

POLICIES INFORMATION

Student's Right to Know

In compliance with the Department of Education's Student Right-to-Know Act, all colleges and universities receiving Title IV funds are required to report various points of information to students, employees and prospective students.

The Student Right-to-Know Act requires an institution that participates in any federal student financial assistance program to disclose information about graduation or completion rates to current and prospective students. The current document (<https://ncta.unl.edu/student-rights-and-responsibilities/>) can be found on the website.

The following data is provided to fulfill the General Disclosure requirements relating to completion of graduation. Collection of data began in 1990 and is current through 2016. The Completion or Graduation Rate in 2019 for students who entered the Nebraska College of Technical Agriculture in 2012, on a full-time basis, was 64%.

Clery Act

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (commonly known as the Clery Act) is federal legislation designed to provide students, prospective students, and the public with uniform information from universities throughout the country on criminal problems and police and security issues. This brochure meets all reporting requirements as set forth in the Clery Act. Criminal statistics (<https://ncta.unl.edu/campus-life/annual-campus-and-security-reportjean-clery-report/>) are updated by October 1 of each year.

Crime Awareness and Campus Security Act of 1990

Campus security and safety is an important factor of postsecondary education. The Crime Awareness and Campus Security Act of 1990 is a federal law that requires colleges and universities to disclose information about campus crime and security policies. Colleges and universities that are eligible to receive Title IV funding must publish an annual report (<https://ncta.unl.edu/campus-life/annual-campus-and-security-reportjean-clery-report/>) by October 1. The report must contain three years of crime statistics in various categories.

Student's Rights and Responsibilities

In all cases, the Nebraska College of Technical Agriculture is included as part of the University of Nebraska and is under the control of the Board of Regents of the University of Nebraska.

Equal Educational Opportunity

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

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

Statement of Responsibility

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

Publicity of Rules Affecting Students

NCTA shall publicize and keep current all rules, regulations and policies concerning students and ensure that they are readily available to all students and other interested persons. (BOR Bylaws, Section 5.2)

Admissions and Continued Enrollment Criteria

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

Academic Evaluation

The faculty members determine the character of the courses, which includes the content, instructional and grading procedures. Students shall be informed of the requirements, standards, objectives and evaluation procedures at the beginning of each individual course. Instructors should be available on a regular basis for consultation with students. Each student shall be given an unbiased evaluation of his/her performance and the specified grading procedure during the progress of the course, if requested. A student has the right to ask for clarification of the basis for his/her grade.

NCTA shall provide a faculty-student appeals committee for students who believe that evaluation of their academic progress has been prejudiced or capricious. Such procedure shall provide for changing of a student's evaluation upon the committee's finding that an academic evaluation by a member of the faculty has been improper. The procedure for this process is described under "Grade Appeals". (BOR Bylaws, Section 5.3)

Course Evaluation

Students can contribute significantly to the evaluation of instruction. The faculty has the obligation to solicit student evaluation of its educational efforts and to make changes in accordance with its best judgment. To assist the faculty in the task of providing the best possible education, NCTA has a standing procedure through which students have an opportunity to report their perceptions of courses and the methods by which they are being taught. This procedure, however, shall protect members of the faculty from capricious and uninformed judgments. (BOR Bylaws, Section 5.3)

Statements on Student Learning and Improvement - Philosophy of Student Learning Assessment

The Nebraska College of Technical Agriculture believes that the college can influence how well and how much students learn. As an institution of higher learning, the mission of the Nebraska College of Technical Agriculture "is dedicated to the development of innovative individuals for the agriculture industry and related science."

Academic assessment provides systemic, routine processes that allow the faculty and students to determine the degree that students are achieving the stated student learning outcomes. The following questions guide the assessment process.

1. How are students learning?
2. Are our students learning?
3. How much are students learning?
4. To what extent are students learning?

Student Records: Including Family Educational Rights & Privacy Act Annual Notice to Students

The Nebraska College of Technical Agriculture complies fully with the Family Educational Rights and Privacy Act of 1974, as amended. This Act was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act.

Kind of Information Maintained

Academic, behavioral, and "public directory" information is maintained on all enrolled students. Grade transcripts and files of graduates and withdrawn students are kept in the Registrar's Office.

Normal Access to Files

Access of non-public or non-directory information is granted to faculty and support staff personnel only for purposes related to their educational function and/or job responsibilities. Any access other than to the student or as mentioned above, is allowed only by written consent of the student.

