We the Student Government Association are dedicated to each and every student. We are honored to be the voice of the students. We, as leaders, strive to enhance your college experience by providing opportunities for involvement and academic success in and out of the classroom.
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Plus satellite facilities in over a dozen communities in the 86,514 square mile service area.
GBC is committed to providing a place of work and learning free of discrimination on the basis of a person’s age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race or religion and that equal opportunity and access to facilities shall be available to all.*

It is the NSHE/GBC policy to fully comply with the nondiscrimination provision of all federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

*NSHE/GBC – Board of Regents’ Handbook, Title 4, Chapter 8, Section 13
Revised 8/2014

STUDENT RIGHTS AND RESPONSIBILITIES

Students have the right to:

- Receive automatic fulfillment of lower-division general education requirements at the universities, state college, and community colleges that offer select baccalaureate degrees upon completion of an Associate of Arts, Associate of Science, or an Associate of Business degree from an NSHE community college.
- Access information from the community colleges, state college, and universities about their transfer admission requirements, including documents required for admission, housing, and information about the institution’s costs, financial aid, and student services.
- Access information about the transfer of specific courses, credit hours, grades, and degree requirements. This includes information about transferring courses with grades below a “C,” courses students may have repeated, and credit previously granted by examination.
- Access and receive admission and transfer-related decisions in writing (electronic or paper) specifically:
  - Acceptance by the community colleges (limited access programs only), state college, and the universities.
  - Evaluation of courses and credits accepted for transfer credit and their course equivalencies, if applicable.
  - Outline of transfer courses and requirements which the transferred courses or credits will satisfy for the degree or program sought.
  - Analysis of the number of semester credits required to complete a degree in the chosen major program of study.
  - The NSHE institution’s appeals process for transfer-related decisions.
- Appeal any NSHE institution’s transfer-related decision. The appeal process will be developed and maintained by each NSHE institution and published on the institutions’ website.
- Elect to graduate under the course catalog graduation requirements under any of the following options, provided that the course catalog at the time of graduation is not more than ten years old:
The course catalog of the year of enrollment in a baccalaureate level course/program at an NSHE community college (valid transfer contract may be required).

The course catalog of the year of transfer into a baccalaureate level program at the universities, state college, or community colleges that offer select baccalaureate degrees.

The course catalog of the year of graduation from an NSHE institution.

**Warning:** Changing majors may result in a change to the course catalog and graduation requirements. As a result, the time required for degree completion may increase.

**Notice:** Students have all the above rights and any others as summarized in the Summary of Board of Regents Transfer Policies. The summary can be accessed at the NSHE website. Paper copies of this document are available upon request at the institution’s admission office.

**Student Right-to-Know**

Great Basin College is pleased to provide the following information regarding our institution’s graduation/completion rate. The information is provided in compliance with the Higher Education Act of 1965, as amended. The rates reflect the graduation and completion status of students who enrolled during Fall of 2005 and were seeking an Associate Degree, Bachelor's Degree, or Certificate of Completion, and for whom 150% of the normal time-to-completion has elapsed.

During the fall semester of 2005, 210 first-time, full-time, Certificate, Associate degree-seeking, or Bachelor degree seeking undergraduate students entered Great Basin College. Out of this cohort, 23% of these students have graduated from our institution or completed their programs and 23% have transferred to other higher education institutions.

While reviewing this information please bear in mind:

- Graduation rates are based on attendance that equates to 150% of the degree or certificate program.
- Graduation rates do not include students who left the school to serve in the armed forces, or official church missions, or in the foreign service of the federal government. Students who died or were totally and permanently disabled are also excluded.

Questions related to this report should be directed to Julie Byrnes, 775.753.2271.

**Students have the responsibility to:**

- Understand the transfer policies and procedures of the institution they are considering for transfer. Students should seek information from the institution they are transferring to regarding core curriculum, prerequisites, major program requirements, degree requirements, admissions, financial aid, scholarships, housing, deadlines, restrictions, and other transfer-related criteria.
- Complete all materials required for application and submit the application on or before the published deadlines.
- Research how courses are applicable to degree and major requirements.
- Understand that if they change their major, not all courses taken will necessarily apply to their new major.
- Plan ahead and realize that appointments with advisors are necessary.
- Understand that after a break in their enrollment, status as an admitted student may be affected.
NSHE institutions have the responsibility to:

- Make transfer-related policies and procedures available on their websites.
- Make answers to frequently asked questions about transfer issues accessible for students and provide opportunities for appropriate follow-up appointments to students.
- Provide information on the approximate costs of attending the institution, including tuition, books and supplies, housing, and other related fees.
- Relay admission and transfer-related decisions to students in writing (electronic or paper), including information about the student’s appeal rights.
- Establish and make available upon request internal appeals processes to review transfer-related issues and decisions.
- Engage in continuous, authentic dialogue among NSHE institutions about transfer-related issues with the purpose of solving the challenges before they negatively impact students.

GBC Cares — A Guide to Engaged Learning

- **Civility** — have respect for others: students, faculty, staff, and the campus community: Be respectful, polite, and considerate in any classroom, live or digital.
- **Active** — embrace the active process of learning. To maintain a class environment that is conducive to learning: Be diligent, engaged, and committed.
- **Responsibilities** — you are accountable for your actions, work, words, and behavior. Courteous behavior and responses are expected: Be honorable, conscientious, truthful, and dependable.
- **Excellence** — in the classroom, optimizes an atmosphere of teaching and learning. Classroom discussion is meant for everyone’s viewpoint to be expressed on the topic at hand. All students should be afforded the courtesy and opportunity to be heard: Be exceptional.
- **Success** — successful college students embrace all of the educational experience and welcome diversity and different ideas: Embrace challenges.

At GBC, students are expected to assist in maintaining a class environment that is conducive to learning. It is required that students conduct themselves in a manner that does not disrupt the teaching or learning atmosphere. All classroom participants have the responsibility to maintain classroom discussions that are civil and not disruptive by being courteous and using respectful language. This courteous behavior continues on beyond the classroom to any online class discussion site or WebCampus course or Interactive Video (IAV).

Be an engaged learner and encourage your fellow students to do so as well.
DISCLOSURE OF STUDENT EDUCATION RECORDS AND DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student educational records of both current and former students. Each NSHE institution is required to comply fully with the law. The Act makes a distinction between a student’s education record and information classified as directory information. FERPA gives parents certain rights with respect to their children’s education records. These rights transfer solely to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are defined as “eligible students” in the Act.

**Education Records.** Institutions must have written permission from the parent or eligible student in order to release any personally identifiable information from a student’s education record. However, under certain conditions FERPA allows institutions to disclose those records, without consent, to the following parties or under the following conditions:

- School official with legitimate educational interest which may include a person employed by the college in an administrative, supervisory, academic or research, or support staff position (including security personnel)
- Authorized representative which may include contractors, consultants, volunteers, and other outside parties used to conduct institutional services or functions for which the institution would otherwise use its own employees.
- A student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
- Specified officials for audit or evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the institution
- Accrediting organizations
- In compliance with a judicial order or lawfully issued subpoena, provided, the college makes a reasonable attempt to notify the student of the order or subpoena in advance of compliance, except if commanded not to do so in a subpoena, if the subpoena has been issued for a law enforcement purpose or by a federal grand jury.
- Appropriate officials in cases of health and safety emergencies
- State and local authorities, within a juvenile justice system, pursuant to specific state law.
- To the director of admissions and registrar and/or appropriate officials of another school or school system in which the student intends to enroll.
- To parents of a student whose status as a dependent has been established according to the Internal Revenue Code of 1954, Section 152.
- To an alleged victim of any crime of violence the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime.

**Directory Information.** Under the provisions of FERPA, institutions may disclose, without consent, directory information to individuals upon request. Each NSHE institution must set a definition for its directory information, which may be more restrictive than provided in FERPA. Directory information is defined in the Act as information contained in an education record of a current or former student which would not generally be considered harmful or an invasion of privacy if disclosed. The Act defines such information as including, but not limited to: name; address;
telephone number; email address; date and place of birth; major field of study; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; dates of graduation; degrees and awards received; undergraduate or graduate status; enrollment status (full-time or part-time); and most recent previous educational agency or institution attended.

If you sign and return this form, GBC will be unable to: automatically place your name in publications such as Dean’s Lists or graduation programs; confirm graduation and dates of attendance to potential employers; verify enrollment with organizations such as insurance companies; provide your name for invitations to join organizations such as national honor societies or the alumni association, and so on. In cases such as these, you would need to give specific signed approval each time an exception was made.

GBC may use directory information to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided to GBC affiliates (e.g., NSHE System, Board of Regents, National Student Clearing House), honor societies, or other individuals for purposes deemed beneficial to students. In all instances, GBC exercises informed discretion in responding to any requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. Student directory information for current and former students cannot be sold or rented for a fee by a NSHE institution.
DISCLOSURE OF STUDENT RECORDS OPT OUT FORM

You may request that GBC not release directory information about you for commercial and/or non-commercial purposes.

If, after due consideration, you wish to restrict the release of this information, please check one of the boxes below indicating your authorization, sign and date the form, and return it to the GBC Admissions and Records Office in Elko, or to GBC branch campuses in Ely and Winnemucca, Satellite Center Battle Mountain, or Pahrump. **Students shall be permitted until the end of the first six weeks of the fall or spring semester to submit a written request for non-disclosure of directory information.** The deadline shall be published in the academic calendar of each institution.

- □ Remove my name from directory information for commercial purposes. Commercial purposes would include organizations that provide services such as health insurance or tuition payment plans, verification of enrollment for health insurance, degree verification for employment, invitations to join academic organizations, or the alumni association. These organizations provide students with information, services, and benefits.

- □ Remove my name from directory information for non-commercial purposes. Non-commercial purposes would include purposes such as publication in honors and graduation programs, invitations to apply for specialized scholarships, or invitations to attend specialized activities or workshops.

- □ Remove my name from directory information for both commercial and non-commercial purposes.

- □ I previously asked to remove my directory information for one or both of the purposes listed above, and now wish to allow release of my directory information.

Student Signature __________________________________________________________

Print Name __________________________

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TITLE IX NOTICE OF NON-DISCRIMINATION

Title IX of the Education Amendments Act of 1972 prohibits sex discrimination in federally-assisted programs. Specifically, the law reads: “No person in the United States shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

The Nevada System of Higher Education (NSHE)/Great Basin College (GBC) are committed to providing a place of work and learning free of discrimination on the basis of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, NSHE/GBC will take action to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

Although it is the application of Title IX to athletics that has gained the greatest public visibility, the law applies to every single aspect of education, including course offerings, counseling (advising) and counseling (advising) materials, financial assistance, student health and insurance benefits and/or other services, housing, marital and parental status of students, physical education and athletics, education programs and activities sponsored by the institution, and employment.

Grievance procedures are clearly defined and available to all students and employees. In keeping with the policy of Great Basin College against unlawful discrimination all inquiries and complaints of alleged discrimination should be directed to the following Title IX Coordinator (Primary Officer).

Questions regarding the compliance with Equal Opportunity Law should be referred to one of the following:

Lynn M. Mahlberg
Title IX Coordinator
Great Basin College
1500 College Parkway
Elko, NV 89801
775.753.2282
lynn.mahlberg@gbcnv.edu

U.S. Department of Education Office for Civil Rights
50 United Nations Plaza, Room 239
San Francisco, CA 94102

NSHE and its member institutions do not discriminate on the basis of sex in their education programs and activities; Title IX of the Education Amendments Act of 1972 is a federal law that states at 20 U.S.C. §1681(a):

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”
The Chancellor and each President shall designate an administrator to serve as the Title IX Coordinator, whose duties shall include overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

Inquiries concerning the application of Title IX may be referred to each member institution’s Title IX Coordinator or the Office for Civil Rights of the United States Department of Education. Each member institution shall include on its website and in its general catalog, its Title IX Coordinator’s name, office address, telephone number, and email address.

A. NSHE Non-Discrimination Policy


The Nevada System of Higher Education (NSHE)/Great Basin College (GBC) are committed to providing a place of work and learning free of discrimination on the basis of a person’s age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion. Where discrimination is found to have occurred, the NSHE will act to stop the discrimination, to prevent its recurrence, to remedy its effects, and to discipline those responsible.

No employee or student, either in the workplace or in the academic environment, should be subject to discrimination.

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

All students, faculty, staff, and other members of the campus community are subject to this policy. Students, faculty, or staff 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 students, any applicable student code of conduct) or, in the case of classified employees, the Nevada Administrative Code. Other lesser sanctions may be imposed, depending on the circumstances. Complaints may also be filed against visitors, consultants, independent contractors, service providers and outside vendors whose conduct violates this policy, with a possible sanction of limiting access to institution facilities and other measures to protect the campus community.
2. Non-discrimination Policy and Sexual Harassment Training.

a. Non-discrimination Policy.
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 provide this policy to its students at least annually and may do so electronically.

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

Each institution shall have an ongoing non-discrimination training program and shall designate a person or office to be responsible for such training.

b. Sexual Harassment Training.
Within 6 months after an employee is initially appointed to NSHE, the employee shall receive training regarding the prevention of sexual harassment. At least once every 2 years after the appointment, an employee shall receive training concerning the prevention of sexual harassment.


It is illegal to discriminate in any aspect of employment or education, such as:
• hiring and firing;
• compensation, assignment, or classification of employees;
• transfer, promotion, layoff, or recall;
• job advertisements;
• recruitment;
• testing;
• grading;
• acceptance or participation in an academic program or school activity;
• use of employer’s facilities;
• training programs;
• fringe benefits;
• pay, retirement plans, and disability accommodation or leave; or
• other terms and conditions of employment.

Determining what constitutes discrimination 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 discrimination. The specific action taken, if any, in a particular instance depends on the nature and gravity of the conduct reported, and may include non-discrimination related disciplinary processes as stated above.

Discriminatory practices also include:
• discrimination on the basis of a person’s age, disability (including service-connected disabilities), gender (including pregnancy related conditions),
military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion;
• retaliation against an individual for filing a charge of discrimination, participating in an investigation, or opposing discriminatory practices;
• employment or education decisions based on stereotypes or assumptions about the abilities, traits or performance of individuals of a certain age, disability (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion; and
• conduct that 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.

This behavior is unacceptable in the work place and the academic environment. Even one incident, if it is sufficiently serious, may constitute discrimination. One incident, however, does not necessarily constitute discrimination.

B. Policy Against Sexual Harassment

1. Sexual Harassment is Illegal Under Federal and State Law.
The Nevada System of Higher Education (NSHE) is committed to providing a place of work and learning free of sexual harassment, including sexual violence. Where sexual harassment is found to have occurred, the NSHE will act to stop the harassment, to prevent its recurrence, to remedy its effects, and to discipline those responsible in accordance with the NSHE Code, in the case of students, any applicable student code of conduct, or in the case of classified employees, the Nevada Administrative Code. Sexual harassment, including sexual violence, 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.

2. 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 applicable Student Code of Conduct) or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed, depending on the circumstances.

3. Training, Employees and Students.
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 a record that each new employee received the policy.
Each institution shall provide this policy to its students at least annually and may do so electronically.

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

Each institution shall have an on-going sexual harassment prevention and awareness campaign and training program for employees and students.

4. Sexual Harassment Defined.
Under this policy, unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature constitute sexual harassment when:

a. Educational Environment:
   1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status (“quid pro quo”);
   2. Conduct that is sufficiently severe, persistent or pervasive so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities or opportunities offered by the institution (“hostile environment”).

b. Workplace Environment:
   1. 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 (“quid pro quo”); or
   2. Conduct that is sufficiently severe, persistent or pervasive so as to create a work environment that a reasonable person would consider intimidating, hostile or abusive, and which may or may not interfere with the employee’s job performance (“hostile environment”).

Sexual Violence is a severe form of sexual harassment, and refers to physical sexual acts or attempted sexual acts perpetrated against a person’s will or where a person is incapable of giving consent, including but not limited to rape, sexual assault, sexual battery, sexual coercion or similar acts in violation of state or federal law.

a. Sexual Harassment Examples. 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 (such as by a supervisor with regard to a supervised employee or an instructor regarding a current student).
   - 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 violence.
• Sexual violence is a physical act perpetrated against a person’s will or where a person is incapable of giving consent due to the victim’s use of drugs or alcohol or other factors which demonstrate a lack of consent or inability to give consent. An individual also may be unable to give consent due to an intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion.

