

BRIAR CLIFF UNIVERSITY

'11-'12



Student Handbook

View the

Student Handbook @ www.briarcliff.edu

[click on: BCU Students
click on: Student Handbook]

University and Community Emergency and Safety Resources

University Resource

	Phone Number
Campus Security	712-279-5430 (office) 712-898-1888 (cell)
Vice President for Student Development	712-279-5425
Director of Campus Life	712-279-1715
Resident Assistant Cellular (answered from 8pm to 8am)	712-253-1676
Counseling Services	712-279-5433
Health Services	712-279-5436
Director of Facility Services	712-279-5435
Office of Student Development	712-279-5425

Community Resource

	Phone Number
Police	9-911 (on campus) 911 (off campus)
Fire	9-911 (on campus) 911 (off campus)
Police (non-emergency)	712-279-6960
Mercy Medical Center (Emergency/Trauma)	712-279-2066
St. Luke's Medical Center (Emergency Outpatient)	712-279-3141
Poison Information Center	800-222-1222
Council on Sexual Assault & Domestic Violence	712-258-7233
Emergency TDD (deaf users only)	712-279-6958

Table of Contents

Message from the Vice President	6
History of Briar Cliff	7
Mission & Values	8
Briar Cliff Hymn	9
Administrative Leadership	10

Campus Resources

Campus Offices & Services	11
Safety & Security	16
Financial Aid	19
Campus & Residential Life	23

Student Involvement & Organizations

Responsibility for Coordination	25
Official Recognition	25
General Guidelines	25
Advisors	25
Constitutions	26
Sign Posting Policy	27
Campus Committees	28
Student Organizations	29

University Policies & Procedures

University Regulations	34
Student Records	37
Statement on Alcohol & Drugs	40
Statement on AIDS & Sexual Assault	44
Judicial Processes	48
Judicial Sanctions	50
Student Grievance Procedures	52
Guidelines for Computer Usage	54
Academic	57
Military Duty	60

This handbook is not to be construed as a contract. The University reserves the right to change policies, procedures and regulations to protect students, the University and adhere to best practices. These changes can be made at anytime and will take effect when the administration determines that such changes are prudent. Students will be notified of changes in a timely manner via email, official announcements, and postings to BCYOU (student portal) and campus bulletin boards.

Students are responsible for reading this handbook, official announcements, notices posted on bulletin boards, campus emails, and otherwise to be informed completely in regard to information related to their role as a student at Briar Cliff University.

ACADEMIC CALENDAR also at
http://www.briarcliff.edu/academics/academic_calendar.aspx

BRIAR CLIFF UNIVERSITY
4-1-4-1calendar - 3 WK J-TERM, 3 WK MAY-TERM

2011-2012
ACADEMIC CALENDAR

SEPTEMBER 2011

SU	MO	TU	WE	TH	FI	SA
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

DECEMBER 2011

SU	MO	TU	WE	TH	FI	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

MARCH 2012

SU	MO	TU	WE	TH	FI	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

JUNE 2012

SU	MO	TU	WE	TH	FI	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

OCTOBER 2011

SU	MO	TU	WE	TH	FI	SA
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY 2012

SU	MO	TU	WE	TH	FI	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

APRIL 2012

SU	MO	TU	WE	TH	FI	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JULY 2012

SU	MO	TU	WE	TH	FI	SA
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

NOVEMBER 2011

SU	MO	TU	WE	TH	FI	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

FEBRUARY 2012

SU	MO	TU	WE	TH	FI	SA
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

MAY 2012

SU	MO	TU	WE	TH	FI	SA
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

AUGUST 2012

SU	MO	TU	WE	TH	FI	SA
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEMESTER I - 79 DAYS

Fall Gathering
 Residence Halls Open (9 am)
 Welcome Week Celebration
 Classes Begin
 Labor Day (classes not in session)
 Mid-Term Holiday (no classes)
 Homecoming Week
 Family Weekend
 Thanksgiving Break (after last class)
 Classes Resume
 Last Day of Classes
 Test Days
 Study Day
 Final grades due

M-14, T-15, W-14, Th-14, F-13

August 24
 August 27
 August 28-September 3
 August 29
 September 5
 October 7
 September 26 - October 1
 October 21-23
 November 22
 November 28
 December 9
 December 12, 13, 15, 16
 December 14
 December 19

FACULTY MEETINGS

September 14
 October 12
 November 9
 December 7
 January 11
 February 8
 March 7
 April 11
 May 9

EXECUTIVE COUNCIL

Meeting times to be determined

GENERAL EDUCATION

September 21
 October 19
 November 16
 December 14
 January 18
 February 15
 March 21
 April 18
 May 16

J-TERM - 14 DAYS

(classes meet every day for 210 minutes; 8:00-11:30 or 12:00-3:30)

Classes Begin
 Classes End
 Final grades due

January 3
 January 20
 January 23

ADVISING/REGISTRATION DATES

Spring November 7-16
 Fall April 2-13

ADD/DROP/WITHDRAWAL DEADLINES

Term	Deadline	Description
Fall	September 2	Last day to add a class
Fall	September 2	Last day to drop a class
Fall	November 7	Last day to withdraw without receiving a withdraw passing or withdraw failing grade
J-Term	January 4	Last day to add a class
J-Term	January 4	Last day to drop a class
Spring	January 30	Last day to add a class
Spring	January 30	Last day to drop a class
Spring	April 10	Last day to withdraw without receiving a withdraw passing or withdraw failing grade
May Term	May 22	Last day to add a class
May Term	May 22	Last day to drop a class

SEMESTER II - 72 DAYS

M-13, T-15, W-15, Th-15, F-14

Classes Begin
 Spring Break (after last class, March 6th)
 Classes resume
 Easter Break (After Last Class Apr 5th)
 Classes Resume
 Last Day of Classes
 Test Days
 Study Day
 Graduation
 Final grades due

January 24
 March 12-16
 March 19
 April 6-9
 April 10
 May 11
 May 14, 15, 17, 18
 May 16
 May 19
 May 21

MAY-TERM - 15 DAYS

(classes meet every day for 210 minutes; 8:00-11:30 or 12:00-3:30)

Classes Begin
 Memorial Day (classes in session)
 Classes End
 Final Grades Due

May 21
 May 28
 June 8
 June 12

MID-TERM GRADES DUE

Monday, October 24

Fall mid-term grades due for freshman and sophomores
 Spring mid-term grades due for freshman and sophomores

FINAL GRADES DUE

Fall Monday, December 19 at Noon
 J-Term Monday, January 23 at Noon
 Spring Tuesday, May 22 at Noon
 May Term Tuesday, June 12 at Noon

SUMMER SCHOOL

Summer School begins
 Independence Day Holiday
 Summer School ends
 Final grades due

June 11
 July 4
 August 17
 August 21

7/25/2011

A MESSAGE FROM THE VICE PRESIDENT for STUDENT DEVELOPMENT

Dear Briar Cliff Students and Community,

Welcome to the Briar Cliff University campus and family. We are a learning community rooted in Catholic Franciscan tradition and values. This means that you will be a valued individual at BCU. You will feel support, caring, and honest interest in your success as a student and emerging professional from the staff, faculty, and the entire BCU community. It also means that we will challenge you to learn more, explore farther, and accomplish beyond what you ever have before. This will require you to work harder than you ever have before.

