | 5 2% | 6 1% |
| Hispanic | 35 18% | 60 20% | 95 19% |
| Non-res Alien | 0 0% | 0 0% | 0 0% |
| Other | 22 11% | 24 8% | 46 9% |
| Total | 194 | 300 | 494 |
| Graduates: | 18 | Pct of Cohort: 2.5% | |

| COHORT GROUP | FULL-TIME | PART-TIME | TOTAL |
|------------------|-------------|-------------|-------------|
| FALL 2004 | | | |
| Female | 675 58% | 1364 60% | 2039 60% |
| Male | 485 42% | 898 40% | 1383 40% |
| Total | 1160 | 2262 | 3422 |
| African American | 118 10% | 320 14% | 438 13% |
| American Indian | 12 1% | 15 1% | 27 1% |
| Asian | 257 22% | 204 9% | 461 13% |
| Caucasian | 532 46% | 1110 49% | 1642 48% |
| Hawaiian/Pac Isl | 34 3% | 54 2% | 88 3% |
| Hispanic | 176 15% | 465 21% | 641 19% |
| Non-res Alien | 0 0% | 0 0% | 0 0% |
| Other | 31 3% | 94 4% | 125 4% |
| Total | 1160 | 2262 | 3422 |

| COHORT GROUP | FULL-TIME | | PART-TIME | | TOTAL | |
|--------------------------|-------------|-----|-------------|-----|-------------|---------------------|
| FALL 2004 in 2005 | | | | | | |
| Returning: | | 60% | | 34% | | 43% |
| Female | 427 | 61% | 474 | 62% | 901 | 62% |
| Male | 269 | 39% | 285 | 38% | 554 | 38% |
| Total | 696 | | 759 | | 1455 | |
| African American | 49 | 7% | 82 | 11% | 131 | 9% |
| American Indian | 6 | 1% | 7 | 1% | 13 | 1% |
| Asian | 193 | 28% | 77 | 10% | 270 | 19% |
| Caucasian | 298 | 43% | 368 | 48% | 666 | 46% |
| Hawaiian/Pac Isl | 19 | 3% | 18 | 2% | 37 | 3% |
| Hispanic | 111 | 16% | 179 | 24% | 290 | 20% |
| Non-res Alien | 0 | 0% | 0 | 0% | 0 | 0% |
| Other | 20 | 3% | 28 | 4% | 48 | 3% |
| Total | 696 | | 759 | | 1455 | |
| Graduates: | 7 | | | | | Pct of Cohort: 0.2% |
| FALL 2005 | | | | | | |
| Female | 702 | 58% | 1274 | 62% | 1976 | 60% |
| Male | 504 | 42% | 789 | 38% | 1293 | 40% |
| Total | 1206 | | 2063 | | 3269 | |
| African American | 131 | 11% | 335 | 16% | 466 | 14% |
| American Indian | 11 | 1% | 35 | 2% | 46 | 1% |
| Asian | 258 | 21% | 161 | 8% | 419 | 13% |
| Caucasian | 478 | 40% | 873 | 42% | 1351 | 41% |
| Hawaiian/Pac Isl | 27 | 2% | 65 | 3% | 92 | 3% |
| Hispanic | 242 | 20% | 451 | 22% | 693 | 21% |
| Non-res Alien | 0 | 0% | 0 | 0% | 0 | 0% |
| Other | 59 | 5% | 143 | 7% | 202 | 6% |
| Total | 1206 | | 2063 | | 3269 | |