Determining what constitutes sexual harassment under this policy is dependent 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 or gender related nature that may constitute sexual harassment may, but do not necessarily, include, and are not limited to:

Rape, sexual assault, sexual battery, sexual coercion or other sexual violence;
Sexually explicit or gender related statements, comments, questions, jokes, innuendoes, anecdotes, or gestures;
Other than customary handshakes, uninvited touching, patting, hugging, or purposeful 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 necessarily constitute sexual harassment.

b. Sexual Assault.
Sexual Assault means a person subjects another person to sexual penetration, or who forces another person to make a sexual penetration on himself or herself or another, or on a beast, against the will of the victim or under conditions in which the perpetrator knows or should know that the victim is mentally or physically incapable of resisting or understanding the nature of his or her conduct.
c. Dating Violence.
Dating Violence is an act committed by a person who is or has been in a “dating relationship” with the victim:

1. The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. “Dating relationship” which means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement. The term does not include a causal relationship or an ordinary association between persons in a business or social context.

2. For the purpose of this definition Dating Violence includes but is not limited to:
   • 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 but is not limited to, sexual or physical abuse or the threat of such abuse.

d. Domestic Violence.
Domestic Violence is an act that includes but is not limited to violence which occurs when a person commits one of the following acts against or upon the person’s spouse or former spouse, any other person to whom the person is related by blood or marriage, any other person with whom the person is or was actually residing, any other person with whom the person has had or is having a dating relationship, any other person with whom the person has a child in common, the minor child of any of those persons, the person’s minor child or any other person who has been appointed the custodian or legal guardian for the person’s minor child:

1. A battery.
2. An assault.
3. Compelling the other person by force or threat of force to perform an act from which the other person has the right to refrain or to refrain from an act which the other person has the right to perform.
4. A sexual assault.
5. A knowing, purposeful or reckless course of conduct intended to harass the other person. Such conduct may include, but is not limited to:
   a. Stalking.
   b. Arson.
   c. Trespassing.
   d. Larceny.
   e. Destruction of private property.
   f. Carrying a concealed weapon without a permit.
   g. Injuring or killing an animal.
6. A false imprisonment.
7. Unlawful entry of the other person’s residence, or forcible entry against the other person’s will if there is a reasonably foreseeable risk of harm to the other person from the entry.

e. Stalking.
Stalking is defined to be when a person who, without lawful authority, willfully or maliciously engages in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, and that actually causes the victim to feel
terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, commits the crime of stalking. Stalking includes but is not limited to:

1. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   a. Fear for the person’s safety or the safety of others; or
   b. Suffer substantial emotional distress.

2. For the purpose of this definition:
   a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, or interferes with a person’s property.
   b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.
   c. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

f. Coercion. Coercion is:
   • the use of violence or threats of violence against a person or the person’s family or property;
   • depriving or hindering a person in the use of any tool, implement or clothing;
   or
   • attempting to intimidate a person by threats or force,
   • when committed with the intent to compel a person to do or abstain from doing an act that the person has the right to do or abstain from doing.

In the context of sexual misconduct, coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual’s will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

g. Consent.
Consent is defined as:
   • An affirmative, clear, unambiguous, knowing, informed, and voluntary agreement between all participants to engage in sexual activity. Consent is active, not passive. Silence or lack of resistance cannot be interpreted as consent. Seeking and having consent accepted is the responsibility of the person(s) initiating each specific sexual act regardless of whether the person initiating the act is under the influence of drugs and/or alcohol.
   • The existence of a dating relationship or past sexual relations between the participants does not constitute consent to any other sexual act.
   • The definition of consent does not vary based upon a participant’s sex, sexual orientation, gender identity or gender expression.
• Affirmative consent must be ongoing throughout the sexual activity and may be withdrawn at any time. When consent is withdrawn or cannot be given, sexual activity must stop.
• Consent cannot be given when a person is incapacitated. Incapacitation occurs when an individual lacks the ability to fully, knowingly choose to participate in sexual activity. Incapacitation includes impairment due to drugs or alcohol (whether such use is voluntary or involuntary); inability to communicate due to a mental or physical condition; the lack of consciousness or being asleep; being involuntarily restrained; if any of the parties are under the age of 16; or if an individual otherwise cannot consent.
• Consent cannot be given when it is the result of any coercion, intimidation, force, or threat of harm.

Bystander Intervention – Speak Up-Take Action
Stop behavior that may be dangerous

Everyone is a bystander – students, faculty, staff, friends, family etc.

You are a bystander if you observe sexual harassment/sexual violence.

What should a bystander do? Take action!
www.youtube.com/watch?v=iUj2OHLAG3w

Before you go out, plan to stop the behavior:
✓ http://itsonus.org
✓ Free app Circle of 6 – www.circleof6app.com

Intervene to stop the behavior as it is occurring:
✓ Note how much alcohol or drugs they may have consumed.
✓ Ask the victim if they are okay?
✓ Get the victim out of the situation – offer a safe ride home; tell them someone is looking for them
✓ Don’t leave without making sure they are in a safe place.

Not comfortable intervening?
✓ Don’t walk away.
✓ Call – Text - Ask someone you trust to help?

For immediate assistance, call 911
Campus contacts:
- Elko:
  - Patricia Anderson, Director of Environmental Health, Safety and Security, 775-753-2115 or 775-934-4923
  - Lynn Mahlberg, V.P. Student Services, 775-753-2282
  - Stacie Combs, Housing Coordinator 775-934-5422
- Battle Mountain:
  - Jill Chambliss, Coordinator, 775-635-2318
- Ely:
  - Veronica Nelson, Director, 775-289-3589
- Pahrump:
  - Diane Wrightman, Director, 775-727-2017
- Winnemucca:
  - Lisa Costa Campbell, Director, 775-623-4824

C. Remedies and Interim Measures.
It may be necessary or advisable to take actions (as determined by the institution) designed to minimize the chance that the respondent will either continue to harass or retaliate against the complainant and to provide additional support to the complainant. Such actions (as determined by the institution) may also be necessary or advisable on behalf of a respondent. The measures themselves must not amount to retaliation against the complainant or the respondent. Depending on the specific nature of the problem, interim measures and final remedies may include, but are not limited to:

For Students:
- No contact directive;
- Providing an effective escort to ensure safe movement between classes and activities;
- Not sharing classes or extracurricular activities;
- Moving to a different residence hall (complainants should only be moved upon their request);
- Providing information regarding institution and community services including but not limited to medical, counseling and academic support services, such as tutoring;
- Providing extra time to complete or re-take a class or withdraw from a class without an academic or financial penalty;
- Restriction to online classes;
- Reviewing any disciplinary actions taken against the complainant to see if there is a casual connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined, and
- Requiring the parties to report any violations of these restrictions.

Footnote
1. For example, if the complainant was disciplined for skipping a class in which the respondent was enrolled, the school should review the incident to determine if the complainant skipped class to avoid contact with the respondent.

For Employees:
- No contact directive;
- Placement on paid leave (not sick or annual/leave);
- Placement on administrative leave;
• Transfer to a different area/department or shift to eliminate or reduce further business/social contact;
• Instructions to stop the conduct;
• Providing information regarding institution and community services including medical, counseling and Employee Assistance Program;
• Reassignment of duties;
• Changing the supervisory authority; and
• Directing the parties to report any violations of these restrictions.

Final remedies may also include review and revision of institution sexual misconduct policies, increased monitoring, supervision or security at locations where incidents have been reported; and increased and/or targeted education and prevention efforts.

Any interim measures or final remedies shall be monitored by the Title IX Coordinator throughout the entire process to assess whether the interim measures or final remedies meet the goals of preventing ongoing harassment or discrimination, protecting the safety of the parties and preventing retaliatory conduct.

D. Complaint and Investigation Procedure.

This section provides the complaint and investigation procedure for complaints of discrimination or sexual harassment, including sexual violence (except that complaints against students may be referred to student disciplinary processes)\(^2\). The Chancellor (for the System Office) and each president shall designate no fewer than administrators to receive complaints. The administrators designated to receive the complaints may include the following: (1) the Title IX Coordinator; (2) the Affirmative Action Officer; (3) the Human Resources Officer; or (4) any other officer designated by the president. The President shall also designate a primary investigating Primary Officer to process all complaints. The Primary Officer may be any of the individuals identified above. All complaints, whether received by the Affirmative Action Officer, Human Resources Officer or other designated officer, must immediately be forwarded to the Primary Officer. All Title IX complaints must be immediately forwarded to the Title IX Coordinator.

An individual filing a complaint of alleged discrimination or 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 Primary Officer, or the Primary Officer’s 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 complainant. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.

An individual against whom a complaint of alleged discrimination or sexual harassment is filed shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Primary Officer, or by the Primary Officer’s designee. It shall be the choice of the individual against whom the complaint is filed 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 respondent. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit.
An individual against whom a complaint of alleged discrimination or sexual harassment is filed shall have the opportunity to select an independent advisor for assistance, support, and advice and shall be notified of this opportunity by the Primary Officer, or by the Primary Officer’s designee. It shall be the choice of the individual against whom the complaint is filed to utilize or not utilize the independent advisor. The independent advisory may be brought into the process at any time of the request of the respondent. The means and manner by which an independent advisory shall be made available shall be determined by each institution or unit.

If anyone in a supervisory, managerial, administrative or executive role or position, such as a supervisor, department chair, or director of a unit, receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or sexual harassment, the person must immediately contact one of the individuals identified above to forward the complaint, to discuss it and/or to report the action taken. Title IX complaints must be immediately provided to the Title IX Coordinator.

Footnote
2. Sexual misconduct which amounts to a criminal offense may be prosecuted independently and simultaneously by law enforcement agencies.

Complaints of discrimination or sexual harassment should be filed as soon as possible 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 or discrimination.

1. Employees.

a. An employee who believes that he or she has been subjected to discrimination or sexual harassment by anyone is encouraged, but it is neither necessary nor required, particularly if it may be confrontational, to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. An employee is not required to do this before filing a complaint. A person who receives such a request must immediately comply with it and must not retaliate against the employee.

b. The employee may file a discrimination or sexual harassment 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 discrimination or sexual harassment, 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 do not report to that supervisor.
2. Students.

a. A student who believes that he or she has been subjected to discrimination or sexual harassment by anyone is encouraged but it is neither necessary nor required particularly if it may be confrontational to promptly tell the person that the conduct is unwelcome and ask the person to stop the conduct. A student is not required to do this before filing a complaint. A person who receives such a request must immediately comply with it and must not retaliate against the student.

b. The student may file a complaint with his or her major department chair or director of an administrative unit, 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 or director of an administrative unit, the student should feel free to bypass the person and file a complaint with one of the above officials or to any chair, dean, or director of an administrative unit who will in turn immediately contact one of the officials listed above to forward the complaint, to discuss it and/or to report the action taken. The chair, dean or director of an administrative unit has a responsibility to act even if the individuals involved do not report to that person.

3. Non-Employees and Non-Students

Individuals who are neither NSHE employees nor NSHE students and who believe they have been subjected to discrimination or 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. Training, Investigation and Resolution.

a. General Requirements. The Title IX Coordinator, executives, administrators designated to receive complaints, primary officer or designee, and appropriate management with decision-making authority shall have training or experience in handling discrimination and sexual misconduct complaints, and in the operation of the NSHE and Nevada Administrative Code disciplinary procedures.

b. Primary Prevention and Awareness Training. Institutions must offer new students and new employees primary prevention and awareness training that promotes awareness of rape, domestic violence, dating violence, sexual assault and stalking as defined in this policy. The training must address safe and positive options for bystander intervention to prevent harm or intervene in risky situations and the recognition of abusive behavior and how to avoid potential attacks.

c. Special Training With Regard to Sexual Violence. The training should include how to investigate and conduct hearings in a manner that protects the safety of complainants and promotes accountability; information on working with and interviewing persons subjected to sexual violence; information on particular types of conduct that would constitute sexual violence, including same-sex
sexual violence; the proper standard of review for sexual violence complaints (preponderance of the evidence); information on consent and the role drugs or alcohol can play in the ability to consent; the importance of accountability for individuals found to have committed sexual violence; the need for remedial actions for the respondent, complainant, and institution community; how to determine credibility; how to evaluate evidence and weigh it in an impartial manner; how to conduct investigations; confidentiality; the effects of trauma, including neurobiological change; and cultural awareness training regarding how sexual violence may impact students differently depending on their cultural backgrounds.

d. Investigation. After receiving a complaint of the incident or behavior, the Primary Officer, or designee, will initiate an investigation to gather information about the incident. If the Primary Officer is unable to initiate an investigation, due to a conflict or for any other reason, the President shall designate another individual to act as Primary Officer for the matter. Each institution may set guidelines for the manner in which an investigation shall be conducted. The guidelines shall provide for the prompt, thorough, impartial, and equitable investigation and resolution of complaints, and shall identify the appropriate management level with final decision-making authority. The guidelines shall, at a minimum, provide the person subject to the complaint with information as to the nature of the complaint, and shall further provide that the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses and provide documentation pertaining to the complaint. In most cases, an investigation should be completed within 45 calendar days of receipt of the complaint.

e. Standard of Review. The standard for evaluating complaints shall be a preponderance of the evidence. At the completion of the investigation, findings and a recommendation will be made to the appropriate management regarding the resolution of the matter. The recommendation is advisory only.

f. Management Determination. 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, as applicable, in accordance with NSHE Code Chapter 6 or Chapter 10 (or applicable Student Code of Conduct), or, in the case of classified employees, Nevada Administrative Code (NAC) Chapter 284. Other appropriate actions will be taken to correct problems and remedy effects, if any, caused by the conduct, if appropriate. If proceedings are initiated under Title 2, Chapter 6 or Chapter 10, the applicable Student Code of Conduct, or the NAC, the investigation conducted pursuant to this policy may be used as part of such investigations. The administrative officer, in his or her discretion, may also supplement the investigation with additional investigation. In any disciplinary hearings conducted pursuant to a Student Code of Conduct or under Title 2, Ch. 6 or Chapter 10, the standard of evidence shall be by a preponderance of the evidence. In connection with any such disciplinary hearings, the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint, and if an appeal is provided, to appeal the decision.
g. Parties to be Informed. After the appropriate management has made a
determination regarding the resolution of the matter, and depending on the
circumstances, both parties may be informed concurrently of the resolution.

h. Confidentiality of Actions Taken. In the event actions are taken against an
individual under NSHE Code Title 2, Chapter 6 or Chapter 10 (or applicable
Student Code of Conduct) or NAC Chapter 284, such matters generally remain
confidential under those sections, except that final decisions following hearings
or appeals of professional employees and State of Nevada personnel hearings
involving classified employees are public records. Student matters generally
remain confidential under the Family Educational Rights and Privacy Act, 20

i. Crime of Violence Exception to FERPA. When discriminatory conduct or
sexual harassment involves a crime of violence or a non-forcible sex offense,
FERPA permits the institution to disclose to the complainant the final results
(limited to the name of the respondent, any violation found to have been
committed, and any sanction imposed) of a disciplinary proceeding against the
respondent, regardless of whether the institution concluded that a violation was
committed. With respect to an institutional disciplinary proceeding alleging a
sex offense, the Jeanne Clery Disclosure of Campus Security Policy and
requires that the accuser and the accused must be informed of the outcome.

j. Disclosure of Sanction Imposed. In the event a student is found to have
engaged in sexual harassment of another student, the institution shall disclose
to the student who was harassed, information about the sanction imposed on the
student who was found to have engaged in harassment when the sanction
directly relates to the harassed student.

k. Resignation of Employee or Withdrawal of Student. If a student respondent
withdraws from the institution or an employee respondent resigns from
employment while an investigation of a complaint involving gender
discrimination or sexual harassment is pending under this policy, the Title IX
Coordinator shall take appropriate action, which may include completing the
investigation to the extent reasonably practicable, in order to prevent the
reoccurrence of and to remedy the effects of the alleged misconduct.

l. Title IX Coordinator Monitoring. The institution Title IX Coordinator has
primary responsibility for coordinating the institution’s efforts to comply with
and carry out its responsibilities under Title IX. The Title IX Coordinator is
responsible for monitoring all aspects of the investigation and any disciplinary
process to help insure that:
• the process is fair and equitable to both the complainant and the
  respondent;
• the applicable policies and procedures of NSHE and of the institution are
  followed; and
• the interim measures and final remedies are followed.