This handbook outlines nearly every resource, policy, office, and guideline that BCU has designed for the ultimate growth and success of our students, as well as the continued high quality relationships and campus environment that we believe are central to a meaningful university experience in our Franciscan tradition. All students, and our entire campus community, are responsible for the information within the handbook. Please read and become familiar with its content and guidelines, understand the policies, and use it to help you succeed as a student.

One of the best pieces of advice I can offer to students at Briar Cliff is to actively and energetically be involved in not only your studies, but also in your campus, global community, and a wide variety of activities outside of the traditional classroom walls. The lessons of your scholarly work must be applied to the challenges and circumstances that face our world in the years to come. Being involved in service work and activities provides you with real ways to practice your skills and ideas about how to use your knowledge, lead, and make change. We want you to be ready for your career and life, equipped with know-how, and bolstered by character, as a graduate of Briar Cliff University.

Most importantly, understand that being a member of the BCU community is about an ideal. In concert with our institutional mission, as a BCU student and as BCU community members, we aspire to lives defined by values, virtue, high standards, and service to others. It is my hope that your educational experience at Briar Cliff University transcends the objectives of typical school, and instead inspires you to enthusiastically pursue and thoughtfully challenge yourself to a more deeply examined and a truly purposeful life.

In the Spirit of Service and Leadership,



Steve Janowiak
Vice President for Student Development
Briar Cliff University

History

In 1929, only briar patches covered a 175-foot hill located on the western outskirts of Sioux City, Iowa. Two pioneers, Sister Mary Dominica Wieneke, major superior of the Sisters of St. Francis, and the Most. Rev. Edmond Heelan, Bishop of the Diocese, envisioned that hill crowned with a Catholic college.

Sister Dominica and Bishop Heelan met on March 9, 1929 with members of the Sioux City business community who committed themselves to raising \$25,000 to support the establishment of a Catholic college for women in Sioux City.

After this initial community support, significant events followed in rapid succession. On September 18, 1930, the college, named Briar Cliff after the hill on which it is located, was dedicated. Four days later, 25 women started classes in Heelan Hall, the only building on campus.

In 1937, Briar Cliff's two-year education program was expanded to four years. Fifty-five men were admitted to the college in 1965. Coeducation was formalized in 1966 with admission of 150 full-time male students. The spring of 1980 saw the establishment of a Bachelor of Science in Nursing degree.

Throughout the years, Briar Cliff's academic growth required an expanding physical plant. As time passed, more buildings appeared on the briar-covered hill: a four-story addition to Heelan Hall in 1948; the library and Chapel of Our Lady Of Grace in 1959; Alverno Hall, a women's residence hall, in 1964; a gymnasium in 1966; Toller Hall, a men's residence, in 1967; Noonan Hall in 1968; Newman Flanagan Center in 1982; the Baxter DiGiovanni Living/Learning Center in 1988; the renovation of Bishop Mueller Library in 1993; the Stark Student Center and the Saint Francis Center in 2000, and the McCoy Arnold Center in 2004.

The institution earned university status, effective June 1, 2001. While the mission of the University has not changed in nearly 80 years, Briar Cliff continues to grow and expand, always placing the needs of students first.

Mission & Values

Briar Cliff University is a community committed to higher education within a liberal arts and Catholic perspective. In the Franciscan tradition of service, caring and openness to all, Briar Cliff emphasizes quality education for its students combining a broad intellectual background with career development. The University challenges its members to grow in self-awareness and in their relationships to others and to God.

Our Catholic Franciscan identity

enhanced by the presence and sponsorship of the Dubuque Franciscan Sisters and the support of the Diocese of Sioux City

Our challenging academic environment

which includes a liberal arts education, career preparation, academic integrity and academic freedom

Our focus on the student

which promotes academic success and extra/co-curricular experiences

Our culture of service

to our constituents, to the Siouxland community and beyond

Our appreciation of diversity

and our **respect for each person**

Our commitment to shared governance

and **collaborative decision making**

Our innovative response to change

which envisions a promising and confident future

Briar Cliff Hymn

Lyrics: Phil Hey

Music: John Cheetham

To each day a charge is given
to summon forth the best we know,
glad of heart for joy of learning
and free of mind that truth may grow.
O Briar Cliff teach us to share,
in peace and good with one another;
so nurture us o loving mother,
that all our lives we honor you.
On this hill we raise our beacon
that in the world your light may shine,
hear our prayer to grow in wisdom,
support our hope by grace divine.
O Briar Cliff teach us to care,
that still beyond the changing seasons
we see the earth in Francis' vision,
and God within each person find.

© Copyright 1991

ADMINISTRATIVE LEADERSHIP

PRESIDENT

Noonan Hall, 101, 279-5400

The President of Briar Cliff University provides overall leadership for the University. In doing so, the President works closely with a team including the Vice Presidents for Academic Affairs, Enrollment Management, Finance, Institutional Advancement, Student Development and the Athletic Director. Additionally, the President works with the Board of Trustees to set policy and direction for the University. Each semester, the President hosts open forums with students, faculty, and staff.

VICE PRESIDENT FOR ACADEMIC AFFAIRS

Heelan Hall, 155, 279-5402

The Vice President for Academic Affairs oversees the academic operations of the University, including academic programs and faculty recruitment.

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

Noonan Hall, 104, 279-1628

The Vice President for Enrollment Management supervises admissions, financial aid, and marketing.

VICE PRESIDENT FOR FINANCE

Noonan Hall, G2, 279-5504

The Vice President for Finance supervises the business office, facilities, computer services, bookstore, human resources, events coordination, campus dining, purchasing and budgeting.