When a student provides written consent for release of information to another college, business, or agency, the university office or department complying with the request will notify the college, business, or agency involved that it may not pass on the information obtained to the third party without the further consent of the student.

NCTA reserves the right to deny copies of records, including transcripts, not required to be made available by FERPA in any of the following situations:

- The student has unpaid financial obligations to the College.
- There is an unresolved disciplinary action against the student.
- The education record requested is an exam or set of standardized test questions. (An exam or standardized test which is not directly related to a student is not an educational record subject to FERPA's

access provisions.) Students who wish to gain access to their files should contact the Registrar's Office.

How to Obtain NCTA Transcripts

Official Transcripts: Submit your transcript request(s) (<https://ncta.unl.edu/academics/transcript-request/>) online. The cost of an official transcript is \$5 per transcript. Payment is made with a credit or debit card as part of the transcript request process.

Unofficial Transcripts: Log into your MyNCTA portal at <https://myncta.nebraska.edu>, then select the "Academics" tab, then "Unofficial Transcript". Click on the "Transcript Type" dropdown and choose NCTA Unofficial Transcript, then "View Report" (blue button). From there you can print the unofficial transcript.

Student transcripts and records are maintained in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Any release of non-directory student information to anyone but the students must be authorized, in writing, by the student.

Challenge Procedures

Students who wish to challenge the accuracy of any document contained within a cumulative file should contact the director of the office which maintains that file. The director will hear the student's reasons for the challenge and attempt to informally resolve or arbitrate any contested points or issues. If an informal disposition cannot be made, the student has the right to a hearing before an impartial board duly established for such purpose. Students desiring a hearing should contact the appropriate director to:

1. Request a hearing,
2. Establish a hearing date, and
3. Obtain copies of the hearing board's rules or procedures.

Public Directory Information

The University of Nebraska/NCTA defines the following student information as public directory information.

- Student's name
- Year at NCTA
- Dates of attendance
- Major field of study
- Enrollment status (full-time, part-time)
- Participation in officially recognized activities and sports
- Degrees, honors and awards received
- Most recent educational agency or institution attended

Students are advised that information other than public or directory information may be released in emergency or life-threatening situations.

Directory information will be available to the public upon request and may be included in student directories published electronically and in hard copy.

Nondiscrimination Policy

The University of Nebraska-Nebraska College of Technical Agriculture (NCTA) is committed to creating a work and learning environment free from discrimination and harassment. NCTA is dedicated to creating an environment where everyone feels valued, respected and included. NCTA does not discriminate on the basis of race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability,

age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. NCTA complies with all local, state and federal laws prohibiting discrimination, including Title IX, which prohibits discrimination on the basis of sex.

Students on each campus of the University of Nebraska shall be admitted and (shall) enjoy the programs and privileges of the University without regard to individual characteristics other than qualifications for admission, academic performance, and conduct in accordance with University policies and rules and law as applicable to student conduct.

This policy (<https://nebraska.edu/nondiscrimination/>) is enforced by the Nebraska College of Technical Agriculture in regards to the federal laws under Title IX of the Educational Amendment of 1972, Title VI of the Civil Rights Act of 1964, and section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with these statutes may be directed to the Affirmative Action Office, c/o Office of the Chancellor, 308 Administration Building, University of Nebraska–Lincoln, telephone: 402-472-3417 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington D.C.

The following persons have been designated to handle inquiries regarding non-discrimination policies:

Title IX or Discrimination Inquiries:

NCTA is dedicated to the prevention of sexual discrimination, sexual harassment and sexual misconduct, and providing a safe campus for its employees and students. If you have any concerns contact:

Meagan Counley
mcounley2@unl.edu

Asst Director & Title IX Coordinator

University of Nebraska–Lincoln
Institutional Equity and Compliance
Lincoln, NE

Disability or Discrimination Inquiries:

Kevin Martin, ADA/504 Compliance Coordinator; 404 E. 7th; Curtis, NE; (308) 367-5217; kmartin4@unl.edu

Student Discrimination Grievance Procedures. Any student with a grievance regarding discrimination on the NCTA campus by campus personnel should present the grievance to the Student Services Office. If the grievance is not resolved, it will be forwarded to the NCTA Title IX Committee for review. The Title IX Committee will conduct a complete investigation and recommend appropriate actions to be taken to the administration for NCTA.

American Disabilities Act. Qualified persons entering the NCTA campus, should come to the north side of the Agricultural Education Center. We encourage you to call 308-367-5217 in advance to assure personal help is available on arrival.