5. Prompt Attention.

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

6. 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 discrimination or 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.

a Confidentiality in Complaints Involving Sexual Violence. In complaints involving sexual violence the following applies:

1. Varying Confidentiality Obligations. Complainants who are victims of sexual violence are encouraged to talk to somebody about what happened in order for them to receive the support they need, and so the institution can respond appropriately. Different individuals at the institution have different abilities to maintain a complainant’s confidentiality:

   • Some are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
   • Other employees may talk to a complainant in confidence, and generally only report to the institution that an incident occurred without revealing any personally identifying information. Disclosures to these employees will not trigger an investigation into an incident against the complainant’s wishes, except in certain circumstances discussed below.
   • Complainants are encouraged to talk to one of the individuals identified above.
   • Some employees are required to report all the details of an incident (including the identities of both the complainant and all others involved) to the Title IX Coordinator. A report to these employees (called “responsible employees”) constitutes a report to the institution - and generally obligates the institution to investigate the incident and take appropriate steps to address the situation.

This policy is intended to make employees, students and others aware of the various reporting and confidential disclosure options available to them so they can make informed choices about where to turn should they want to report an act of sexual violence. The institution encourages such complainants to talk to someone identified in one or more of these groups.

2. Privileged and Confidential Communications. A complainant or respondent may wish to consult with professional counselors, pastoral counselors or others. Certain professionals are not required to report incidents unless they have permission:

   • Professional Counselors. Professional, licensed counselors who provide mental-health counseling to members of the institution community (and including those who act in that role under the supervision of a licensed
counselor) are not required to report any information about an incident to the Title IX Coordinator without a complainant’s permission.

- Pastoral Counselors. A complainant and/or a respondent may choose to consult with a non-institution pastoral counselor and is encouraged to discuss confidentiality with that individual.
- Under Nevada law other professionals who may maintain confidentiality include lawyers, psychologists, doctors, social workers, and victim advocates employed by non-profit entities.

3. Complainant Options. A complainant who reports an act of sexual violence to a professional listed above must understand that, if they want to maintain confidentiality, the institution will be unable to conduct a full investigation into the incident and will likely be unable to pursue disciplinary action against the respondent.

A complainant who at first requests confidentiality may later decide to file a complaint with the institution or report the incident to local law enforcement, and thus have the incident fully investigated.

Other Reporting Obligations: While professional counselors may maintain a complainant’s confidentiality vis-à-vis the institution, they may have reporting or other obligations under state law. For example, there may be an obligation to report child abuse, an immediate threat of harm to self or others, or to report in the case of hospitalization for mental illness.

a. Reporting to “Responsible Employees”

1. “Responsible Employees” Defined and Duties. A “responsible employee” is an employee who has the duty to report incidents of sexual violence or other sexual misconduct, or who a complainant could reasonably believe has this authority or duty. When a complainant reports an incident of sexual violence to a responsible employee, the complainant has the right to expect the institution to take prompt and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

A responsible employee must report to the Title IX Coordinator all relevant details about the alleged sexual violence shared by the complainant and that the Institution will need to determine what happened, including the name(s) of the complainant, respondent(s) and any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident. To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the institution’s response to the report. A responsible employee should not share information with law enforcement without the complainant’s consent or unless the complainant has also reported the incident to law enforcement.

Institutions must identify in their policies those employees who are designated as “responsible employees” and may also designate those employees who are not considered “responsible employees.” Responsible employees may include but are not limited to the following employees (or categories of employees):
• Title IX Coordinator
• Anyone in a supervisory, managerial, administrative or executive role or positions, such as a provost, vice provost, vice president, dean, department chair, supervisor, director of a unit, resident director, resident assistant, supervisor, student advocate or faculty advisors to student clubs.

Before a complainant reveals any information to a responsible employee, the employee will inform the complainant of the employee’s reporting obligations. If the complainant wants to maintain confidentiality, the employee will direct the complainant to confidential resources.

If the complainant wants to tell the responsible employee what happened but also wants to maintain confidentiality, the employee will inform the complainant that the Institution will consider the request, but cannot guarantee that the Institution will honor it. In reporting the details of the incident to the Title IX Coordinator, the responsible employee will also inform the Coordinator of the complainant’s request for confidentiality.

Responsible employees will not pressure a complainant regarding the extent of the report the complainant wants to make. Responsible employees will not pressure a complainant to request confidentiality, but will honor and support the complainant’s wishes, including for the institution to fully investigate an incident. By the same token, responsible employees will not pressure a complainant to make a full report if the complainant is not ready to make such a report.

Footnote
3. Campus Security Authorities, who are designated by the institutions in accordance with Clery Act requirements, have an independent responsibility to report sexual and other crimes (which may be reported anonymously) to campus police.

2. Requesting Confidentiality From the Institution: How the Institution Will Weigh the Request and Respond.

a. Request for Confidentiality. If a complainant discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into a particular incident be conducted or disciplinary action taken, the institution will weigh that request against the institution’s obligation to provide a safe, non-discriminatory environment for all, including the complainant. If the Institution honors the request for confidentiality, a complainant will be informed that the institution’s ability to investigate the incident and pursue disciplinary action against the respondent may be limited.

There are times when, in order to provide a safe, non-discriminatory environment for all, the institution may not be able to honor a complainant’s request for confidentiality. The institution shall designate an individual to evaluate requests for confidentiality made by a complainant.

b. Factors to Be Considered. When weighing a complainant’s request for confidentiality or a complainant’s request that no investigation or
discipline be pursued, the institution will consider a range of factors, including the following:

i. The increased risk that the identified complainant will commit additional acts of sexual or other violence, such as:
   • whether there have been other sexual violence complaints about the same respondent;
   • whether the respondent has a history of arrests or other records indicating a history of violence;
   • whether the respondent threatened further sexual violence or other violence against the complainant or others;
   • whether the sexual violence was committed by multiple persons;
   • whether the circumstances of the incident indicate that the behavior was planned by the respondent or others;

ii. Whether the reported sexual violence was committed with a weapon;

iii. Whether the complainant is a minor;

iv. Whether the institution possesses other means to obtain relevant evidence of the reported sexual violence (e.g., security cameras or personnel, physical evidence);

v. Whether the complainant’s information reveals a pattern of behavior (e.g., illicit use of drugs, alcohol, coercion, intimidation) at a given location or by a particular group;

vi. Other factors determined by the institution that indicate the respondent may repeat the behavior or that others may be at risk.

Based on one or more of these factors, the institution may decide that the institution will investigate and, if appropriate, pursue disciplinary action even though the complainant requested confidentiality or requested that no investigation or disciplinary action be undertaken. If none of these factors is present, the institution will likely respect the complainant’s request for confidentiality.

c. Actions After Decision to Disclose. If the institution decides that a complainant’s confidentiality cannot be maintained, the institution will inform the complainant in writing or via email prior to starting an investigation and the institution will, to the extent possible, only share information with people responsible for handling the institution’s response.

The institution will inform the respondent that retaliation against the complainant is prohibited and will take ongoing steps to protect the complainant from retaliation or harm and work with the complainant to create a safety plan. Retaliation against the complainant, whether by the respondent, or employees, students or others, will not be tolerated. The institution will also:

• assist the complainant in accessing other available advocacy, academic support, counseling, disability, health or mental health services, and legal assistance both on and off institution property (see portion of policy identifying these);
• provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the respondent pending the outcome of an investigation) or adjustments for assignments or tests;
• inform the complainant of the right to report a crime to the institution and/or local law enforcement and to have a criminal investigation proceed simultaneously; and
• provide the complainant with assistance if the complainant wishes to report a crime.

The institution will not require a complainant to participate in any investigation or disciplinary proceeding.

Because the institution is under a continuing obligation to address the issue of sexual violence institution-wide, reports of sexual violence (including non-identifying reports) will also prompt the institution to consider broader remedial action - such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments complainant surveys; and/or revisiting its policies and practices.

Issuance of Timely Warning: If the institution determines that the respondent poses a serious and immediate threat to the institution community, police or security services may be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the complainant.

If the Institution determines that it can follow a complainant’s request for confidentiality, the institution will also take immediate action as necessary to protect and assist the complainant.

d. Reports to Other NSHE Institutions. If a responsible employee receives a complaint about sexual misconduct that has occurred at another NSHE institution, the responsible employee shall report the information to his or her Title IX Coordinator, who shall provide the information to the Title IX Coordinator at the other NSHE institution.

e. Public Awareness Events-Not Notice to the Institution. Public awareness events such as “Take Back the Night,” the Clothesline Project, candlelight vigils, protests, “survivor speak outs” or other forums in which complainants disclose incidents of sexual violence, are not considered notice to the Institution of sexual violence for purposes of triggering the Institution’s obligation to investigate any particular incident(s). Such events may, however, inform the need for institution-wide education and prevention efforts, and the Institution will provide information about complainants’ Title IX rights at these events.

f. Off-Institution Counselors and Advocates. Off-institution counselors, advocates, and health care providers will also generally maintain confidentiality and will not share information with the institution unless the complainant requests the disclosure and signs a consent or waiver form.

7. Retaliation

Retaliation against an individual who in good faith complains of alleged discrimination or 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 discrimination or 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.

a. Employees
   i. An employee who believes that he or she has been subjected to retaliation may file a retaliation complaint with his or her immediate supervisor, who will in turn immediately contact one of the officials listed above.
   ii. If the employee feels uncomfortable about discussing the alleged retaliation 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.
   iii. After receiving any employee’s complaint of an incident of alleged retaliation, 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 do not report to that supervisor.

b. Students
   i. A student who believes that he or she has been subjected to retaliation may file a retaliation complaint with his or her major department chair or director of an administrative unit, who will in turn immediately contact one of the officials listed above.
   ii. If the student feels uncomfortable about discussing the alleged retaliation with the department chair or director of an administrative unit, the student should feel free to bypass the person and file a complaint with one of the above officials or to any chair, dean, or director of an administrative unit who will in turn immediately contact one of the officials listed above to forward the complaint, to discuss it and/or to report the action taken. The chair, dean or director of an administrative unit has a responsibility to act even if the individuals involved do not report to that person.

c. Complaints of retaliation under Title IX must be immediately provided to the Title IX Coordinator.

8. False Reports

Because discrimination and sexual harassment frequently involve interactions between persons that are not witnessed by others, reports of discrimination or sexual
harassment cannot always be substantiated by additional evidence. Lack of corroborating evidence or “proof” should not discourage individuals from reporting discrimination or sexual harassment under this policy. However, individuals who make reports that are later found to have been intentionally false or made maliciously without regard for truth, may be subject to disciplinary action under the applicable institution and Board of Regents disciplinary procedures. This provision does not apply to reports made in good faith, even if the facts alleged in the report cannot be substantiated by subsequent investigation.


Every supervisor of employees has responsibility to take reasonable steps intended to prevent acts of discrimination or sexual harassment, which include, but are not limited to:

a. Monitoring the work and school environment for signs that discrimination or harassment may be occurring;

b. Refraining from participation in, or encouragement of actions that could be perceived as discrimination or harassment (verbal or otherwise);

c. Stopping any observed acts that may be considered discrimination or harassment, and taking appropriate steps to intervene, whether or not the involved individuals are within his/her line of supervision; and

d. Taking immediate action to minimize or eliminate the work and/or school contact between the two individuals where there has been a complaint of sexual harassment, pending investigation.

If a supervisor receives a complaint of alleged discrimination or sexual harassment, or observes or becomes aware of conduct that may constitute discrimination or 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 discrimination or harassment may be grounds for disciplinary action.

10. 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. Discrimination or 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.

Management Determination

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, as applicable, in accordance with
NSHE Code Chapter 6 or Chapter 10 (or applicable Student Code of Conduct), or, in the case of classified employees, Nevada Administrative Code (NAC) Chapter 284. Other appropriate actions will be taken to correct problems and remedy effects, if any, caused by the conduct, if appropriate. If proceedings are initiated under Title 2, Chapter 6 or Chapter 10, the applicable Student Code of Conduct, or the NAC, the investigation conducted pursuant to this policy may be used as part of such investigations. The administrative officer, in his or her discretion, may also supplement the investigation with additional investigation. In any disciplinary hearings conducted pursuant to a Student Code of Conduct or under Title 2, Ch. 6 or Chapter 10, the standard of evidence shall be by a preponderance of the evidence. In connection with any such disciplinary hearings, the person filing the complaint and the person who is the subject of the complaint have equal rights to be interviewed, identify witnesses, and provide and receive documentation and witness lists pertaining to the complaint, and if an appeal is provided, to appeal the decision.

**Crime of Violence Exception to FERPA**

When discriminatory conduct or sexual harassment involves a crime of violence or a non-forcible sex offense, FERPA permits the institution to disclose to the complainant the final results (limited to the name of the respondent, any violation found to have been committed, and any sanction imposed) of a disciplinary proceeding against the respondent, regardless of whether the institution concluded that a violation was committed. With respect to an institutional disciplinary proceeding alleging a sex offense, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S.C. §1092 (f). 34 CFR 668.46 (Clery Act) requires that the accuser and the accused must be informed of the outcome.

**FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

Each semester, GBC informs students of the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, in the Catalog, Student Handbook and emailed to current students. This act was designated to protect the privacy of educational records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. (This does not, however, include challenging the fairness of a grade.) The law also provides the student with the right to inspect and review all information in his/her educational record and have some control over the disclosure of information from their educational records (an educational record is defined as a record “directly related to the student and is maintained by the institution or a party acting for the institution).”

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student’s education records within 45 days of the day the College receives a request for access.

   A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the records(s) the student wishes to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student’s education records that the
student believes are inaccurate, misleading, or otherwise in violation of the
student’s privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the
College official responsible for the record, clearly identify the part of the record
the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will
notify the student in writing of the decision and the student’s right to a hearing
regarding the request for amendment. Additional information regarding the
hearing procedure will be provided to the student when notified of the right to a
hearing.

3. The right to provide written consent before the College discloses personally
identifiable information from the student’s education records, except to the
extent that FERPA authorizes disclosure without consent. (See page 10 for a
full description of this right and the disclosure opt out form).

4. The right to file a complaint with the U.S. Department of Education concerning
alleged failures by the College to comply with the requirements of FERPA. The
name and address of the office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

STUDENT RIGHT-TO-KNOW

The Student Assistance General Provisions of Public Law 101-542 requires all
institutions that participate in student financial assistance programs as authorized by
Title IV of the Higher Education Act of 1965 and Higher Education Technical
Amendments of 1991, Public Law 102-26, to disclose the graduation rate and/or
persistence rate of all full-time, degree-seeking or certificate-seeking undergraduate
students.

Great Basin College is pleased to provide the following information regarding our
institution’s graduation/completion rate. The information is provided in compliance
with the Higher Education Act of 1965, as amended. The rates reflect the graduation
and completion status of students who enrolled during Fall of 2007 and were
seeking an Associate Degree, Certificate of Completion, or Bachelor Degree and for
whom 150% of the normal time-to-completion has elapsed.

During the Fall Semester of 2007, 210 first-time, full-time, Certificate, Associate
degree-seeking, or Bachelor degree seeking undergraduate students entered Great
Basin College. Out of this cohort, 54% of these students have graduated from GBC,
completed their programs, or transferred to other higher education institutions.

While reviewing this information please note:
• Graduation rates are based on attendance that equates to 150 percent of the degree or certificate program.

• Graduation rates do not include students who left the school to serve in the armed forces, or official church missions, or in the foreign services of the federal government. Students who died or were totally permanently disabled are also excluded.

RETENTION AND DISPOSITION OF STUDENT RECORDS

The following records are retained permanently:

• Student Permanent Academic Record (transcript)
• High School Equivalency (HSE) Test Scores

The following records are retained until five years after the last date of attendance:

• Transcripts from previously attended institutions
• Military service documents
• Final graduation degree audit

The following records are retained for five years and then destroyed:

• Correspondence
• Refund exceptions
• Registration source documents

The following records are retained for one year and then destroyed:

• Transcript requests
• Enrollment verifications

Retention of Student Disciplinary Records:
Records of disciplinary actions which result in a disciplinary sanction, are defined in Title 2, Nevada System of Higher Education Code, Chapter 10, Rules of Conduct and Procedures for Students of the Nevada System of Higher Education. Records of Disciplinary Action which result in a disciplinary sanction (Section 10.2.1) are retained by institutional policy for a period of six (6) years from the date of the most recent disciplinary action unless pursuant to a written request, an official order to expunge a specific disciplinary record is issued by the president or designee (Section 10.4.8). This would include removing from the student’s transcript, if applicable. The complete chapter is located in the college catalog.

STUDENT GRIEVANCE PROCEDURE

Any student who believes he/she has suffered a non-grade related injustice may implement the following grievance procedure:

• Formal grievance procedures are initiated only after informal attempts have been found unsatisfactory in reaching a just solution. A grievance must be filed in writing to the appropriate Vice President within 30 calendar days of the alleged infraction.
• Members of a grievance committee will be selected by the appropriate Vice President. This committee will consist of the appropriate Vice President, two faculty members, one student, and one representative from the GBC Student Government Association.