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Noonan Hall, IA, 279-5423

The Vice President for Institutional Advancement supervises fundraising and alumni relations.

VICE PRESIDENT FOR STUDENT DEVELOPMENT

Alverno, G4, 279-5494

The Student Development Division consists of offices for career development, campus life and housing, campus ministry and community service, student activities, health and wellness, counseling, campus security, multicultural and leadership programs and orientation. Student Development coordinates many of the aspects of the student experience, social and personal growth and broad based learning outside of the classroom.

Campus Resources

IC SUCCESS CENTER

ACADEMIC SUCCESS CENTER

Heelan Hall, 50, 279-5520

The Academic Success Center is available to all Briar Cliff students for assistance in building a secure foundation toward academic development in any University discipline. The Academic Success Center provides a learning environment through one-on-one mentoring, workshops, and computer-based tutorials. Academic resources and assistance are available in the areas of speed reading and comprehension, verbal communication, study skills workshops, exam preparation, timed-essay writing, and the Writing Center. All of these services are free of charge to Briar Cliff students.

ADMISSIONS

Noonan Hall, First Floor, 279-5200

The Office of Admissions serves new students from their early interest through completion of the enrollment process, including financial aid. The admissions office also serves students who are transferring from other colleges and/or community colleges.

ALUMNI OFFICE

Noonan Hall, IA, 279-1705

The Alumni Office maintains an alumni database, hosts alumni receptions and events, advises the Student Alumni Association, and coordinates the Sister Muriel Ford Circle of Mentors for Women. Students who graduate or complete 30 credits before leaving are deemed alumni and are part of more than 10,000-member Briar Cliff Alumni Association.

ASSESSMENT AND INSTITUTIONAL RESEARCH

Heelan Hall 154A, 279-5280

The Office of Assessment and Institutional Research offers a broad array of decision support services to all units of the University and to external bodies as necessary. Its primary purpose is to facilitate the collection, analysis, and interpretation of institutional data and the provision of information to support planning and decision making. This includes surveys of students' opinions, general information, and learning.

ATHLETIC OFFICE

Newman Flanagan Center, 279-1646

Athletics are a vital component of a liberal arts education. All full-time students who meet the eligibility rules of BCU and the NAIA may compete in athletics at the University. For men, BCU offers baseball, basketball, cross country, football, golf, soccer, track and field, tennis and wrestling. Women compete in basketball, cross country, golf, soccer, softball, tennis, track and field, dance, and volleyball. The emphasis centers on the educational value of participation. Athletic scholarships are available.

BCCARES

Heelan Hall 039, 279-5485

BCCares is the central office on campus for all things community service related. BCCares provides students opportunities to volunteer on and off campus through a variety of programs and projects. Special projects include the Seniors Citizen Day Out, the Christmas Party for Persons' with Disabilities, and the Easter Egg Hunt. Other opportunities include serving at the Gospel Mission, Soup Kitchen, Habitat for Humanity, Big Brothers Big Sisters, assisting in local nursing homes, tutoring and mentoring in schools.

BOOKSTORE

Stark Student Center, 279-5416

The Eldon and Regina Roth Campus Bookstore carries many items, including books, IPAD accessories, school supplies for class projects, Hurley backpacks, BCU sportswear, loadable gift cards from Sears, iTunes, MasterCard, Phone Cards, Sears, among others, BCU memorabilia, greeting cards, jewelry, health products, and residence life supplies, hammocks that can second as a couch under the loft and a Kodak Kiosk for printing and creating gifts. The Bookstore also carries food, candy, soda, orange juice and power drinks. Three weeks prior to the start of the semester, students may charge all bookstore items to their BCU student account. A current BCU photo ID is required for all account charges. Our website is www.cliffshop.com. BCU Gift Cards are available too.

BUSINESS OFFICE

Noonan Hall, G2, 279-5440 or 279-1717

Students may visit the Business Office to check the balance on their student account and to make payments on their account. Account statements may be viewed anytime online and are sent out in hard copy format at the start of each semester, with payment in full or payment arrangements made by the due date specified. Payments may be made in cash or by check, credit card, or ACH transfer. The Business Office also assists students employed on campus with payroll forms, including W-4, I-9, and applications for direct deposit. Student paychecks, direct deposit advices, and financial aid refund checks may be picked up at the Business Office. End of year tax forms, W-2 and 1098T, are issued by the Business Office as well. Other services offered include check cashing services (up to \$200; photo ID required) and stamps available for purchase.

Health Insurance

All students carrying nine or more credit hours at Briar Cliff University are required to carry health insurance. Coverage may be through the student's parents or through insurance students carry on their own. The University has arranged with Gallagher Koster to offer health insurance coverage to those students not covered under an existing policy. The application and additional information are available online at www.gallagherkoster.com. Students with health insurance should visit the same website to waive coverage. Student health insurance brochures are available in the Student Development Office, the Business Office, and in the Athletic Department Offices.

CAMPUS EVENTS COORDINATOR

Stark Student Center, 279-5393

The Campus Events Department serves the Briar Cliff Community in organizing and completing all the details pertinent to individual meetings and large group gatherings. All events are added to the University master calendar and are tracked until completion of the last details. All functions are added to the master calendar via the virtual EMS program (Event Management System) on the BCYou homepage. To avoid scheduling conflicts, employees and student groups must use the EMS system to reserve campus facilities for meetings, programs, and activities, as well as reserve audio/visual/technical equipment and/or food service.

CAMPUS MINISTRY

Heelan Hall, 044, 279-5227

Campus Ministry focuses on the spiritual life and pastoral care needs of the BCU community. It strives to provide an environment for community building and meaningful ministry opportunities for students and employees. It also seeks to educate and involve the BCU community in a deeper understanding and living out of the Catholic Franciscan values which are core to the unique identity of Briar Cliff.

CAMPUS RECREATION and INTRAMURALS

Baxter Hall, 300, 279-5221

The Recreation and Intramurals program provides students, employees, and alumni with a variety of fun activities for participants of all skill levels. Intramurals also serve as a great way to meet new people, learn new things, and develop interests in lifelong sports and games. A variety of team and individual activities are offered, including leagues and tournaments for flag football, basketball, volleyball, dodge ball, soccer, ping pong, pool and more! Look for notices from campus life staff announcing events and how to participate, or stay updated by checking out the Intramurals web page on BCYou.