Tobacco Free Campus and NCTA Clean Air Policy

NCTA abides by the University of Nebraska's Tobacco Free Campus Policy (<https://bf.unl.edu/policies/tobacco-free-campus-policy/>).

University Of Nebraska Harassment Policy

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

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

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing.
2. Submission to, or rejection of, such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individuals, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance or creating an intimidating, hostile, or offensive working/academic environment.

Questions about the filing of a grievance are to be directed to:

Office of the Associate Dean
Room 27 Ag Hall
404 East 7th Street
Curtis, NE 69025
Phone: 308-367-5200

Equal Opportunity Policy

It is the policy of the University of Nebraska and the Nebraska College of Technical Agriculture, Curtis, Nebraska not to discriminate based on race, color, ethnicity, national origin, sex, pregnancy, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, marital status, and/or political affiliation in its programs, activities, or employment. This policy is enforced by federal law under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Section 504 of the Rehabilitation Act of 1973. Inquiries regarding compliance with these statutes may be directed:

Title IX/Discrimination/Conduct

Jennifer McConville
Associate Dean
404 E. 7th
Curtis, NE 69025
308-367-5259

Student Disability or 504 Inquiries:

Kevin Martin
ADA/504 Compliance Coordinator
404 E. 7th
Curtis, NE 69025
308-367-5217

Employee Disability or Discrimination Inquiries:

Nancy Re, SPHR, SHRM-SCP
nre2@unl.edu
Senior HR Specialist
University of Nebraska – Lincoln, Institute of Agriculture and Natural Resources

University of Nebraska-Lincoln Office for Equity

Access and Diversity Programs
128 Administration Building
Lincoln, NE 68588

Telephone (402) 472-3417 or to the Director of the Civil Rights, Department of Health, Education and Welfare, Washington, D.C. All course offerings listed in this publication are contingent on approval of budget and adequate enrollment. The Nebraska College of Technical Agriculture reserves the right to change the information and regulations included in this catalog.

Insurance

NCTA strives to provide a safe environment for its students, however, due to the inherent dangers associated with agriculture, students are encouraged to obtain adequate health and life insurance while attending NCTA.

Faculty/Staff Resources

Parking Services

Employees and students parking on the NCTA campus must purchase a parking permit annually every August with the start of the school year by completing the vehicle registration form.

Students with permits are allowed to park in the student designated parking areas only, not in the faculty/staff or employee parking areas. Faculty/Staff/Employee parking areas require a permit, which is different from the student permits.

A permit is required for each vehicle parked on campus (if you have 2 vehicles, you will need 2 permits).

Parking permits are the property of the University of Nebraska – NCTA and are issued to a specific individual. Ownership is not transferable. By obtaining a parking permit, the permit holder agrees to become familiar with and abide by the rules and regulations.

Please remove any previous year's permits. Vehicles will be ticketed without a valid parking permit.

Parking violations are issued, if you park in an undesignated area. Parking fines are \$25.00 payable in the Facilities Office in Ag Hall #22.

Upon receiving a violation, you have 15 days to pay. If the violation is not paid in 15 days, a hold is placed on the student's MyNCTA account. Holds prevent a student from registering for classes and/or checking out at the end of a semester. A hold can also prevent a student from participating in extra-curricular activities. You have 5 days to appeal the violation in writing to NCTA Parking Services (Facilities Office) with justification for overturning the violation. Within five days of your written appeal the NCTA Parking Services will send you a letter as to why or why not your appeal was granted. Please include the citation number on all correspondence.

In accordance with UNL-NCTA Parking Services policy, the following reasons are considered as frivolous and not valid as a basis for appeal:

- Lack of knowledge of the regulations, for example, new to campus or have not reviewed regulations;
- Other vehicles were parked improperly;
- Only parked illegally for a short period of time;
- Stated failure of parking officer to ticket previously for similar offenses;
- Late to class or appointment;
- Inability to pay the amount of the fine;
- No other place to park.

Permit holders are urged to protect their permits from theft by locking their vehicles. If a permit is lost or stolen, you are required to report the loss to the NCTA Facilities Office, in person, immediately. At that time a free temporary permit will be issued for two weeks. If the permit is not located within those two weeks, you will be required to purchase a new permit at the current price of the permit. If the original permit is recovered, the replacement fee will be refunded. The use of any unauthorized, stolen, counterfeit, altered, or reproduced permit will result in confiscation of the permit, revocation of parking privileges for one calendar year, a fine and a report filed with the NCTA Dean.