• The student and involved parties will be given opportunity to present their case in a formal hearing to the selected grievance committee.

• The committee will then recommend a course of action to the college President.

• The student will receive written notification of the final decision from the college President.

STUDENT CONDUCT POLICY

Great Basin College (GBC) is a System institution of the Nevada System of Higher Education (NSHE) and encourages all students to pursue academic studies and other college sponsored activities that promote intellectual growth and personal development. Students are responsible for complying with NSHE and college guidelines and meeting the appropriate college requirements. In joining the academic community, the student enjoys the right of freedom to learn and shares responsibility in exercising that freedom. A student is expected to conduct him or herself in accordance with college standards.

When a complaint or charge of student misconduct is brought forth, it shall be processed in accordance with the policies and procedures prescribed in the NSHE Board of Regents Code Title 2, Chapter 10, which is outlined in this document. In addition, the complete document may be found in the Appendix of this Catalog on page 226 as well as at www.gbcnv.edu/rights_responsibilities/. For purposes of this document, the term “student” means any person who is or was enrolled in courses, either full-time or part-time, including correspondence study, electronic means, Study Abroad, or auditing, or courses offered through any institution satellite campuses or auxiliary means.

Great Basin College has adopted the proposed revisions to the Board of Regents NSHE Code.
Great Basin College (President’s Council) has adopted the Nevada System of Higher Education Title IX Task Force proposed revisions. This policy will be presented at the September 2015 NSHE Board of Regents meeting. Code amendments require two meetings for approval. The policy amendment in Title 4, Chapter 8, Section 13 may be immediately effective upon approval of the Board.

Section 10.1 Scope of the Chapter

10.1.1 Applicability of Procedures and Sanctions

The procedures and sanctions established in this chapter are applicable to the resolution and determination of charges against students of the Nevada System of Higher Education for allegedly engaging in conduct prohibited by the Nevada System of Higher Education rules of conduct or by other applicable stated policies, procedures, rules, regulations or bylaws of the System institutions. Except as otherwise provided in this chapter, the System institutions and professional schools may establish written policies, procedures and sanctions for the discipline of their students that may be used in lieu of the policies, procedures and sanctions of this chapter, including but not limited to the establishment of student judicial councils,
subject to the prior review by the institution’s general counsel and to the approval of the president of the institution.

10.1.2 Proceedings Concurrent.
Action under the procedures established by this chapter shall go forward regardless of other possible or pending administrative civil or criminal proceedings arising out of the same or other events.

10.1.3 Student Defined.
The term “student” means any person who is or was enrolled in courses, either full-time or part-time, including correspondence study, electronic means, study abroad, or auditing, or courses offered through any institution satellite campuses or auxiliary means. Students are subject to disciplinary action for conduct that occurs during any period under this chapter’s authority and jurisdiction as defined above. Students who leave the institution before a conduct matter is resolved may be prohibited from future enrollment until such time as the matter is resolved. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the institution are considered “students”. This includes individuals who have applied for admission to the institution or have been notified of their acceptance for admission.

10.1.4 Rules of Conduct.
The term, “rules of conduct” means the rules established in Section 10.2 of this chapter and includes any rules incorporated by reference in that Section.

10.1.5 System.
The term, “System,” means the Nevada System of Higher Education.

10.1.6 Charged Student.
The term, “charged student,” means the student alleged to have violated the rules of conduct.

Section 10.2 Cause
10.2.1 Prohibited Conduct.
The following conduct is prohibited:
(a) Acts of dishonesty, including but not limited to the following:

(1) Cheating, plagiarism, fraudulently obtaining grades, falsifying research data or results, assisting others to do the same, or other forms of academic or research dishonesty;
(2) Furnishing false information to any institution or System official, faculty member, or office;
(3) Forgery, alteration, misuse, theft, or using without permission, any institutional document or record.

(b) Disorderly, lewd or indecent conduct, including the disruption, obstruction, or unauthorized interruption of teaching, convocations, recruiting interviews, social events, research, meetings, business and administration, disciplinary proceedings, or other institutional or System activities, including public service functions and outreach activities on or off campus, or other activities when the conduct occurs on institutional premises.
(c) Conduct that endangers the health or safety of any member or guest of the System community.

(d) Physical abuse, verbal abuse, threats, intimidation, coercion, and/or conduct that threatens or endangers the health or safety of any person.

(e) Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on institutional premises.

(f) Resisting or obstructing institutional or other public officials in the performance of their duties.

(g) Failure to comply with the directions of institutional officials acting in accordance with their duties and/or failure to identify oneself to these persons when requested to do so.

(h) Acts of physical force or disruptive acts which interfere with institutional activities, freedom of movement on the campuses, freedom for students to pursue their studies, freedom of speech, freedom to be heard, and freedom to pursue research of their own choosing.

(i) Failure of the student to present proper credentials, student identification card, driver’s license, or parking registration, to institutional officials upon their request.

(j) Forgery, alteration, falsification or destruction of System documents or furnishing false information in documents submitted to the System.

(k) Willful damage, destruction, defacement, theft or misappropriation of equipment or property belonging to, in the possession of, or on premises occupied by the System.

(l) Knowing possession on any premises of the System of any firearms, explosives, dangerous chemicals or other instruments of destruction, or other dangerous weapons as defined by the laws of the State of Nevada, without the written authorization of the institutional president or the president’s authorized agent.

(m) Continued occupation of buildings, structures, grounds or premises belonging to, or occupied by, the System after having been ordered to leave by the institution’s president, the president’s designee, or the chancellor.

(n) False reporting of any emergency situation, including but not limited to, misuse of campus or System emergency notification equipment. Unauthorized tampering with, and/or accessing of, safety, security, or fire protection equipment or devices. Setting off a fire alarm for reasons other than actual fire or emergency, involvement in setting or causing any unauthorized fire in or on institution property.

(o) The unauthorized possession, loan, modification, or distribution of keys, pass cards or institutional identification cards. Unauthorized or unlawful entry or access to institutional or System facilities, including buildings and grounds. The reproduction, manufacture or duplication of any key, pass card, institutional or System identification card or unlocking devise for use on institution or System facilities or locks without proper authorization.
(p) Abuse, unauthorized use, or theft of institutional or System computer facilities and resources, including but not limited to:

(1) Unauthorized entry into, or transfer of, a file to use, read, or change the contents or for any other purpose; and/or a violation of copyright laws;

(2) Use of another individual’s identification and/or password;

(3) Interfering with the work of another student, faculty member or institution or System official, or with the normal operation of the institution or System Computing System; or,

(4) Violating the institution’s Standards of Conduct for the use of Institution’s Computers.

(q) Willfully destroying, damaging, tampering, altering, stealing, misappropriating or using without permission any System, program or file of the System.

(r) Violation of the institution’s policies and regulations governing residence in institution owned or controlled property, and access to and use of all institutional facilities, including responsibility for the conduct of guests.

(s) Use, possession, or distribution of alcoholic beverages without authorization (except as expressly permitted by System or Institutional regulations, such as the Alcoholic Beverage Policy), or public intoxication. Alcoholic beverages may not, in any circumstances, be used by, possessed by, or provided to, any person under 21 years of age.

(t) Use, possession, manufacturing or distribution (hereinafter “use”) of marijuana, heroin, narcotics, or other controlled substances, use or possession of any illegal and/or unauthorized drugs, prescription drugs, and drug paraphernalia or being under the influence of illegal drugs except as expressly permitted by law. Use, possession or cultivation of medical marijuana on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, is expressly prohibited.

(u) Contempt of student disciplinary proceedings including impairing or interrupting any proceeding or providing false information to institution or System officials and student hearing board members during the course of the conduct resolution process. Failure to comply with the terms of any sanction imposed in accordance with the rules of conduct.

(v) The repeated use of obscene or abusive language in a classroom or public meeting of the System and which, if occurring in a class, is not significantly related to the teaching of the subject matter.

(w) The use of threats or 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 System.

(x) Any act of unlawful discrimination based on race, creed, color, gender (including pregnancy related conditions), age, sexual orientation, whether actual or perceived by others, military status or military obligations, sexual orientation, religion or
national origin, gender identity, or genetic information, or any act of employment or educational retaliation against any person who has made a complaint about such discrimination.

(y) Sexual harassment, defined as unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual or gender bias nature constitute sexual harassment when:

1. Educational Environment:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s academic status (“quid pro quo”); or
   b. Conduct that is sufficiently severe, persistent or pervasive so as to interfere with or limit a student’s ability to participate in or benefit from the services, activities or opportunities offered by the institution (“hostile environment”).

2. Workplace Environment:
   a. 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 (“quid pro quo”); or
   b. Conduct that is sufficiently severe, persistent or pervasive so as to create a work environment that a reasonable person would consider intimidating, hostile or abusive, and which may or may not interfere with the employee’s job performance (“hostile environment”).

Sexual harassment includes sexual violence, sexual assault, dating violence, domestic violence, stalking and coercion.

(z) Sexual assault, which is the use of, or threat to use, force or violence of a sexual nature, defined as sexual assault, against any member or guest of the institutional community on institution-owned or institution controlled property or at any institution sponsored program.

(aa) Acts of hazing. Hazing is defined as any method of initiation into or affiliation with the university, college or community 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.

(bb) Intentionally making an accusation that is false or is made with reckless disregard for the truth against any member of the System community by filing a complaint or charges under the rules of conduct or under any applicable established complaint or grievance procedures in the System.

(cc) Willful incitement of individuals to commit any of the acts herein prohibited.

(dd) Any other conduct that violates applicable stated prohibitions, policies, procedures, rules, or regulations of the institution or Board of Regents.

(ee) Any act prohibited by local, state or federal law that occurs on System premises or at a System-sponsored function on or off such premises.
(ff) Dating Violence. Dating Violence is an act committed by a person who is or has been in a "dating relationship" with the victim:

The existence of such a relationship shall be determined based on the reporting party’s statement and with consideration of the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship. “Dating relationship” which means frequent, intimate associations primarily characterized by the expectation of affection or sexual involvement. The term does not include a causal relationship or an ordinary association between persons in a business or social context.

(gg) Domestic Violence. Domestic Violence is an act that includes but is not limited to violence which occurs when a person commits one of the following acts against or upon the person’s spouse or former spouse, any other person to whom the person is related by blood or marriage, any other person with whom the person is or was actually residing, any other person with whom the person has had or is having a dating relationship, any other person with whom the person has a child in common, the minor child of any of those persons, the person’s minor child or any other person who has been appointed the custodian or legal guardian for the person’s minor child:

1. A battery.
2. An assault.
3. Compelling the other person by force or threat of force to perform an act from which the other person has the right to refrain or to refrain from an act which the other person has the right to perform.
4. A sexual assault.
5. A knowing, purposeful or reckless course of conduct intended to harass the other person. Such conduct may include, but is not limited to:
   a. Stalking.
   b. Arson.
   c. Trespassing.
   d. Larceny.
   e. Destruction of private property.
   f. Carrying a concealed weapon without a permit.
   g. Injuring or killing an animal.

6. A false imprisonment.
7. Unlawful entry of the other person's residence, or forcible entry against the other person's will if there is a reasonably foreseeable risk of harm to the other person from the entry.

(hh) Stalking. Stalking is defined to be when a person who, without lawful authority, willfully or maliciously engages in a course of conduct that would cause a reasonable person to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, and that actually causes the victim to feel terrorized, frightened, intimidated, harassed or fearful for the immediate safety of a family or household member, commits the crime of stalking. Stalking includes but is not limited to:

(1) Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:
   a. Fear for the person’s safety or the safety of others; or b. Suffer substantial emotional distress.

(2) For the purpose of this definition:
a. Course of conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens or communicates to or about, a person, or interferes with a person’s property.

b. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

c. Reasonable person means a reasonable person under similar circumstances and with similar identities to the victim.

(ii) Sexual Violence. Sexual violence is a severe form of sexual harassment, and refers to physical sexual acts or attempted sexual acts perpetrated against a person's will or where a person is incapable of giving consent, including but not limited to rape, sexual assault, sexual battery, sexual coercion or similar acts in violation of state or federal law.

Sexual coercion is:

a. the use of violence or threats of violence against a person or the person’s family or property;

b. depriving or hindering a person in the use of any tool, implement or clothing;

c. attempting to intimidate a person by threats or force, or

d. when committed with the intent to compel a person to do or abstain from doing an act that the person has the right to do or abstain from doing.

In the context of sexual misconduct, coercion is the use of pressure to compel another individual to initiate or continue sexual activity against an individual’s will. Coercion can include a wide range of behaviors, including intimidation, manipulation, threats, and blackmail. A person’s words or conduct are sufficient to constitute coercion if they wrongfully impair another individual’s freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to “out” someone based on sexual orientation, gender identity, or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity.

10.2.2 Institutions May Prohibit Other Conduct.
An institution may adopt policies which prohibit other conduct not included above which are approved by the president and institution’s general counsel.

Section 10.3 Student Conduct Officers.
10.3.1 Appointment of Student Conduct Officer.
The president of an institution may appoint a student conduct officer and alternate student conduct officers to serve if the student conduct officer is unable to perform the duties of this Section for any reason.
10.3.2 Training of Student Conduct Officer.
Student conduct officers at an institution or professional school must receive training approved by the institution’s legal counsel.

Section 10.4 Allegations of Violations of the Rules of Conduct.
Procedures unique to allegations of sexual harassment, including allegations of sexual violation, are in Section 10.4.12. The procedures for all allegations are as follows:

10.4.1 Complaints.
Any member of the institution community may file a complaint against a student for violations of the rules of conduct. The complaint shall be prepared in writing and filed with the president or the student conduct officer. Any complaint should be submitted as soon as possible after the incident takes place.

10.4.2 Investigations.
The student conduct officer or designee may conduct an investigation to determine if the complaint has merit. At any time, the student conduct officer may determine that the best course of action to take is to informally resolve the complaint through mediation, conflict resolution, or an educational conference. Upon completion of the investigation, the student conduct officer will deliver a letter to the student. The letter shall state the factual allegations, the charges, the student conduct officer’s proposed informal resolution process, if not completed earlier, and a copy of this chapter.

10.4.3 Informal Resolution.
The charged student shall participate in and work with the student conduct officer or designee for an informal resolution of the complaint. At the conclusion of the successful informal resolution process, a written determination shall be signed by both the student conduct officer and charged student which may include any of the disciplinary sanctions described in this chapter. At any time prior to signing a written determination, the charged student has the right to request a hearing before a hearing board or hearing officer as the means to resolve the complaint.

10.4.4 Failure to Reach Resolution.
If the student conduct officer and charged student do not reach an informal resolution or if the charged student requests a hearing, then the student conduct officer shall notify the charged student in writing that the matter will be addressed through a hearing before a student conduct board or a student conduct hearing officer. A time shall be set for a student conduct hearing to occur within a reasonable time from this notification, yet not more than twenty-five (25) calendar days from the date of the decision to proceed with formal resolution of the complaint. Maximum time limits for scheduling of student conduct hearings may be extended at the discretion of the student conduct officer. Notice of the hearing may be given by electronic mail or by first class mail with the U.S. Postal Service with delivery confirmation to the last known address of the student or by personal delivery.

10.4.5 Appointment of Hearing Boards or Hearing Officer.
The president or designee may establish one or more student conduct hearing boards or appoint individual hearing officers. A board shall be from three to five persons. Every board shall include at least one student and at least one faculty member. All
complaints shall be heard by a board unless the charged student and student conduct officer agree that the complaint may be heard by a hearing officer.

10.4.6 Hearings.
A hearing before a student conduct board or hearing officer shall be conducted under the following rules of procedure:

(a) In student conduct hearings involving more than one charged student, the student conduct officer, in his or her discretion, may permit the student conduct hearing concerning each charged student to be conducted either separately or jointly.

(b) The charged student has the right to be assisted by an advisor. The advisor serves as a supporter and advisor during the conduct hearing. The charged student and the student conduct officer are responsible for presenting his or her own information, introducing witnesses, and answering questions throughout the hearing. When a student selects an advisor, in this process the advisor has no right to speak during the hearing except to the charged student. The advisor may be an attorney. The student conduct officer has sole discretion to allow for a delay in the hearing to allow for the scheduling conflicts of an advisor.