CAMPUS SECURITY

Noonan Hall, 279-5430 (office) and 898-1888 (cell)

The main responsibility of Briar Cliff Security is for the physical safety of our students, faculty and staff. Briar Cliff Security also ensures the safety of University property which includes locking and securing buildings, reporting suspicious activity to law enforcement, enforcement of parking regulations, and reporting any emergencies to local authorities. Campus security has a good working relationship with the Sioux City Police and Fire Departments.

CAREER DEVELOPMENT

Alverno Hall, G-5, 279-5455

Career Development assists students in developing the skills necessary to make transitions to their chosen careers, gain valuable work experiences through meaningful internship programs, and continue their education in graduate or professional schools. Career Development offers job and internship opportunities, résumé uploads and electronic portfolios via [College Central Network](#) available to students and alumni.

CONTINUING EDUCATION

Noonan Hall, First Floor, 279-5407

For students 23 years of age and older and those interested in the evening/weekend program, contact the Office of Continuing Education.

DISABILITY SERVICE

Heelan Hall, 037, 279-5232

Students with disabilities who need accommodations under the Americans with Disabilities Act should request services in the Disabilities Office in Heelan Hall, 37. Documentation of the disability will be needed at the time accommodations are requested.

HEALTH and WELLNESS SERVICES

Heelan Hall, 057, 279-5436

The Health and Wellness Office includes the services of licensed nursing staff, as well as a licensed counselor for students. The office provides basic services at no cost to our students. During college, students are encouraged to become proactive with the management of their own health, nutrition, personal and mental development, and overall wellness. The office seeks to assist and educate students with regard to their individual health issues and questions, and in developing healthy lifestyles that lead to success. Students needing health and wellness treatment or advice are encouraged to visit the office and walk-in, while students seeking to talk with a counselor are encouraged to set an appointment to maximize confidentiality and the effectiveness of scheduled time.

INSTITUTIONAL ADVANCEMENT

Noonan Hall, 279-5408

Institutional Advancement is responsible for fundraising and alumni relations. Scholarships, capital project funding, endowments and campaign initiatives are secured through gifts from individuals, corporations and foundations. Individuals and groups wishing to solicit funds in the name of BCU must coordinate these with the Institutional Advancement Office.

IT CENTER

Heelan Hall, 140, 279-5401

The IT Center is the centralized point of technology administration for the campus. The IT Center houses the Help Desk, Network Administration, Administrative Software Support, and Telephone Services. Please feel free call or email any issues directly to: ithelpdesk@briarcliff.edu.

LIBRARY

Bishop Mueller Library, 279-5449

Conveniently located between Heelan Hall & the Stark Student Center Bishop Mueller Library is a two-story building with a variety of seating spaces designed to accommodate the diverse needs of the campus community. Wireless network access is available throughout the building. The library offers access to over 100,000 print and electronic resources, computer labs, a conference room, small group study rooms, project collaboration spaces, tables and casual seating where students can access the wireless network, work individually or in small groups. Combine all this with a friendly, helpful staff and you will find the library is the place you need to be. To learn more about the library, including the hours it is available for you to use, see the web site at <http://www.briarcliff.edu/library/library.aspx>.

MARKETING AND COMMUNICATIONS OFFICE

Noonan Hall, First Floor, 279-5405

The Marketing and Communications Office coordinates media relations, issues press releases, assists with BCU marketing, offers web design support, and provides graphic design and print shop services. The Marketing and Communications Office also serves as a liaison between BCU and the media. Please refer all media inquiries to the Marketing and Communications Office.

McCOY ARNOLD CENTER

The McCoy Arnold Center offers an indoor facility for athletic and recreational needs of students. The center contains a basketball court, two volleyball courts, two badminton courts, one tennis court, a weight room and an athletic training room.

MULTICULTURAL AND LEADERSHIP PROGRAMS OFFICE

Alverno Hall, G-4A, 279-5512

The Multicultural and Leadership Programs office implements programs that educate the student population and campus community regarding issues of cultural understanding and sensitivity that are relevant in a global society. The programs support student learning, success, and retention through individual mentoring and advising for multicultural students. The office also plans and coordinates the offerings and opportunities for leadership development by students through educational and training programs rooted in leadership theory and practice that develop individual character and skills, and enrich the campus community and all of campus life.

NEWMAN FLANAGAN CENTER

The Newman Flanagan Center offers an indoor facility for athletics and recreation. The center has two basketball and volleyball courts, four badminton courts, one racquetball court, a jogging track, classrooms, and offices. All facilities are unavailable when an intercollegiate event is in process.

OFFICE OF THE REGISTRAR

Noonan, G2, 279-5447

The Registrar's Office deals with class registration, grades, graduation, records and transfer credits. This also is the office to obtain a student ID card, to request academic transcripts sent, and to verify enrollment. Official academic transcripts are sent from the Registrar's Office upon written request and with clearance from student accounts. Transcript fee is \$5.

STUDENT ACTIVITIES

Alverno, 117, 233-7214

Student Activities coordinates opportunities outside the classroom for students to learn, grow, and explore their interests socially, culturally, and recreationally. Programs are designed to stimulate meaningful contact among students, administrators, and faculty which supports the intellectual and social growth of students. Student Activities works in conjunction with the Campus Activities Board to bring new events to campus. Movies, speakers, dances, symphony tickets, and entertainers are examples of programs available through this office. All students are enthusiastically invited to participate in campus programs. It is an important part of college life!

STUDENT SUPPORT SERVICES

Heelan Hall 037, 279-5230

Student Support Services (SSS) is funded by a government grant from the Department of Education that offers eligible students a variety of services designed to help them be successful in college and achieve graduation. In addition to tutoring, mentoring, financial and academic counseling, instruction is offered for student skill reinforcement. Limited financial aid is available for freshmen and sophomores. SSS also serves students with disabilities.

WRITING CENTER

Heelan Hall, 050, 279-5520

The Writing Center is an integral component of the Academic Success Center at Briar Cliff University. The Writing Center helps students to create writing that is articulate, cohesive, structured, concise, and easily understood by readers. Features of the Writing Center include one-on-one mentoring for students in any academic discipline, assisting graduate students with theses, and reviewing student assignments submitted by faculty.

Safety & Security

Briar Cliff University makes the safety and security of all its campus members and guests an institutional priority. Even though the campus is not closed to others, it remains private property for use by the University community and invited guests. The Briar Cliff University security staff protects campus and its students, faculty, and staff. When appropriate, the University issues warnings to the campus community of potential emergencies.

AUTHORITY OF CAMPUS SECURITY OFFICE

The Briar Cliff campus is monitored 24 hours a day. Campus Security staff strive to provide a safe campus by locking buildings, monitoring suspicious activity, enforcing parking regulations, and reporting emergencies to local authorities. Security staff may detain individuals for questioning. They have direct communication with local police and may call for assistance when needed.

REASONABLE SECURITY

The concept of "reasonable security" recognizes that there must be a balance between an accessible academic setting and a completely secure campus. We, as community members, must also do our part to maintain a safe and secure yet friendly campus environment. Campus Security is a resource for all of campus in helping maintain that environment.

LOCKING CAMPUS FACILITIES

To protect campus facilities, a specified locking schedule is followed. Students entering or leaving campus facilities after lock-up hours must secure the doors. Students may not prop open or alter a door so that it cannot lock. Students doing so will be subject to disciplinary action. Students should not admit unknown persons into locked buildings. Broken locks or propped doors should be reported immediately to Campus Security.

REPORTING CRIMES AND OTHER EMERGENCIES

Students are encouraged to report suspected criminal activity and other emergencies to the Campus Security Office or the Residence Life staff. Whether you are a victim or an observer; any crime, suspicious activity or campus emergency should be reported immediately and the following procedures should be followed:

IN CASE OF EMERGENCY

Call 911. If calling from a campus phone, call 9-911. Identify yourself, the type, and location of the emergency.

Call Campus Security on the cell phone at 9-898-1888 or 712-279-5430. From a campus phone, call ext. 5430.

All incidents will be handled seriously and be thoroughly investigated. When necessary, local law enforcement will be informed and their assistance requested. Security personnel will assist emergency vehicles in locating the emergency and aid in crowd control. Inform security with information on type and location of the emergency.

TORNADO WARNING PROCEDURE

In the event of a tornado warning, report immediately to one of the following tornado shelters.

- Review maps for your area to have knowledge of your closest shelter.
- The underground tunnels between Alverno and Heelan Hall, or between North Hall and Heelan Hall
- The hallway on the ground floor of Noonan Hall
- The ground floor of Alverno and Toller Halls away from windows
- The art gallery in the Stark Student Center
- In an extreme emergency, get under furniture or in a closet

Stay away from glass windows and doors, place protection over your head, and lay as close to the floor as possible

Fire Alarms

All campus buildings are monitored by a fire alarm system that will automatically sound fire alarms in the building if conditions are appropriate. All individuals are expected to leave the building until the fire department allows reentrance. Any tampering with fire alarms or other safety equipment is considered a felony offense and violators will be prosecuted and/or be subject to disciplinary action.

Crime Statistics

Briar Cliff Security reports all on-campus crimes as defined by Uniform Crime Reporting System. Statistics are maintained and reported on the crimes below. For the past five years, the following on-campus crimes were also reported to the Security Office, the Student Development Office or the Sioux City police:

	2006	2007	2008	2009	2010
Arson	1	1	0	0	0
Manslaughter	0	0	0	0	0
Murder	0	0	0	0	0
Rape	0	0	0	0	0
Non-forcible Sex Offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	1	0	0	1	0
Burglary	0	0	0	0	0
Motor Vehicle Theft	0	0	0	0	6
Liquor Law Arrests	0	0	0	1	0
Drug Abuse Arrests	0	2	0	0	1
Weapon Possession Arrests	0	0	0	0	0

These statistics represent officially reported crimes to the departments named. In addition, the following statistics were collected by the campus Security Office:

	2006	2007	2008	2009	2010
Resident Vandalism	28	39	10	11	14
Resident Theft	9	39	13	7	10
Simple Assault	0	13	3	2	0
Vehicle Vandalism	4	2	7	8	3
Theft from a vehicle	14	0	0	3	0
Theft of/from Campus Property	6	6	8	6	7

Information regarding campus safety and security is provided in compliance with the Student Right-To-Know and Campus Security Act of 1991.

Financial Aid

Briar Cliff provides financial assistance to students based on available resources and ensures equal access to all students. Aid is provided in the form of scholarships, grants, work, and loans. Students seeking financial assistance must file the Free Application for Federal Student Aid (FAFSA). Briar Cliff's Title IV Code (001846) must be listed in the appropriate section. Once the FAFSA is completed and a Student Aid Report is received, other documentation may be required before an official Award Letter is processed. The Award Letter outlines the specific financial aid that is offered to the student. Financial Aid is packaged in the following order:

- Federal grants, state and private grants;
- Institutional scholarships and grants;
- Federal work study;
- Federal student loans; and,
- Other resources.

TYPES OF FINANCIAL AID

Scholarships and grants: Federal, state and institutional grants are awarded based on the qualifications defined in each grant program. Federal grants based on financial need include the Pell Grant and the Supplemental Education Opportunity Grant. State grants based on financial need include the Iowa Tuition Grant and the Iowa Grant. Briar Cliff awards institutional scholarships based on academic achievement, leadership, talent, merit, and financial need. Academic scholarships are reduced and grants could be reduced or eliminated if a student moves out of the campus residence halls. Institutional aid is not awarded to part-time students.

Federal student loans include the Federal Direct and the Federal Perkins Loans. For a Federal Direct Loan, a Master Promissory Note and an Entrance Interview may be completed online for first-time borrowers. Perkins Loans require additional paperwork and instructions will be made available to the student. Federal Loan proceeds are credited directly to the student's account.

FINANCIAL AID SATISFACTORY ACADEMIC PROGRESS

The Higher Education Act of 1965, as amended, requires that each student maintains satisfactory progress in the course of study the student is pursuing in order to receive Title IV Federal Financial Aid. At Briar Cliff, these standards are also applied to state and institutional programs. Students attending full-time have a maximum of five academic years to complete a program of study at Briar Cliff. Students will only receive state funding for four academic years. If the student's major requires additional completion time, a fifth year of institutional funding may be allowed by appealing to the Financial Aid Office.

Academic progress will be measured both qualitatively and quantitatively. A minimum grade point average and a minimum number of credit hours completed in the academic year are requirements (see chart below).

End of Semester

Grade Point Average (GPA) Requirements

Semester 1	1.50
Semester 2	1.75
Semester 3	1.90
Semester 4	2.00

Students who do not meet the grade point average requirement after their first semester will receive a Warning Notification. Students unable to achieve the required grade point average after two semesters will be placed on Financial Aid Suspension. Students can also be placed on Financial Aid Suspension after two semesters for not completing 70% of hours attempted.