(c) The charged student and student conduct officer shall notify the opposing party of all witnesses and provide copies of all documents and records in writing that the party proposes to introduce as evidence at least five (5) calendar days prior to the hearing. The president shall issue subpoenas to compel the attendance of persons and the presentation of documents at all hearings established under this chapter upon the request of the person charged or of the administrative officer. Such subpoena authority shall be exercised under the authority conferred by NRS 396.323.

(d) The charged student(s) and advisors, if any, along with the student conduct officer shall be allowed to attend the entire portion of the hearing, at which information is received, excluding the time of deliberations. Admission of any other person to the student conduct hearing shall be at the discretion of the student conduct board or hearing officer.

(e) Witnesses will provide information to, and answer questions from, the student conduct board or hearing officer. The charged student and student conduct officer may suggest questions. These questions will be directed to the chairperson of the conduct board or the hearing officer, who will question the witnesses directly. The chairperson of the conduct board or the hearing officer will decide on the specific course of questioning and/or information sharing throughout the hearing.

(f) All student conduct boards, hearing officers, or student conduct officers, may accommodate concerns for personal safety, well-being, and/or fears of confrontation, by the complainant, the accused, and witnesses, during the hearing or during the informal resolution process by providing the opportunity for the hearing board or student conduct officer to receive the pertinent information and conduct conversations for the resolution of the case using methods other than requiring both parties to be present in the same room at the same time. Such options include use of a visual screen, participation by videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined by the chairperson of the student conduct hearing board or hearing officer conducting the hearing.
(g) Either party may present pertinent written statements, records, or other information to the student conduct board or hearing officer. The formal rules of evidence in court shall not apply but irrelevant or unduly repetitious evidence shall be excluded.

(h) To the extent consistent with the Family Educational Rights and Privacy Act (“FERPA”) the hearing, except for deliberations, shall be taped or digitally recorded. Upon request by the student, a written transcript will be provided at the student’s expense. Personally identifiable information will be removed. The record shall be the property of the institution, and will be maintained with the student’s conduct records by the student conduct officer.

(i) Student conduct hearings shall be conducted in private, unless the charged student requests an open hearing. An open hearing must be held consistent with Subsection (f).

(j) If a charged student, with notice, does not appear at a student conduct hearing, the information in support of the complaint shall be presented, considered, and acted upon even if the charged student is not present. Failure of the student to appear is not evidence that the student was responsible for the charge of misconduct.

(k) The hearing will proceed according to the institution’s schedule and will not be delayed by another process off campus.

(l) The chairperson of the student conduct board or the hearing officer decides procedural questions.

(m) The members of the student conduct board or the hearing officer deliberates in closed session after the hearing has concluded, and shall determine whether or not the charged student has violated each section of the rules of conduct that the student is charged with having violated. This determination is made through consensus when possible, and if not possible, then by a simple majority vote of the board members.

(n) The student conduct board or hearing officer’s determination shall be made on the basis of whether it is more likely than not that the charged student violated the rules of conduct.

(o) If the charged student is found not to have violated the rules of conduct, then the hearing is concluded. If the charged student is found to have violated the rules of conduct, then the student conduct board or hearing officer will discuss possible sanctions for the student after being informed of the student’s disciplinary record with the institution.

(p) The student conduct board chairperson or the hearing officer will provide the board’s decision on the violation and, if appropriate, for sanctions to the student conduct officer and to the student. This written decision will be served within seven (7) calendar days of the conclusion of the hearing. The written decision may be served by electronic mail or by first class mail with the U.S. Postal Service with delivery confirmation to the last known address of the student or by personal delivery. Service is complete upon sending of the email or depositing with the U.S. Postal Service.
10.4.7 Appeals.
A student who is aggrieved by the decision of a student conduct hearing board or hearing officer may appeal to a vice president designated by the president or the president may decide to hear the appeal. The appeal shall be in writing and delivered to the student conduct officer within seven (7) calendar days of the student’s receipt of the decision. The student’s appeal must include all written arguments in support of the appeal.

(a) The only grounds for an appeal are:
   (1) Deviations from procedures set forth which results in significant prejudice.
   (2) The decision reached regarding the charged student was not based on a decision that it was more likely than not that the charged student violated the rules of conduct.
   (3) The sanction(s) imposed were not appropriate for the violation of the rules of conduct which the student was found to have committed.

(b) The student conduct officer shall review the appeal and direct it, along with the recording of the hearing, any written evidence and arguments, and decision to the vice president designated by the president to hear the appeal within fourteen (14) calendar days of receiving the appeal. With the record, the student conduct officer shall file written arguments in opposition to the appeal.

(c) The designated vice president shall review the recording of the hearing and the complaint, and decision, along with any information and evidence that was part of the decision-making of the conduct case, and will decide whether or not the appeal should be upheld. The designated vice president may uphold the decision, may refer the case back to the original board or hearing officer or may order a new hearing before a new board or hearing officer.

(d) The decision of the vice president shall be in writing and served upon the student and student conduct officer within thirty (30) calendar days of the receipt of the decision and record of the hearing by the vice president. The vice president may extend the time limit of this section by written notice to the parties.

(e) Any sanction against the student shall not take effect until any appeal is concluded.

(f) The student conduct officer may suspend any time limits contained in this chapter during winter or summer breaks.

10.4.8 Sanctions and Expunging the Record.
The student conduct officer or designee will be responsible for monitoring the student in successfully carrying out the sanctions imposed as the result of a hearing or the final determination of the informal resolution process. Unless the student conduct officer otherwise states in writing, any final action resulting from a disciplinary hearing or the informal resolution process shall become part of the student’s disciplinary record. Other than institutional expulsion or withholding of a degree, disciplinary sanctions shall not be made part of the student’s permanent academic record, but shall become part of the student’s disciplinary record. Upon graduation, the student’s disciplinary record may be expunged of disciplinary actions other than residence hall expulsion, institution suspension, institution expulsion, or withholding of a degree, upon application to the student conduct officer and approval by the president. A student may request that his or her
disciplinary record be expunged and any such notation be removed from the 
student’s transcript during the student’s semester before graduation or any time 
following graduation. The burden demonstrating reasonable cause for considering 
the expunging of a disciplinary record lies with the student. In considering such 
requests, the institution may consider the:

(a) Stated reason for request and circumstances surrounding the request;

(b) Date and seriousness of the violation;

(c) Student’s behavior and disciplinary record since the violation, including 
successful completion of any imposed sanctions;

(d) The impact, if any, on the public that failure to give such notice may cause; and

(e) Consequences of denying the request. The grant or denial of a request to expunge 
a student’s disciplinary record shall rest solely within the discretion of the 
institution, and the enumeration of the foregoing factors shall not in any way imply a 
duty on the institution to grant such a request by means of a balancing or other test. 
If a request is not granted, the student at yearly intervals thereafter may request that 
his or her disciplinary record be expunged. The denial of a request to expunge is not 
appealable.

10.4.9 Sanctions.
The following are the disciplinary sanctions that may be imposed on a student found 
to have violated the rules of conduct. More than one sanction may be imposed.

(a) Warning. A notice, oral or written, that the student has violated the rules of 
conduct.

(b) Reprimand. A written reprimand for violation of specified regulations.

(c) Restitution. Compensation for loss, damage, theft or misappropriation of 
property, or injuries sustained in an incident of student misconduct. This may take 
the form of appropriate service, monetary, or material replacement or a combination 
of these.

(d) Probation. Probation consists of a designated period of time and includes the 
probability of more severe disciplinary sanctions if the student is found to have 
violated any institutional regulation(s) during the probationary period.

(e) Loss of Privileges. Denial of specified privileges for a designated period of time. 
This may include denying the student access to any campus, site, or building while 
permitting the student to enroll in off-campus classes such as internet or 
correspondence classes.

(f) Discretionary and Educational Sanctions. Participation in specific educational 
programs, such as alcohol or other drug educational intervention conferences, 
assessments, educational activities, including on-line instructional workshops, and 
work assignments or service to the institution or the community, and other related 
discretionary assignments.
(g) Residence Hall Suspension. Separation of the student from the residence halls for a period of time, after which the student is eligible to return. The minimum period of suspension is one semester and the maximum period is two semesters. Conditions for readmission may be specified in the suspension.

(h) Residence Hall Permanent License Cancellation. Permanent separation of the student from the residence halls.

(i) Withholding of a Degree. Prior to the awarding of a degree, the institution may withhold a degree from a student.

(j) Institutional Suspension. Exclusion for a definite period of time from attending classes and from participating in other activities of the System, as set forth in a written notice to the student. The official transcript of the student shall be marked —DISCIPLINARY SUSPENSION EFFECTIVE _____ TO ___. The parents or legal guardians of minor students shall be notified of the action. A student who is enrolled in his or her last semester before graduation or is not currently enrolled in the System and who was not registered during the previous semester or who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from the official transcript when two years have elapsed since the expiration of the student’s suspension. Such request must be submitted in writing to the president or his designee. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notation.

(k) Deferred Institutional Suspension. Deferred separation of the student from the institution until the close of the current semester or some other time frame for review of student progress in addressing the conduct matter.

(l) Institutional Expulsion. Termination of student registration and status for an indefinite period of time. Permission of the president shall be required for readmission. 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. A student who is enrolled in his or her last semester before graduation or is not currently enrolled in the System and who was not registered during the previous semester or who graduated at the end of the previous semester may request that the notation of the disciplinary expulsion be removed from the official transcript when four years have elapsed since the expiration of the student’s expulsion or termination. Such request must be submitted in writing to the president or designee. If the request is not granted, the student at yearly intervals thereafter may submit a request for removal of the notation.

10.4.10 Emergency Removal.
The president, or the student conduct officer, may impose an immediate emergency removal (hereafter, “removal”) prior to the resolution of a charge of violation of the rules of conduct on the charged student. This removal includes the immediate exclusion from the institution and all of the institution’s campuses, sites, locations, and property of a student for an interim period whenever the president determines that this is required to:

(a) Insure the safety and well-being of members of the institution’s community
(b) Protect institution property; or

c) If the student poses an ongoing threat of disruption of, or interference with, the normal operations of the institution; or

d) Protect any student from sexual harassment or retaliation for the report of sexual harassment.

10.4.11 Conditions of Emergency Removal and Hearing.
(a) When an emergency removal is imposed, the charged student shall be denied access to the institution, including classes and all other institutional activities or privileges for which the student might otherwise be eligible, as the president or the student conduct officer may determine to be appropriate. During the time of the removal from the institution, the student may not come onto institutional property for any reason other than meeting with the appropriate official(s) regarding resolution of the emergency removal and the student conduct violation. The student conduct officer may permit the student to participate in distance learning classes that do not include entering onto institutional property and provide adequate protections to prevent any of the conditions of (a), (b), (c) or (d), above, from occurring. Any student so removed shall be afforded an opportunity for a hearing on the emergency removal no later than fourteen (14) calendar days following the removal unless the student agrees to delay the hearing to a later time. A hearing officer shall hold the hearing under the hearing procedures of the rules of conduct where those may be applicable. The student conduct hearing officer shall make a recommendation to the president. The president’s decision upon the hearing officer’s recommendation shall be final. The removal does not replace the regular disciplinary process, which shall proceed under this chapter.

(b) Interim measures as described in NSHE Handbook, Title 4, Chapter 8, Section 13, except for emergency removal of the student, may be implemented without a hearing and are not subject to any grievance procedure.

10.4.12 Procedures Available when Sexual Harassment is Alleged.
The following additional procedures apply in proceedings alleging sexual harassment:

(a) An alleged victim (complainant) and a person against whom (respondent) a complaint of alleged sexual harassment is filed shall have the opportunity to select an independent advisor for assistance, support and advice. The alleged victim and respondent shall be advised at the beginning of the complaint process that he or she may select an independent advisor and it shall become the choice of the alleged victim or respondent 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 or the respondent. The institutional affirmative action officer, Title IX officer or the student conduct officer shall advise the alleged victim and respondent of this right. The means and manner by which an independent advisor shall be made available shall be determined by each institution or unit;

(b) The complainant may choose to not permit the matter to be resolved by the informal resolution process or may terminate the informal resolution process at any time prior to a written determination being signed. If sexual assault is alleged, the informal resolution process may not be used;
(c) The complainant must agree to the charge being heard by a hearing officer if the student conduct officer and student agree;

(d) The complainant must be given the opportunity to participate in any pre-hearing procedures;

(e) In a hearing involving more than one charged student, the hearing officer or hearing board may require a charged student to be absent from any testimony that is not relevant to that charged student;

(f) The complainant must receive a list of all witnesses at the same time it is received by the student conduct officer and charged student;

(g) The complainant must be permitted an advisor during the hearing who shall have the same duties as the advisor for the charged student;

(h) The complainant may present witnesses and other evidence at the hearing;

(i) The findings and recommendation of the Title IX Coordinator pursuant to NSHE Handbook, Title 4, Chapter 8, Section 13 shall be considered at the hearing;

(j) The complainant shall be served a copy of the decision of the student conduct hearing board or hearing officer and of the vice president, if an appeal is filed, except for the discipline imposed upon the student unless the discipline directly relates to the complainant.

(k) If the complainant is aggrieved by the decision of the student conduct hearing board or hearing officer, the complainant has the right to appeal the decision to the appropriate vice president in the same manner as the student;

(l) In a complaint alleging sexual assault, domestic violence, dating violence or stalking, the complete decision of the student conduct hearing board or officer and the decision on appeal shall be given to the complainant.

10.4.13 Board of Regents Policy on Sexual Harassment. The Board of Regents policy against sexual harassment is set forth in Title 4, Chapter 8, Section 13.

10.4.14 Withdrawal of Student from Institution During Ongoing Investigations, Hearings, and Appeals

In the event a student against whom disciplinary proceedings have been commenced pursuant to this Chapter 10 of the Nevada System of Higher Education Code withdraws from the institution prior to the completion of any investigation, hearing or appeal commenced before receipt of the withdrawal, then:

a. The withdrawal shall be effective immediately. Unless otherwise mandated by law, the person submitting the withdrawal shall not be permitted to revoke the resignation under any circumstances.

b. The pending investigation, hearing, or appeal shall immediately cease.

c. In cases involving gender discrimination or sexual harassment, the Title IX Coordinator shall take appropriate action, which may include completing the investigation to the extent reasonably practicable, in order to prevent the reoccurrence of and to remedy the effects of the alleged misconduct.
d. The facts and circumstances of the charge(s) may be cause for denial of readmission or for denial of an application of employment.

UNLAWFUL HARASSMENT

Unlawful harassment involves conduct (discrimination) aimed at any legally protected category, a person’s age, disability (including service-connected disabilities), gender (including pregnancy related conditions), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion.

For more information visit: http://www.gbcnv.edu/rights_responsibilities/unlawful_harassment.html

BULLYING AND CYBER BULLYING

Bullying in Nevada law is defined, under NRS 388.122 as a willful act or course of conduct on the part of one or more students (which is not authorized by law and which exposes a student repeatedly and over time to one or more negative actions which are highly offensive to a reasonable person and are intended to cause and actually causes the student to suffer harm or serious emotional distress).

Under Nevada law, NRS 388.123 defines cyber-bullying as bullying through the use of electronic communication. Bullying and cyber-bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning, thereby undermining the ability of students to achieve their full potential (U.S. Dept. of Education).

Bullying and cyber-bullying violations may cause a hostile environment. It often includes comments about race, color, national origin, sex, sexual orientation, or disability.

At Great Basin College bullying and cyber-bullying, like any other hate crime, should be reported by students or employees immediately. Anyone who is a victim or is aware of bullying or cyber-bullying against another should report the situation to the Center Director, the Director of Environmental Health, Safety and Security at 775.753.2115 or the Office of the Vice President for Student Services 775.753.2282.

HAZING

In accordance with, NSHE Code, Title 2, Chapter 10, Section 10.2.1(aa), hazing is defined as any method of initiation into or affiliation with the university, college or community 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. Hazing has no place within a community of scholars.
NSHE institutions advocate civility in society and an adherence to the fundamental principles of honesty, integrity, respect, fairness, development of individual character, and sensitivity to the dignity of all persons. These principles should be fostered and nurtured in a broad spectrum of activities that yield social, intellectual, and physical benefits.

Hazing activities may include, but are not limited to:

- Any physical activity, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drugs or other substance or any other brutal treatment or other forced physical activity that is likely to adversely affect the physical health of the person;

- Any situation which subjects the individual to extreme stress, such as sleep deprivations, forced exclusion from social contact, required participation in public stunts, or forced conduct which produces pain, physical discomfort, or adversely affects the mental health or dignity of an individual; and

- Any expectations or commands that force individuals to engage in an illegal act and/or willful destruction or removal of public or private property.