Students placed on Financial Aid Suspension have the right to appeal. The appeal will require the reasons for the suspension and the Academic Plan which must be signed by the student's Academic Advisor. Once the Appeal is submitted to the Financial Aid Office a decision will be made. If an appeal is granted, the student will be placed on Financial Aid Probation for one semester. After the probationary semester the student will either be in good standing or will not be able to receive any federal, state or institutional funds until they are in good standing again.

Eligibility can also be terminated when the credit hours required for a specific degree/program are earned or the student has attempted greater than 150% of the credit hours required for a specific degree program.

Students participating in athletics must meet the guidelines above to retain their athletic award each semester.

Transfer Students

The assumption is made that transfer students have maintained satisfactory academic progress at the time of admission. Transfer credits and GPA that are accepted at Briar Cliff are counted toward the total attempted credits/cumulative GPA in determining satisfactory academic progress compliance.

Repeated Coursework

When students repeat a course, the most recent grade received is used in the calculation of the cumulative grade point average unless the student performs worse. In that case, the better of the two grades is counted toward cumulative grade point average.

Non-credit Coursework

Non-credit coursework is not counted in the minimum credit requirement. In the event that a student fails to successfully complete courses at the minimum level, the student will be placed on Financial Aid Probation. A student in this category may receive financial aid for one additional semester. If the student does not meet the minimum levels by the end of the probationary semester, the student is considered to be making unsatisfactory progress and is placed on Financial Aid Suspension. Financial Aid Suspension means the termination of all financial aid except private loans. The Financial Aid Office evaluates the progress of each student according to these standards on an annual basis. If a student is placed on Financial Aid Suspension, the student will have the opportunity to appeal the suspension. A student will receive notification of suspension and an Appeals Document. The appeals committee will review the student's request and notify the student of its decision in writing.

Changes in Academic Load

During the first week of each semester, students will have the opportunity to change their registration or room/board plan with no financial penalty. After the first week, there will be no adjustment to tuition or financial aid if students drop a class or change room/board plans. Students who completely withdraw from the University may be allowed a refund on tuition fees, room/board (if applicable). Federal and state regulations require that all or a portion of the refund be returned to the appropriate aid programs. Once 60% of the semester has been completed, no adjustments are made to any federal aid programs.

WITHDRAWAL POLICY

Withdrawal is defined as dropping all classes and earning no credit for a given semester. This policy guides students who withdraw from all classes after a semester has begun. For a student who "officially" withdraws, the withdrawal date will be the earlier of the date the student begins the official process or the date the student officially notifies the institution of intent to withdraw. Official notification may come in written form, by telephone, email, or in person to the Office of the Registrar. Once initial contact is made, the Registrar's Office asks the student to complete a Withdrawal Form. The student must visit other campus offices to complete the process. This process must be followed by students who completely withdraw from classes during any given semester.

If a student stops attending classes in any given semester without official notification, he/she will be considered "unofficially" withdrawn. An example would be a student who receives only failing grades for a semester. The withdrawal date for a student who unofficially withdraws will be the midpoint of the period of enrollment or the last documented day of academically related activity, whichever is later. No refund will be granted for withdrawals that occur after 60% of the enrollment period has passed. If students without government aid unofficially withdraw, they will be fully charged.

Students who withdraw and receive federal financial aid may have their aid adjusted based on the date of withdrawal. Students who officially withdraw earn aid based on the number of calendar days attended. Earned aid is calculated from the beginning of the semester until the official withdrawal date up to the point that 60% of the semester has passed (scheduled breaks at least five days in length are excluded). After 60% of the semester has passed, all aid is considered earned.

Contact the Financial Aid Office for official withdrawal dates, examples of withdrawal calculations, and procedures for repaying federal financial aid.

FEDERAL FINANCIAL AID (TITLE IV FUNDS)

The percentage of aid earned by a student who withdraws is equal to the percentage of the enrollment period that was completed before the student withdrew, up to the 60% point. The percentage is calculated using calendar days completed divided by the number of days in the enrollment period. Scheduled breaks of five or more days, including weekends, are removed from the calculation. The calculated earned percentage is applied to the total amount of aid that was or could have been disbursed to the student (allowable post withdrawal disbursements included) or on the student's behalf, for the period of enrollment. If the withdrawal occurs after 60% of the semester is complete, then the percentage earned is 100% and the student is fully charged.

Briar Cliff must return the lesser of the unearned amount of federal aid or an amount equal to the institutional charges the student incurred for the enrollment period multiplied by the unearned percentage of Title IV assistance (which is the complement of the earned percentage). The student is required to return federal funds when the amount of unearned aid exceeds the amount the school must return. The student returns the difference between the total amount of unearned aid minus what Briar Cliff returns. However, a student is not required to return 50% of Title IV grant aid received.

If a student must return federal aid, the student has 45 days from the date the calculation is performed to submit the owed amount or to make arrangement for payment. If payment is not made within 45 days, the Department of Education will be notified of the

overpayment and the student may lose consideration for future financial aid until payment is received.

The order of the Return of Title IV funds is Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Perkins Loan, Federal GRAD PLUS, Federal Parent PLUS Loan, Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Teacher Education Assistance for College and Higher Education Grant (TEACH), other Title IV programs. Institutional aid is adjusted based on the percentage of refund applicable at the time of withdrawal. State aid is adjusted based on the percentage of refund applicable at the time of withdrawal.

Institutional Charges & State Aid Refund Policy

The Return of Title IV aid calculation only considers federal funds. If a student officially withdraws prior to completing 60% of the semester, institutional charges for tuition will be refunded based on the percentage of the semester that has not been completed. Financial aid awarded will be returned to the state and institutional programs based on the same percentage. After the 60% point of the semester, no refund will be granted nor will financial aid be reduced. The portion of the semester completed is based on calendar days from the first day of the semester through the last scheduled day of finals, including weekends and breaks of less than five days.

If a student withdraws during the first week of the semester and receives a 100% tuition refund on all courses, all funding must be returned to the appropriate aid programs.

Campus and Residential Life

Mission Statement

The mission of the Briar Cliff University Residence Life and Housing staff is to be a resource to meet the varying needs of resident students, to promote respect and encourage the acceptance of others, and to foster a safe and healthy environment conducive to personal and academic growth. All members will strive to support each student in his or her pursuit of overall success and honest environment.

Residence Life Staff

The Residential Life staff consists of live-in professional and student staff members. The staff works cooperatively to help students capitalize on the academic, cultural, spiritual and social opportunities that are inherent to residential living. The staff, along with residential students, strives to maintain academically-centered, safe, and comfortable living conditions within the residence halls.

Residence Hall Directors or and Resident Assistants live in each building to serve residential students. Staff members' major roles include facilitating the development of the residential community, serving as a resource to students, providing support to students who have personal concerns, planning and participating in social and educational events with students, managing administrative tasks, and supporting a safe and comfortable living environment through community adherence to University policy and procedures.

Residency Requirements

All full-time, unmarried students under 21 years of age who are not living with a parent or a legal guardian must live in Briar Cliff residence halls. With parental permission, students 20 years of age may apply for off-campus housing.

Applications for exception to the residency requirement must be made in person to the Director of Campus Life at least three weeks before the beginning of the academic year.

Note: Students who do not uphold the residency requirement will be charged the price of a double room each semester until they meet the requirement or are granted an appropriate exception by the Director.

Housing Contract

Students wishing to cancel a housing contract must submit a written request to the Director of Campus Life, clearly stating the reason for the cancellation. Cancellation after June 1 will result in forfeiting the room deposit. The University may deny a student campus residency if it is determined that the student's presence is detrimental to the welfare of other students or the operation of the residence halls. Students who break their housing contract will be charged a \$200 cancellation fee. Residential students are charged an activity fee of \$20 per semester to use for social and educational events in the halls.

MAILROOM

Stark Student Center, 279-5276

All students residing on campus will receive a mailbox number and combination at the time of move in. Packages that will not fit into a student's mailbox are held in the mailroom. A notification slip will be placed in your mailbox to alert you. Students residing off campus also may receive a mailbox by coming to the mailroom during normal business hours.

Address mail to students as follows:

(Student's Name)
Briar Cliff University
3303 Rebecca Street
Sioux City, IA 51104

DINING SERVICES

Stark Student Center, 279-1727

Dining Services offers breakfast, lunch, and dinner, Monday through Saturday with brunch and dinner available on Sundays. Meals are not served between semesters, over holiday periods, or during the summer. Hours of operation are posted at the beginning of each school year. Also available for your convenience are the Fire Pit Grill and Java City Coffee Shop where declining balance funds can be used. More information about dining services, meal plans, locations, hours of service, and nutritional information can be found online at bcufood.com.

Residential Meal Plans:

Meal Plans may be changed only during the first five days of each semester. Meal plan change forms are available online at BCYou. Students living on campus choose from one of four semester meal plans which include: 105 meals + \$260 (for juniors and seniors only), 135 meals + \$260, 225 meals + \$250, or the 300 meals + \$240 per semester. The meals and declining balance dollars do not transfer from one semester to the next. Please consult the Director of Dining Services at 712-279-1727, with questions regarding choosing the right plan.

Commuter Meal Plans:

Students who live off campus but want to enjoy the convenience of on-campus dining may purchase Commuter Meal Plans. Plans are available from 10 to 50 meals with declining balance dollars available. These plans do transfer from one semester to the next. For information on Commuter Meal Plans, please visit the food service website at bcufood.com. To purchase a Commuter Meal Plan, contact the Director of Dining Services at 712-279-1727.

Meal Plan Cancellations:

If a student cancels a meal plan before the end of a semester, meal charges will be assessed based on the total number of full and partial weeks completed through the sixth week of each semester. If a student cancels a meal plan after the sixth week, students will be assessed 100% of the meal plan charges for the semester.

CONTRACT TERMS

All students living in campus housing must purchase a meal plan. This policy is waived only for serious medical problems directly related to diet, providing that dining services cannot meet those dietary requirements. This condition must be verified by a physician. Contact the Director of Campus Life at 712-279-1715.

For detailed information regarding residence hall policy and procedures, please refer to the housing contract, or contact the Campus Life office at 279-1715.

Student Involvement & Student Organizations

Responsibility for Coordination

The Director of Student Activities is responsible for the general coordination of all student organizations and groups. This includes the process of obtaining and maintaining official recognition by Briar Cliff University. It is the policy of the University that all organizations (social, academic, honorary, service, interest group, or other) obtain official recognition in order to be eligible for privileges at Briar Cliff University, renewable annually.

Official Recognition

To gain official recognition as an organization or to start a new organization a group needs to fill out a Student Organization Form, which is available from the Director of Student Activities. Once completed, this form needs to be returned to the Director of Student Activities. The application is then reviewed for completeness.

Once preliminary evaluation has taken place the Director of Student Activities will contact the Director of Campus Life and the Vice President for Student Development for final approval.

Maintaining Official Recognition

To maintain the status of an officially recognized organization, an organization must comply with the following regulations:

- By May 1, a roster of officers and advisor's signature for the following year should be on file with the Director of Student Activities.
- A current constitution must be on file at all times.

Loss of Recognition

Loss of recognition due to the conduct of a recognized organization will be handled by Student Development and appropriate University officials.

General Guidelines

All organizations will comply with the Equal Opportunity Policy of Briar Cliff University. Additionally, organizations must be open to all BCU students.

Advisors

Selection of Advisor

Each student organization is required to have at least one advisor, who will be either appointed by Briar Cliff University or otherwise chosen by the members of the group itself. The appointment, usually for one year, and may be renewed and continued as long as it is the desire of the group and is acceptable to the advisor. The principal advisor must be a member of the faculty or administrative staff. Additional advisors may be faculty spouses, alumni or interested members of the Siouxland community.

Role of Advisor

An advisor should play major roles with the organization:

1. Leadership – participation without domination.
2. Counseling advice as a resource person.

Advisors should be thoroughly familiar with the University procedures and philosophy and with the formal structure of the organization. Advisors should encourage the group to develop purposes and activities that are feasible, worthwhile, and which contribute to the overall educational experience of all persons involved. Where there is disagreement within a group or divergence from the group's self-defined purpose(s), advisors should help officers

and members to identify and resolve the conflict(s). Advisors should attend all regular meetings if possible.

Advisors' Responsibility Statement

- Every organization must have an advisor who is on the BCU faculty or professional staff. The advisor serves as an ally, a resource, and liaison between the University and the organization.
- Organizations should give advisors copies of their charters and by-laws. Advisors should have a clear understanding of the organizations' goals and objectives.
- Advisors must be informed of organizations' meetings and attend as often as possible. Advisors should receive minutes of meetings.
- Advisors should attend the organization's social functions on and off campus. Advisors are the official spokespersons for BCU at the function.