Hazing of any nature is unacceptable at any public institution of higher education in the State of Nevada. For more information and reporting procedure, call 775.753.2282.

HATE CRIME POLICY

A hate crime is defined in Nevada law as a crime listed under NRS 193.1675 or NRS 207.185 against another person which is motivated by virtue of the victim’s actual or perceived race, religion, color, age, sex, sexual orientation, military status, disability, national origin, gender identity or expression, or genetic information. Hate crimes are particularly repugnant to the mission of the Nevada System of Higher Education (NSHE) and detrimental to the responsibility of NSHE to provide a safe environment for education, research, and service for the NSHE community. (NSHE Title 4 Chapter 1, Section 30).

At Great Basin College, hate crimes like any other crime, should be reported by students or employees immediately. If a person is in immediate danger, the police or sheriff should be called immediately. On the Elko campus security staff should be notified (775.934.4923) and at the centers, the Director should be notified as soon as possible. In all cases, the Director of Environmental Health, Safety & Security and the Vice President for Student Services must be notified when it is safe to do so. The safety and security website provides directions on how and when to report a crime including calling 911 to contact the police department or county sheriff in order to file a criminal report. It is the policy of the Great Basin College security department that all major crimes including hate crimes should be reported to the local police department to file a complaint.
CAMPUS SECURITY ACT

Campus Security Policies and Campus Crime Statistics Act
In compliance with the crime awareness provisions of the Campus Security Act of 1990 including amendments through 2008, each year by October 1 or before October, Great Basin College files a crime report with the U. S. Department of Education. This report may be reviewed by anyone seeking this information on file at the following website: www.gbcnv.edu/security/crime.html

GBC regularly updates the following: Campus Safety and Security Procedures, Emergency Procedures, Yearly Security Reports, Hate Crime Policy, Timely Warning Procedures, Crime Reporting Procedures and Disclosure of all Safety and Security Police and Procedures. All updates, policies and procedures may be reviewed at the GBC Safety and Security website: www.gbcnv.edu/security/index.html or by contacting the Director of Environmental, Health, Safety and Security by email at patricia.anderson@gbcnv.edu or by telephone at 775.753.2115.

Any student, faculty, staff or member of the campus community witnessing criminal actions or emergencies should call 911 immediately. Members of the campus community who believe they may know of criminal activities or violations of campus policies are encouraged to report the information to the Great Basin College Elko Campus Security Department 775.934.4923, your Center Director, the Director of Environmental Health, Safety and Security 775.753.2115, or the Vice President for Student Services 775.753.2184.

EMERGENCY REPORTING

Our primary objective is to make visitors, students and staff feel safe and secure while on any GBC campus. At the Elko Campus all security officers carry mobile radios to provide instant communication with campus staff and outside emergency service agencies. Security officers carry a campus cell phone for immediate contact by anyone requiring Security assistance at the Elko Campus, 775-934-4923. At Battle Mountain, Ely, Pahrump and Winnemucca assistance is available by contacting the front desk or Campus Director.

In an Emergency
If police or ambulance is needed, dial 9 then 911 from any college extension. On the Elko Campus, immediately notify the Security Department by calling 775-934-4923.

If Security is not available or at any other GBC location, notify any college employee that you are in need of assistance. Notify a college official by calling:

- Elko:
  - Patricia Anderson, Director of Environmental Health, Safety and Security, 775-753-2115 or 775-934-4923
  - Lynn Mahlberg, V.P. Student Services, 775-753-2282
  - Sonja Sibert, V.P. Business Affairs, 775-753-2181
  - Mike McFarlane, V.P. Academic Affairs, 775-753-2266

- Battle Mountain:
  - Jill Chambliss, Coordinator, 775-635-2318
• **Ely:**
  o Veronica Nelson, Director, 775-289-3589

• **Pahrump:**
  o Diane Wrightman, Director, 775-727-2017

• **Winnemucca:**
  o Lisa Costa Campbell, Director, 775-623-4824

**Emergency Contact Requests**
The Safety and Security Department, and Campus Directors receive requests during each semester to make emergency contact with students. Please understand that each request must be carefully screened to ensure it is a true emergency before a class will be interrupted. Messages such as a student will be out of class today, will not normally be passed on to faculty you must contact your professor directly for that. When asking for a student to be contacted the more information you can provide the quicker the message can be delivered. Please be prepared to provide the students full name, class they should be in, reason for the notification and identity of the person making the request.

**Reporting a Crime**
If the crime is occurring as you are calling, dial 911 and request the police/sheriff respond. If you are a victim of a crime and no emergency is currently present please contact the Campus Director in Battle Mountain, Ely, Pahrump or Winnemucca. Please contact Security in Elko. You will be requested to provide information including all item makes, models, physical description of the possible suspect(s), identification numbers, etc. if known. If the crime location is still available and visible such as a vehicle accident an attempt will be made to take photos to help document the incident. If the incident is a major crime (murder, sexual assault, domestic battery, assault, arson, weapons or burglary) the local police agency must be notified and requested to respond in addition to notifying the Campus Director or Security Department.

**For More Information Contact**
**Patricia Anderson**
Director of Environmental Health, Safety and Security
GBC- Elko
775-753-2115
patricia.anderson@gbcnv.edu

**SEX OFFENDER NOTIFICATION**
As a student registered for class or an employee of Great Basin College, you are hereby notified that this College does comply with the Campus Sex Crimes Prevention Act, effective October 27, 2002.

Section 1601 of Public Law 106-386 requires all offenders who are required to register pursuant to State law to provide notice as required under State law of each institution of higher education at which the person is employed, carries on a vocation, or is a student and of each change in enrollment or employment status of such person at an institution of higher education in the State.

Offenders who are students or workers as defined by NRS 179D.110 and 179D.120 and all offenders who are present for 48 hours or more on the Great Basin College
campus pursuant to NRS 179D.240 and 179D.460, must comply with the registration requirements of NRS Chapter 179D and register with your local sheriff or police departments. The offender must also notify the Director of Environmental, Health, Safety, and Security at 775.753.2115, patricia.anderson@gbcnv.edu or the Vice President for Student Services at 775.753.2282, lynn.mahlberg@gbcnv.edu. Failure to do so may result in disciplinary sanctions.

MANDATORY REPORTING

If any person, faculty, staff, student or member of the campus community has knowledge of a child (anyone under the age of 18 years) in immediate danger of abuse or from neglect, the local Police agency must immediately be notified by calling 911. Once that call has been made, as soon as it is safe for the person to do so, the Center Director or Director of Environmental Health, Safety and Security must be notified.

If any person, faculty, staff, student or member of the campus community, has knowledge of a child (anyone under the age of 18 years) who appears to be the victim of abuse or neglect, that has occurred at a GBC facility or during GBC programs or activities, the Center Director or Director of Environmental Health, Safety and Security should be notified immediately. Once the Director has determined the basic facts of the situation they will notify the Vice President for Student Services, Vice President for Academic Affairs or the Vice President for Business Affairs and the President. Notification must be made to the local Police agency or the Division of Child and Family Services as soon as reasonably practicable but not later than twenty-four (24) hours after the person knows or has reasonable cause to believe that the child has been abused or neglected (NRS 432B.220, (b).

CHILDREN ON CAMPUS

Children are not allowed in the classrooms, labs areas, or access areas. GBC is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities. As stated in the Student Services Policies and Procedures, Chapter 6, Part 10.6. This policy may have an exception if a class specifically designed for children such as Kid’s College class is held on campus.

If the situation is not immediately reconcilable, on the Elko Campus, reports should be made to a Security Officer, Director of Environmental Health, Safety and Security, or Vice President for Student Services. Concerns for all centers should be reported to the center director.

SMOKE FREE GBC

Great Basin College has made an academic commitment to wellness. Part of that commitment is manifest in our compliance with the Nevada System of Higher Education and State of Nevada policy prohibiting smoking inside any building
owned or leased by the State of Nevada or GBC/NSHE. State law prohibits smoking in public buildings. (NRS 202.2491).

Smoking is prohibited in, near, or adjacent to any entrance or exit of any public building. The “no smoking zone” is a minimum of 30 feet, and a smoking location must be far enough away from the entrance or exit of any public building so that no smoke will drift or travel into the building or be smelled by any person entering or exiting the building. Authorized smoking locations must be outdoors in an area that is safe and free from any hazardous chemicals, materials, or conditions. (Nevada State Employee Handbook, revised July 2014) Smokers may also choose to use a sheltered area such as the one to the side of McMullen Hall.

Respect for non-smokers must include common courtesy. Great Basin College had decided that the use of tobacco alternative smoking items such as electronic cigarettes (e-cigarettes), hookah pipes, hookah pens or illegal substances will be included within the no smoking policy.

MISSING STUDENT POLICY

Great Basin College is committed to the safety and security of all students attending each campus and center. A student will be determined to be missing if they are absent from their college residence or campus for more than twenty-four (24) hours without any known reason. This policy has been developed in order to assist in locating any student determined by the College to be missing upon completion of the investigative procedures listed below. The policy complies with Section 488 of the Higher Education Act of 2008.

Anyone who believes a student is missing should report their concern immediately. On the Elko campus reports should be made to the Director of Environmental Health, Safety and Security, a Security Officer, the Housing Coordinator, or the Vice President of Student Services. Concerns at all Centers should be reported to the Center Director, the Director of Environmental Health, Safety and Security, or the Vice President for Student Services. Upon receipt of a report of concern that a student may be missing, if the report was not directly to them, both the Vice President for Student Services and the Director of Environmental Health, Safety and Security shall be notified so an investigation may be conducted in accordance with the Great Basin College Policy and Procedures.

ALCOHOL AND DRUGS POLICY

Alcohol and Drugs - Standards of Conduct
The Board of Regents Handbook, Title 4, Chapter 20, Section 4, states the Nevada System of Higher Education's (NSHE) alcoholic beverage policy. It governs storage, possession, and use of alcoholic beverages by people of legal age. It also mandates disciplinary action against “any student who exhibits offensive behavior on university-owned or supervised property while under the influence of alcoholic beverages.” Use and possession of alcohol and drugs are addressed in the Student Code of Conduct. Legal sanctions are governed by the Nevada Revised Statutes. Such sanctions result from a police report filed with the District Attorney’s Office. Legal action may take place concurrently with campus disciplinary action.
MEDICAL MARIJUANA

Federal law prohibits the use of medical marijuana on college and university campuses that receive federal funding (Board of Regents Handbook, Title 4, Chapter 1, Page 30). The following provisions shall govern the possession and use of medical marijuana on NSHE property.

- The use, possession, or cultivation of marijuana, including for medical purposes, on any NSHE or NSHE foundation owned or leased property, or at any NSHE sponsored or authorized activity, is expressly prohibited.
- Students, employees, faculty, guests, and/or visitors who violate this policy are subject to applicable disciplinary, legal and/or administrative action.

PUBLIC FORUM / FREE SPEECH

Public expression in the form of freedom of speech and advocacy may be exercised on Great Basin College properties in the spirit of open discussion and the freedom of expression to exercise each person’s constitutionally protected rights.

Protection of this right, while not interfering with the College mission as an educational institution, makes it imperative that all persons agree to comply with Nevada System of Higher Education (NSHE) and Great Basin College policies and procedures when exercising their rights. Freedom of Speech should not interfere with the rights of others, including the institution, to hold and attend: regularly scheduled classes (live, online, web campus, or mixed media based) events, field trips, ceremonies, use of and travel through parking and access areas, access and use of legally rented residence facilities, or prevent the ingress and egress to and from all buildings. This includes allowing a group who has reserved a room or space the ability to use that space and allowing a speaker, event or performer to be seen and heard by the audience.

Great Basin College will permit persons exercising their rights to use college facilities as long as the use is pre-approved at a designated location. Arrangements for amplified sound must also be made in advance. Approvals will be based on the understanding that the noise level will not interfere with classes, other campus events and normal campus operations.

Approval will be withdrawn if the exercise of freedom of speech interferes with the mission of the college; the college receives complaints from the surrounding neighborhoods or the actions of those persons involved cause an imminent health or safety hazard.

To request approval please contact the Director of Environmental Health, Safety and Security at 775-753-2115 or e-mail at patricia.anderson@gbcnv.edu.

All procedures and rules pertaining to posters, banners, and distribution of materials on campus will be fairly, equally, and consistently enforced, regardless of the nature of the sponsoring group or individual or the philosophy being expressed. A decision to deny or halt the display or distribution of material shall be made based on the manner of distribution/display, not on the content of the materials. All materials must be approved by the GBC Center Director or, in Elko, Media Services, located in Lundberg Hall, and must be dated and stamped prior to posting.
SERVICES FOR STUDENTS WITH DISABILITIES

Great Basin College is committed to providing equal educational opportunities to qualified students with disabilities in accordance with state and federal laws and regulations, including the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

A qualified student must furnish current verification of disability. The Disability Services Office, located in the Leonard Center for Student Life, will assist qualified students with disabilities in securing the appropriate and reasonable accommodations.

Great Basin College asks that each student requesting services submit documentation of the presence of a disability and documentation that supports the need for requested accommodations. However, it is our goal to ensure that the burden of providing documentation of a disability not be unnecessarily burdensome or unnecessarily discourage individuals with disabilities from establishing the need for a reasonable accommodation. The Director of Disability Support and Related Resources will assist qualified students with disabilities in securing the appropriate and reasonable accommodations, auxiliary aids, and services. For more information or further assistance, please call 775.753.2271.

SAFETY SERVICES

If you study late or leave evening classes, it is a good idea to walk with friends and classmates. There is always more safety in groups than a single person walking at night alone. If you feel uncomfortable and would like an escort to your vehicle or dorm room, please feel free to contact your faculty member, the Center Director, or, in Elko, the Security Department at 775.934.4923. If you have concerns, please contact the Center Director or the Director of Environmental Health Safety and Security, or Vice President for Student Services to discuss the situation.

STUDENT SUPPORT AND RETENTION SERVICES

Whether your goal as a student is to graduate with a degree or certificate, complete core credits for transfer to other higher education institutions, improve skills for employment or personal growth, or if you are returning to college, the Student Support and Retention Office looks forward to helping you reach your goals. We strive to help all students achieve their academic and personal goals, also acting as a support system when students are struggling academically or personally. Our staff consists of trusted, experienced professionals and peer mentors available to provide individualized coaching to help students reach their academic goals, as well as
resource referrals to appropriate services at GBC and in the community when necessary. Students are encouraged to visit with a student support professional by stopping by the office in the Leonard Center for Student Life, or contacting 775.753.2271. Please visit our webpage at www.gbcnv.edu/retention for more information.

Admission Advising and Career Center
The Admission Advising and Career Center, located in Berg Hall, offers a wide range of services for current and prospective students and should be the first stop for new students. The Center operates on the philosophy that the career and academic decision-making process is one that emerges over time, shaped by one’s own experiences, interests, and values.

The Admission Advising and Career Center houses the following: Admission Advising, Career Assessment, Career Counseling and Resources, Student Employment, and Graduate Placement Services. The center also supports two positions through the Trade Adjustment Assistance Community College and Career Training Grant (T.A.A.C.C.C.T.): an Adult Learner Concierge, who serves as a single point of contact for adult students (25 years and older) and helps them navigate the application, enrollment and registration process and offers continued support throughout their college experience; and a Pathways Specialist, who partners with industry determining what the local workforce needs are and develops certification programs to address those needs. Students may receive assistance regarding academic advisement, career resources, and study skills. Information regarding occupations, job market trends, and internet sites are all available through Nevada Career Information Systems (NCIS).

ACADEMIC SUCCESS CENTER (ASC)

The Academic Success Center in the Electrical/Industrial/Technology Building provides students with free tutoring services in mathematics, science, English, writing, accounting, economics, and foreign languages. In addition, the center has a full-service computer lab with access to the Internet and library databases. Tutors are available to assist students with basic computer skills such as word processing, accessing the Internet, or accessing a WebCampus course site. Students can walk in to the center for help, or make an appointment by calling 775.753.2149.

STUDENT GOVERNMENT ASSOCIATION

College is more than books, lectures, and labs. Some of your best times for learning and involvement will be spent in student activities. You may choose to get involved by joining clubs and organizations: Aggies, Battle Born Veterans, Phi Theta Kappa (PTK) (Honor Society), RAD, Student Government Association (SGA), Students Organizations and Leaders (SOLAR/Programming Board), Student Nurses Organization (SNO), Skills USA and Table Top. For more information about clubs and organizations, contact, 775.753.2201 or email adriana.mendez@gbcnv.edu.

When you register for one credit or more, you are automatically a member of the Student Government Association. A small part of your registration fee goes to support student activities such as special events, clubs, games, barbecues, films,
lectures, and more. These activities are overseen by elected students who form the GBC Student Government Association.

The Student Government Association is the representative body that voices the concerns of the entire student body, and oversees the many social and educational extracurricular programs. Five Executive Officers and up to 17 Senators form the legislative body of the SGA. They represent the concerns of students from all service areas and participate in weekly meetings with members from the Battle Mountain, Elko, Ely, Pahrump, and Winnemucca sites.

The President, Vice President, Secretary, and Treasurer are elected by students at all campuses in the Spring Semester and serve through the summer until the following spring. Some Senators are elected in the Spring Semester and the remaining Senators are elected in the Fall Semester. SGA members are elected by a vote of the student body and are expected to serve for one term. SGA officers, along with the Student Life Office, are located in the Leonard Center for Student Life. Contact the SGA at 775.753.2256, 775.753.2201, adriana.mendez@gbcnv.edu, or learn more at www.gbcnv.edu/sga.

GBC Guide to Assist in Referring Student Questions and Concerns (Additional steps may be necessary and are subject to change)

Registration Adds, ........................................... Admissions and Records Office
Drops, and Changes ........................................... 775.753.2102

Approval to Register ........................................... Admissions and Records Office
for more than 18 credits in a Semester .......................... 775.753.2361

Campus Tours and Visits ........................................ Recruitment Department
775.753.2201

Academic Advisement Reports (AAR) ................ Admissions and Records Office
(Degree Audit Reports) ......................................... 775.753.2279

Acceptance of Transfer Credit ................................. Admissions and Records Office
775.753.2273

Admission Advising and Career Center ....................... Academic Advisor
775.753.2180

Grade Appeals .................................................. Instructor, Chair, Faculty
Senate Chair, Academic Standards Committee
Contact Student Services for a description of the process. 775.753.2184

Residency Appeal ................................................ Admissions and Records Office
775.753.2361

Dropped from Classes ......................................... Admissions and Records Office
for Non-Payment ............................................. 775.753.2102

Appeal of GBC .................................................. Student Services,
Refund Policy .................................................. Refund Appeals Committee
FINANCIAL AID SATISFACTORY PROGRESS POLICY (SAP)

The GBC Student Financial Services Office (SFSO) is mandated by federal law to have a satisfactory progress policy. This policy must be applied to all recipients receiving federal or state aid as a determination of financial aid eligibility.

In order to maintain eligibility as a financial aid recipient, students must meet the following three components:

- **Qualitative Component (GPA)**
  In order to meet the qualitative standard for SAP, the student must maintain a cumulative GPA of 2.0

- **Quantitative Component (Completion Ratio)**
  Students must receive passing grades in a minimum of 67 percent of all attempted courses.

  Students must also successfully complete 100 percent of the credits for which they received financial aid for the term.

  Courses dropped during the 100 percent refund period are not considered attempted courses. Remedial and transfer courses are included in the calculation. Courses receiving grades of W, F, AD, NR or I are not considered completed but are included in the calculation.
• **Time Frame Component** (Maximum number of credit hours attempted)
  Students may attempt no more than 150 percent of credits hours required for
  the program.

For most programs, this is 56 credits for certificate programs, 90 credits for
associate degree programs, and 180 credits for bachelor degree programs. However,
the student’s 150 percent will be determined on the actual required credit hours for
the degree or certificate they are pursuing.

**Information for Veterans**
The determination of eligibility for veteran’s educational benefits rests with the
Department of Veteran Affairs (VA). The Veterans Certifying Official assists
veterans and/or their eligible dependents to access their benefits by certifying their
enrollment each semester. To do this, students requesting VA certification need to
submit the required forms to the campus Veterans Services Office for each term for
which they wish to be certified.

If you are a veteran, or if you are eligible for veterans’ educational benefits, (e.g.,
Survivors’ Dependents, GI Bill ®, Selected Reserve, National Guard, Vocational
Rehabilitation), you will want to discuss aid programs with the veterans’ advisor so
you can receive current and complete information about Veterans Administration
benefits. Students receiving veterans’ benefits are required to declare a degree
objective and payments will be awarded for credits applicable to that degree. It is
also required that students receiving veterans’ benefits meet with the GBC Veterans’
Affairs representative each semester to ensure their selected credits are certified to
the VA Muskogee, Oklahoma, office. Should credits be certified and the student
fails to complete the courses, repayment of funds may be required unless evidence
of extenuating circumstances is presented to the Veterans’ Administration. You can
visit the veterans’ advisor in the Student Financial Services Office, Berg Hall. It is
recommended you apply for benefits prior to registration.

**VETERANS’ STANDARD PROGRESS**
All students eligible for and receiving VA education benefits will be required to
meet the Standard of Progress requirements.

To maintain satisfactory progress, the student must maintain a 2.0 term GPA and
complete a minimum of 50% of the credits certified for each semester.

During a semester in which a student using VA education benefits fails to meet the
Standard of Progress requirements, he/she will be placed on a warning for their next
enrollment semester.

While on warning, the student may continue to receive VA education benefits.
He/she must maintain a 2.0 term GPA and complete 50% of the credits certified.

Failure to meet the Standard of Progress, while on a warning semester, will result in
a suspension of the VA education benefits.

Students have the right to appeal the suspension status in the event of extenuating
circumstances. The appeal should be submitted no later than two weeks before the
beginning of the semester. Should the appeal be approved, the student may be required to meet with an advisor before enrolling and throughout the semester.

NOTICES

The college reserves the right to change the college calendar, the courses and curricula described in the Class Schedules, and the teaching personnel listed herein, at anytime.

The rules and regulations stated in this schedule are for information only and in no way constitute a contract between a student or faculty member and GBC. The NSHE reserves the right to change any regulation or requirement at any time.

The Student Assistance General Provisions of Public Law 101-542 requires all institutions that participate in student financial assistance programs as authorized by Title IV of the Higher Education Act of 1965 and Higher Education Technical Amendments of 1991, Public Law 102-26, to disclose the graduation rate and/or persistence rate of all full-time, degree-seeking or certificate-seeking undergraduate students. Information and statistics are available from the Admissions and Records Office, Berg Hall, 775.753.2102.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the landmark federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime (murder, robbery, arson, forcible and non-forcible sex offenses) on and around their campuses. The 2008 amendments protect crime victims, “whistleblowers,” and others from retaliation. The 2013 Campus SaVE (Sexual Violence Elimination Act) codified certain aspects and adds Domestic and Dating Violence and Stalking.

In compliance with the provisions of the Act, each year before October, Great Basin College files a crime report with the U. S. Department of Education. This report may be reviewed by anyone seeking this information on file at the following website: http://www.gbc/security/crime.html.

Great Basin College Campus Safety & Security report for reporting crimes, emergency contact numbers and policies are available on the Great Basin College website: http://www.gbcnv.edu/security/. Upon request to the Director of Environmental Health, Safety & Security a written copy will be provided.

Students may request an escort in Elko by calling the Security cell at 775.934.4923. In Battle Mountain, Ely, Pahrump, and Winnemucca, contact the campus director or your instructor.

For additional information about campus Safety and Security, contact the Director of Environmental Health, Safety, and Security at 775.753.2115 or patricia.anderson@gbcnv.edu.

All GBC buildings are designated as smoke free. This includes tobacco products and electronic type cigarettes.
Great Basin College is guided by the principle that there shall be no difference in the treatment of persons because of a person's age, disability, whether actual or perceived by others (including service-connected disabilities), gender (including pregnancy related condition), military status or military obligations, sexual orientation, gender identity or expression, genetic information, national origin, race, or religion, and that equal opportunity and access to facilities shall be available to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination, participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits, and compensation.

Bullying and hazing have no place within a community of scholars. The NSHE affirms its opposition to any form of bullying or hazing. Bullying is defined as exposing the victim repeatedly and overtime to one or more negative actions, which is highly offensive to a reasonable person and is intended to cause and actually causes the victim to suffer harm or serious emotional distress. (U.S. Department of Education). NSHE institutions advocate civility in society and an adherence to the fundamental principles of honesty, integrity, respect, fairness, development of individual character, and sensitivity to the dignity of all persons. These principles should be fostered and nurtured in a broad spectrum of activities that yield social, intellectual and physical benefits. Therefore, bullying and hazing of any nature is unacceptable (it may create a hostile environment and be subject to disciplinary action) at any public institution of higher education in the State of Nevada. Nevada Law NRS 388.123 defines cyberbullying as bullying through the use of electronic communication. For more information and reporting procedure, call 775.753.2282.

ACADEMIC HONESTY

Plagiarism
Plagiarism is presenting someone else’s words, ideas, or data as one’s own. When a student submits work that includes the words, ideas, or data of others, the source of that information must be acknowledged through complete, accurate, and specific references, and if verbatim statements are included, through quotation marks as well. In academically honest writing or speaking, the student will acknowledge the source whenever:

- Another person’s actual words are quoted.
- Another person’s idea, opinion, or theory is used, even if it is completely paraphrased in the student’s own words.
- Facts, statistics, or other illustrative materials are borrowed, unless the information is common knowledge.

A nationally recognized plagiarism software may be used to check student work.

Cheating
The following are some examples of cheating:

- Recycling (using material generated for one class in another class).
- Using electronic devices inappropriately.
- Using unapproved notes.
- Unapproved discussion between classmates.
• Having others represent you in class—attend class for you, do work in your place, take exams.
• Having others do your work.

EMERGENCY NUMBERS

IN AN EMERGENCY If you need the Police or Ambulance call 911, from a college extension dial 9-911.

If there is a fire, evacuate the room and building, pull the nearest pull station, then call 911 to request the Fire Department.

As soon as you have called 911, in Elko notify Security at all other GBC Centers notify the Center Director.

ELKO
Security on Duty ................................................................. 934-4923
Patricia Anderson ............................................................................... 753-2115 or
Dir. Health, Safety & Security ............................................................. 934-4923

Lynn Mahlberg, .............................................................................. 753-2282
V.P. for Student Services

Mike McFarlane ............................................................................. 753-2266
V.P. for Academic Affairs

Sonja Sibert .................................................................................... 753.2181
V.P. for Business Affairs

BATTLE MOUNTAIN
Jill Chambliss, Coordinator ......................................................... 635-2318

ELY
Veronica Nelson, Director ................................................................. 289-3589

PAHRUMP
Diane Wrightman, Director .............................................................. 727-2017

WINNEMUCCA
Lisa Costa Campbell, Director ........................................................ 623-4824

SUICIDE PREVENTION LIFELINE
.............................................................................................. 1.800.273.TALK (8255)
.............................................................................................. text “listen” to 839863
IMPORTANT GBC PHONE NUMBERS

Battle Mountain Center ................................................................. 775.635.2318
Elko Main Campus ................................................................. 775.738.8493
Ely Center ............................................................................ 775.289.3589
Winnemucca Center ................................................................. 775.623.4824
Pahrump Valley Center ................................................................. 775.727.2000

www.gbcnv.edu

Frequently Used Numbers

Academic Advising and Career Center ........................................ 775.753.2180
Academic advising, student employment, career advising and assessment

Academic Success Center ................................................................. 775.753.2144
Access tutors, take placements, and take class exams as required

Admissions and Records ................................................................. 775.753.2102
Register for classes, graduation information, transfer credit, request transcripts,
MyGBC information, update personal information, and transfer information

Controller’s Office ....................................................................... 775.753.2243
Pay bills and account information

Disability Services ..................................................................... 775.753.2271
Accommodations for students with disabilities, special needs and related services
located in the student resource service area in the Leonard Center for Student Life

Help Desk .................................................................................. 775.753.2167
Web Campus assistance, reset password, and technological support

Recruitment ............................................................................... 775.753.2201
Schedule campus tours, recruitment, and assist with the general admission process

Student Financial Services ............................................................... 775.753.2399
Questions about current or future financial aid, loans, grants, and scholarships

Student Support and Retention ...................................................... 775.753.2271
Student coaching, mentoring and resource referrals
IMPORTANT GBC PHONE NUMBERS (Cont)

Departments

Bachelor of Applied Science .............................................................. 775.753.2363
Bachelor of Arts in Integrative Studies .................................................. 775.753.2244
Business ................................................................................................. 775.753.2363
Career and Technical Education ................................................................. 775.753.2175
Diesel, Electrical, Industrial Millwright, and Welding
Computer Technologies ........................................................................... 775.753.2363
Education ................................................................................................. 775.753.2177
English ...................................................................................................... 775.753.2221
Fine Arts and Humanities ......................................................................... 775.753.2221
Health Sciences and Human Services ......................................................... 775.753.2301
Integrative Studies ................................................................................... 775.753.2244
Math .......................................................................................................... 775.753.2120
Recreation and Physical Education .............................................................. 775.753.2120
Science Department .................................................................................. 775.753.2120
Social Sciences .......................................................................................... 775.753.2244
Social Work ............................................................................................... 775.753.2244

Other Services

Bookstore .................................................................................................... 775.753.2270
Child and Family Center ........................................................................... 775.753.2224
Community Education ............................................................................. 775.753.2231
Fitness Center ............................................................................................ 775.753.2113
Housing ...................................................................................................... 775.753.2360
Information Desk ....................................................................................... 775.738.8493
Interactive Video Counseling ..................................................................... 775.753.2271
GBC Library .............................................................................................. 775.753.2222
Security ...................................................................................................... 775.934.4923
Student Government Association ............................................................... 775.753.2256
Veteran’s Affairs ....................................................................................... 775.753.2259
The **SGA Game Room** is located in the Leonard Center for Student Life building next to the Big Horn Bistro. Students are invited to join their friends, watch TV, and play Pool or Pinball games. Every Wednesday Pool is free for GBC Students.

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**VETERANS RESOURCE CENTER**

Great Basin College Veterans Resource Center (VRC) is our rural communities’ one stop shop for all Veteran’s benefit information. We provide an encouraging environment by acknowledging, honoring, and addressing all of our Veteran’s needs, all while helping them attain their educational goals. The VRC’s mission is as widespread as the rural GBC service area. Our main goal is to provide Military Veterans with the resources, support, and advocacy needed to succeed in higher education. However, our services are open to our entire community by providing the proper local, state, and federal resources to meet the unique needs of each Veteran; to include their families.
Battle Born Veterans
GBC Collegiate Farm Bureau (Aggies)
Nature Club
Newmans Club – Catholic Community at GBC
Phi Theta Kappa (PTK)
Radiology Technology Student Club (RAD)
Silver State Student Chapter Land Surveying/Geomatics
Skills U.S.A.
Student Government Association (SGA)
Students, Organizations. Leaders, Achieving Results (SOLAR/Programming Board)
Student Nurses Organization (SNO)
Tabletop

Establishing a new club or organization

Step 1 Establish the name of the club/organization and determine a purpose or mission statement for that club/organization.

Step 2 Identify a GBC faculty or professional GBC staff member who is interested in serving as an advisor for the club/organization.

Step 3 Recruit a minimum of five currently enrolled students to join the club/organization.

Step 4 Submit the new club/organization form to SGA.

Step 5 Submit written bylaws/constitution, which states the name, purpose, membership, requirements, nondiscrimination statement, officers’ duties, election process, financial matters, and meetings, to SGA.

Step 6 After all paperwork is submitted to SGA, the club/organization will be asked to attend a SGA meeting. SGA will vote to formally recognize the club/organization. In order to be recognized, the club/organization needs a majority vote.

Step 7 At the beginning of each Academic year, the club/organization will need to submit a club/organization renewal form in order to remain active and eligible for funds.
TIME MANAGEMENT – DEFINITION

One of the keys to a successful college career is to have good time management.

By definition, time management is the effective selection of the best task from all those available and completing it to the best of your ability. Making the right choices about how you spend your time is the most important decision for you to make. The big payoff is that you can have control of your life. Getting control starts with planning. The following page is devoted to assisting you with planning your time schedule for college.

Unlike the formal structure of a high school schedule, much of the time in a college schedule can be very unstructured. You and you alone can control the schedule that you choose. Many selections of the same class are offered at various times of the day. It is up to you to select the time you want to attend a section of a particular class. It is possible to arrange your schedule so that you attend school on selected days of the week. In other words, it is not mandatory for you to go to school Monday through Friday.

Because of the flexibility involved in your college schedule, it is important to include other aspects of your life in your planning such as work, family, commitments, and recreational activities. In fact, you are encouraged to take into consideration all aspects of your life when planning your college class schedule.

Planning study time is a key step to academic success. Most college classes require far more study time than high school classes do. A general rule of thumb to follow when setting a time schedule for each class is plan on two to three hours of study per week for each hour of class. For example, a three-hour class may require up to nine hours of study per week.

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<td>40 hours per week</td>
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<td>5 to 15 hours per week</td>
<td>14-16 credits</td>
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Blank time management schedules are provided for you on the following pages. Please use them. More importantly, revise your schedule once the semester begins if it is not meeting your needs. Effective time management plays a key role in your success at GBC. Please see a counselor if you are having difficulty with your planning. The phone number for an appointment with a counselor is: Elko 775.753.2168, Ely 775.289.3589, Winnemucca 775.623.4824, Battle Mountain 775.635.2318, and Pahrump 775.727.2000. Remember that your success in college is important to us, and we are here to assist you.

TIME MANAGEMENT WORKSHEET

Goals of Time Management
1. Be Organized
   a. Use calendars, “to do” lists, email, answering machines, file folders
   b. Have an organized work place
2. Plan Ahead (Schedule it and it will happen)
   a. Determine how long your tasks will take and schedule it
   b. Try to combine activities
   c. Determine if big tasks can be broken down into smaller tasks
   d. Identify “best time” for studying and use these “power times” for studying and “down times” for routine activities

3. Prioritize your tasks
   a. Use an A-B-C rating system for items on your “to do” lists with A item being highest priority
   b. Set goals for both the short term and long term
   c. Look at your “to do” list to gauge the time requirement for each item and whether additional resources will be needed to accomplish them

4. Avoid Overload and Take Care of Yourself
   a. Include time for rest, relaxation, sleep, eating, exercise, and socializing in your schedule (College is more than studying. You need a social life, yet you need to have a balance in your life.)
   b. Make sure you get plenty of sleep and eat properly
   c. Don’t put everything off until the last minute
   d. Don’t be a perfectionist
   e. Learn to say NO

5. Practice Effective Study Techniques
   a. Have an appropriate study environment
   b. Study difficult subjects first
   c. Split large task into more manageable tasks (Use distributed learning and practice, study in shorter time blocks with short breaks between.)
   d. Read for comprehension, rather than just to get to the end of the chapter
   e. Be prepared to ask questions as they come up during study, rather than waiting until the last minute to complete your projects
   f. Read the syllabus as soon as you get it and note all due dates on your calendar
   g. Be a model student! (Be attentive and participative in class, and punctual, prepared and eager to learn.)

6. Be Flexible
   a. The unexpected happens (sickness, car troubles, etc.). You need to be able to fit it into your schedule
   b. Know how to rearrange your schedule when necessary (so it doesn’t manage you, manage it)
   c. Know who to ask for help when needed

7. Have a vision (why are you doing all of this?)
   a. Don’t forget the “big picture” - Why are you doing the task? Is it important to your long-term personal goals?
   b. Have and follow a personal mission statement (personal and career). Are your activities ultimately helping you achieve your goals?
   c. Know what is important to you and what you value most?
   d. Have a POSITIVE ATTITUDE!
# How Will I Spend My Time

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## SEMESTER BUDGET WORKSHEET FOR COLLEGE STUDENTS

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<td><em>(Income Less Expenses)</em></td>
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If an expense is incurred more or less often than monthly, convert it to a monthly amount when calculating the monthly budget amount. For instance, auto expense that is billed every six months would be converted to monthly by dividing the six-month premium by six.
Taking Essay Exams

Use the QUOTE system:

- **Q** = Question
- **U** = Underline
- **O** = Organize and Write
- **T** = Time
- **E** = Evaluate

**Question:** Find the *direction word* in the test item and *bracket* [ ] it.

Examples of direction words:
- discuss
- describe
- explain

**Underline:** After you have bracketed the direction word, underline the *focus words* that tell you focus on the ideas needing to be developed in the answer.

Example: The Constitution of the United States is a set of written laws and principles. [Explain] what the Founding Fathers set out to accomplish when they wrote this document.

**Organize/Write:** For this step do the following:

- Quickly brainstorm a list of key ideas needed in the answer.
- Create a “thumbnail” outline that puts these key ideas in order and relate them to the *focus words* and *direction word*.
- Write your answer using the *summary*-*facts*-*conclusion* format.

**Time:** Decide how much time you should spend on each essay answer.

- Consider how long you have to complete the essay section.
- Consider the point value of each item.
- Figure out how much time you can spend on each item, and jot it down next to the question. Allow more time for those with more points.
- Allow a few minutes to review answers in *Evaluate* step.

**Evaluate:** Briefly evaluate the answers you wrote for the following:

- Answer all parts of question?
- Did I include all relevant facts?
- Is my handwriting legible?
- Any obviously misspelled words or missing words?
Taking Multiple-Choice Tests
Parts of multiple-choice questions: the stem

The alternatives ways to improve your score on multiple-choice tests:

1. Go through all multiple-choice items, answering those you know immediately, and marking any you have to think about to return to later.
2. Read the stem and the alternatives carefully, and underline key words.
3. Note where wording is the same in each alternative. Note how each is different.
4. Make sure the alternative you choose matches the stem.
5. Keep in mind that words like not, false, and incorrect can completely change meaning.
6. When you decide that an alternative is incorrect, draw a line through it.
7. Do not change your answer unless you are certain you made the wrong choice. Your first answer is most often correct.
   a. Answer all items unless there is a penalty for guessing (usually applies to standardized tests only.)
   b. If two alternatives are opposites, one is likely to be correct.
   c. An alternative is likely to be incorrect if it contains an absolute term like; all, none, always, or never.
   d. An alternative is likely to be correct if it includes language used by your instructor or found in your textbook.

Preparing for All Tests: Success begins before you begin to take a test!

1. Know what the test will cover. Ask what you need to study from textbooks, handouts, and class notes. Ask what will not be on the test, if anything.
2. Know what types of items will be on the test: multiple-choice? Essay? Completion? This information will tell you how to study.
3. Begin studying for the test early. In fact, on the first day of lecture and reading you can begin to review important ideas for tests.
4. Allow 3-5 days before the test date for an overall review of important facts and concepts.
Academic Success Center

Location: EIT
Hours for Tutoring
9 a.m. – 8 p.m. M-TH
9 a.m. – 4 p.m. Fridays
Closed Saturday and Sunday

Services:
- **FREE** tutor services in English/writing, math, Spanish, and some science courses.
- A general use computer lab with free printing and Internet/library access.
- Online writing and math tutors: tutor@gbcnv.edu

Phone: 753.2149
Appointments Recommended. Walk-ins Welcome.

Stop by and visit us!

GBC Test Proctoring Services

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<thead>
<tr>
<th>Type of Test</th>
<th>Proctoring Location</th>
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<tbody>
<tr>
<td>Online</td>
<td>Academic Success Center (EIT)</td>
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<tr>
<td>Non-GBC tests (charges apply)</td>
<td>Academic Success Center (EIT)</td>
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<tr>
<td>Web CT tests</td>
<td>Academic Success Center (EIT)</td>
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<td>Hardcopy tests from instructors</td>
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<td>Telecourse Tests</td>
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<td>Real Estate Tests</td>
<td>Academic Success Center (EIT)</td>
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Hours for Testing Center
9 a.m. – 8 p.m. M-TH
9 a.m. – 4 p.m. Fridays
Closed Saturday and Sunday

Note: If you have a question about test proctoring, please call Ping Wang, ASC Director, 753.2144.
Admission Advising & Career Center

Advisors
- One on one academic advisement
- Helps students to determine goals
- Assists planning your program of study
- Initial reviews of transcripts
- Help with transfer from and to GBC

Adult Learner Concierge
- Single point of contact advisor for adult learners
- Assists with application, enrollment, and registration
- Assists planning your program of study
- Helps adult learner navigate their new college

Career Center
- Career Resources
- Career Pathways to link each college class toward your degree
- Student employment
- Self-discovery assessments

Phone: 753.2180

Your pathway to success begins in the Admission Advising & Career Center. Call now for an appointment at 775.753.2180
1. Berg Hall (BH)
2. McMullen Hall (MH)
3. Lundberg Hall (LH)
4. Welding Shop
5. High Tech Center (HTC)
6. Adult Learning Center
7. Adult Learning Center II
8. Greenhaw Technical Arts Center (GTA)
9. Central Receiving
   Buildings and Grounds
10. Storage
11. Carl A. Diekhans Center for Industrial Technology (DCIT)
12. Dorothy S. Gallagher
    Health Sciences
    Building (HSCI)
13. Amphitheatre
14. Leonard Center for Student Life (CSL)
15. Fitness Center
16. Solarium
17. GBC Theatre
18. Chilton Circle Modular
19. KENV Television Studio
20. Mark H. Dawson Child and Family Center
21. The House Tom and Jack Built
22. Arts/Music Annex
23. Storage/Testing Facility
24. Placer Dome/Cortez Hall A
25. Newmont Hall B
26. 12-Unit Single C
    Apartment Complex
27. Elizabeth “Beth” Griswold Hall
    735 Walnut Street
    701 Walnut Street
28. 6-Unit Married Housing Apartment Complex
29. 12-Unit Married Housing Apartment Complex
30. Armory Classrooms
IMPORTANT TERMS

15 to Finish: Is a campaign designed to encourage students to take 15 credits each semester or complete 30 credits in an academic year, which include summer and winter sessions. This campaign has been adopted by all NSHE institutions.

Academic Advising: The process of meeting with an advisor to discuss your educational plans, career goals, and selection of classes.

Advisor: Professional staff or faculty who assist you in educational planning, course selection, and career assessment.

Audit: Enrollment in a class without getting a grade. Costs for auditing is the same as credit courses.

Catalog: Lists information, policies, procedures, curriculums, and courses offered at GBC.

Certificate of Achievement: An award given to a student who successfully completes a one-year program of study in a specialized field outlined in the catalog.

College Transfer: Program in which students may take a minimum of 30 credit hours and a maximum of 64 credit hours of approved transfer courses with a “C” or better in each and transfer to a four year college.

Corequisite: A course that must be taken before or at the same time as another course.

Course Description: Located in GBC catalog and website; describes briefly what the course is about and indicates any requirement such as placement test scores or co/pre-requisites.

Credits/Credit Hours: A standard measure of instructional time required to complete a course.

Curriculum: A series of courses leading to a degree, diploma, or certificate. Curriculum is also known as your “major” or “program of study”.

Degree: An award given to a student who successfully completes either a two or four year degree program of study in a field outlined in the catalog.

Elective: A course that you choose to take to complete your degree requirements.

Full-time Student: Enrollment for a total of 12 or more credit hours each semester. Full-time status qualifies a student for full financial aid or veterans’ benefits. For tuition purposes, students are considered enrolled for full-time at 15 hours.

Grade Point Average: The mathematical average of your grades through quality points X credit hour attempted and divided by the total number of hours attempted. Quality points assigned as follows: A=4, B=3, C=2, D=1, F=0. Sample GPA calculation one grade A, one grade B, one grade C. Each class is 3 credit hours: 27/9= 3.0 (B average).
Graduation: Completion of degree or diploma requirements. Also, refers to the commencement ceremony held in May of each year to award certificates and degrees.

Interactive video (IAV): courses are broadcast, allowing students in two or more locations to interact over live television with a single instructor from another location.

MyGBC: is the portal, or log in page, to access the student’s Self-Service Center. It can be reached from the main GBC web page and allows the student to add and drop classes, view account and financial aid information, make payments, updated personal contact information, view grades, obtain a degree audit, and more.

Non-credit: Classes which do not count towards a degree, diploma or certificate, and do not award grades. Offered through Continuing Education division and located in “Live and Learn” schedule.

Nevada Residency: Is classified by being a “bona fide” resident of Nevada for at least twelve months.

Part-time Student: Enrollment for less than 12 credit hours per semester.

Placement Tests: Test in sentence skills, reading, and math given to each student to determine student’s initial level of placement into college coursework. For example, if a student places into remedial or college level courses.

Pathways to Success: Laddering programs to assist students in linking their educational and career goals.

Prerequisite: A requirement of course that must be completed or verified before you can take specific course. Pre-requisites are listed in the course description section in the GBC catalog.

Registration: Process of selecting courses, choosing sections (days and times), enrolling through MyGBC Self-Service or in person, and paying fees.

Remedial: Developmental courses in both English and Math that students may place into based upon their Accuplacer Placement/ACT/SAT scores.

Schedule: List of course offerings for each semester on the college website.

Semester: Academic term, usually 16 weeks. Fall semester begins in August and ends in December. Spring semester begins in January and ends in May. Summer terms occur between the months of May and August.

 Transcript: An official list of the academic classes taken with grades earned and any degrees completed.

Transfer Courses: Classes approved by the Nevada System of Higher Education (NSHE) that are transferable throughout the eight NSHE institutions. Plus, these courses are transferable to out of state college and universities. Though decision is based upon the transfer school’s discretion.
**WebCampus/Canvas:** Is the name of GBC’s virtual campus and will be used for IAV (Interactive Video), Internet, Internet enhanced, and LiveNet courses for students to retrieve and submit coursework to their instructors.

**WebCampus** courses are the most popular type of distance education and are often referred to as asynchronous, meaning that students and faculty don’t have to be on the Internet at the same time. Internet courses require students to use a computer with Internet access to retrieve and send their coursework to the instructor. Students are expected to do most of their work on a computer and to communicate with faculty and other students through the computer. Some Internet courses, particularly math classes, require testing at an approved testing location.

**Internet-Enhanced** courses use an Internet-based classroom to do all or some of the following: exchange or “hand in” documents, take tests, and communicate with the instructor and other students. Students must have access to recent version FireFox, Google Chrome, or Safari. Students may use computers at home, any GBC campus computer, or a local library to access Internet course material.

**LiveNet** courses feature instructors and students meeting through the Internet at a specific time for course discussions using a microphone headset. Students may participate in course discussion on their computer at home or from a Great Basin College computer lab. A 56K or higher Internet connection is required; DSL or cable modem is highly recommended.
ACADEMIC CALENDAR
August – December, 2015

Faculty Return ................................................................. August 20
CTE Instruction Begins ......................................................... August 24
Faculty In-service Days ......................................................... August 24-28
Fees Payable ................................................................. August 25
First Payment Plan ......................................................... August 25
First Housing Payment ......................................................... August 25
Instruction Begins ......................................................... August 31
ABE/ESL Centers Open ......................................................... August 31
Refund Deadline (100%)* [ON OR BEFORE] ......................... September 6
Labor Day Holiday ......................................................... September 7
Fall Scholarship Re-awards ................................................ September 11
Refund Deadline (50%)*[ON OR BEFORE] ......................... September 13
0% Refund after* ......................................................... September 13
Second Housing Payment ................................................ September 15
Second Payment Plan ...................................................... September 25
Disclosure Opt Out Deadline ............................................. October 10
First Late Start Payment Plan ............................................ October 10
Fall Graduation Application Deadline ................................ October 15
Third Housing Payment .................................................... October 15
Third Payment Plan ...................................................... October 25
Nevada Day Holiday ..................................................... October 30
Official Course Drop Deadline ........................................ November 2
Audit / Credit Change Deadline ........................................ November 2
Second Late Start Payment Plan ........................................ November 10
Veteran’s Day Holiday .................................................... November 11
Fourth Housing Payment ................................................ November 15
Fourth Payment Plan ..................................................... November 25
CTE Instruction Ends .................................................... November 25
Thanksgiving Holiday .................................................. November 26-27
Instruction Ends .......................................................... December 11
Final Exam Week ...................................................... December 14-18
Third Late Start Payment Plan ........................................... December 10
ABE/ESL Centers Close .................................................. December 18
Graduation (no ceremony) ................................................. December 18
Grades Due ............................................................. December 22

*Dates pertain to regular semester academic courses only.
**If you are enrolled in classes that all begin after October 1 you qualify to enroll in the Late Start Payment Plan. See schedule for dates. Please contact the Controller’s Office for eligibility review and enrollment at 775.753.2243
Day Planner
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**August 17th – 23rd, 2015**

**FACULTY RETURN**
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<td>Faculty In-service Days</td>
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<td>Fees Payable</td>
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<td>INSTRUCTION BEGINS</td>
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<td>ABE/ESL Centers Open</td>
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**October 12<sup>th</sup> – 18<sup>th</sup>, 2015**

- **Thur Oct 15**: Fall Graduation Application Deadline
- **Thur Oct 15**: THIRD Housing Payment
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November 16th - 22nd, 2015
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Great Basin College (GBC) does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, military status, disability, national origin, gender identity or expression, or genetic information. For inquiries, 775.738.8493.