Constitution

Minimal requirements for Constitutions

- Name of the organization
- A statement of goals, purposes, and activities
- The organization and its activities, including membership eligibility, will be in line with BCU's Equal Opportunity Policy
- All officers for the coming school year should be elected in the spring semester proceeding, as part of the election procedures
- Officer's duties spelled out, including who may authorize expenditures, and that expenditures will not exceed available funds.
- Procedure for succession of officers
- A statement that no elected or appointed officer and member will be allowed to participate if they no longer are officially enrolled full time at Briar Cliff University or are on social probation or have below a minimum 2.00 cumulative grade point. Seniors in the final trimester are exempt from the full time requirement, if they need fewer hours to graduate.
- Impeachment proceedings given and explained
- An explanation of general membership requirements and qualifications for officers and members
- Provision for meetings, quorum, and governing rules, if any (i.e., Robert's Rules of Order)
- Provision for an advisor, selection procedures, and specified duties.
- List of standing committees and committee procedure, if applicable
- Procedure for amending the constitution

- An adoption clause

Sign Posting Policy

The following guidelines comply with the fire code, prevent damage to walls and surfaces, and ensure that signs respect Briar Cliff University community as a Catholic Franciscan institution. Student organizations are expected to adhere to this policy.

- The individual or organization sponsoring the advertised event must be identified on the signs
- Signs may not be hung in stairwells or on stairwell doors (fire doors)
- Signs may not be hung on wood or glass
- Masking tape should be used at all times to keep surfaces clean and undamaged
- Signs may not be derogatory to individuals or groups
- Promoting alcohol use is prohibited
- Signs should be carefully proofread for spelling and grammatical errors
- Posters should reflect good professionalism
- In Heelan Hall, signs may be hung on walls of the main corridors. Groups are limited to two signs per floor
- Signs in the residence halls (Alverno, Baxter, Noonan and Toller), Newman Flanagan Center, the Mueller Library, the Theatre, Chapel, North Hall, and the Stark Student Center must be authorized by the directors of those areas
- Signs posted in Heelan Hall advertising activities not sponsored by Briar Cliff must identify the sponsoring individual or organization. These signs must be approved by the Student Development Office.
- Sign hangers are responsible for maintaining their own signs and removing them after the event
- Signs falling down, outdated, or in poor condition will be removed
- Signs will be removed if they do not follow these guidelines
- Posters, pictures, and other signage on the outside of residence hall room doors or windows are subject to the sign policy guidelines
- Failure to adhere to these guidelines will result in judicial action towards student(s) or organization(s) responsible for, or sponsoring the signs

RESPONSIBILITY STATEMENT FOR STUDENTS SERVING ON CAMPUS COMMITTEES

Committee membership is a matter of trust and commitment, carrying fundamental responsibilities to:

- Attend all committee meetings
 - Prepare for meetings by reviewing the agenda and discussing items with constituents to assure accurate representation of the prevailing student point of view
 - Report to students, through BCSG, committee discussions affecting students
 - Share the committee workload
- Work with the committee to make the best decisions for BCU
- Maintain appropriate confidentiality

ESTABLISHING A NEW ORGANIZATION

Please adhere to the following guidelines for establishing a new student organization. Each organization maintains responsibility for its members in all matters relating to the organization. All students in good standing at the University may join any campus organization. Please see procedure on page 25.

Student Organizations

THE ACCOUNTING FINANCE CLUB

The Accounting Finance Club supports professional education and preparation of Briar Cliff University students in Accounting and Finance. The Club provides socializing, faculty guidance, and networking opportunities with alumni and the business community.

Advisor: TBA

BRIAR CLIFF STUDENT GOVERNMENT (BCSG)

The BCSG is the voice and political force for the student body. One major function is to keep an open line of communication among students, administrators and faculty. Student representation on University committees helps ensure vital input into academics, student life, and University-wide policies. Activities: Student forums, lectures and concerts, educational programs and discussion of campus issues.

Advisor: darrell.lofton@briarcliff.edu at 279-5512

CAMPUS ACTIVITIES BOARD (CAB)

The Campus Activities Board (CAB) is the primary programming group at BCU. CAB unites the campus community through a variety of programs scheduled throughout the school year. CAB gives community members the opportunity to create an exciting, entertaining, learning environment at Briar Cliff. Activities include: dances, bands, comedians, novelty acts, cultural, and educational programs, Kids' College, Haunted Tunnels, and more.

Advisor: TBA, 233-7214

THE CATHOLIC DAUGHTERS

The Catholic Daughters of the Americas is a Catholic women's group on campus that offers young women a unique opportunity for combining spiritual growth, friendship and service together on and off the Briar Cliff campus. The Catholic Daughters are part of a larger national organization whose motto is unity and charity. Its members are engaged in education, spiritual formation, justice advocacy and service. On campus the group sponsors spiritual growth opportunities, educational programs and involvement in justice issues, prayer vigils such as the 40 days for life, offers free child care evenings and is involved in a variety of other service opportunities on and off campus.

Advisor: janet.may@briarcliff.edu, 233-5227

CHAMPIONS OF CHARACTER COUNCIL OF ATHLETES

The Council of Athletes is comprised of representatives from each athletic team, dance squad and cheerleading squad. The Council coordinates the various activities that the athletic department sponsors in conjunction with the Champions of Character Initiative. Champions of Character stresses the five core values of respect, responsibility, integrity, servant leadership, and sportsmanship for all participants and spectators. The Council is run by an elected president, vice president and secretary.

Advisor: marian.pesky@briarcliff.edu, 279-5558

CHEERLEADERS

Cheerleaders promote sportsmanship and encourage school spirit during athletic contests. The cheerleading squads perform at football and basketball games. Cheerleaders must be full-time students and must remain eligible within GPA guidelines of the conference and NAIA. They must be team-oriented with good work ethics. Scholarships are available. Activities: Homecoming, community service, Pre-K thru 5th grade cheer camp, and other fundraising projects.

Contact: Athletic Department, 712-279-1646, or kathy.myres@briarcliff.edu

C.H.O.I.C.E.S.

The primary goal of Choosing Healthy Options In College Enhances Self (C.H.O.I.C.E.S.) is to educate and encourage students to make informed, responsible choices in their lives. C.H.O.I.C.E.S. is a charter member of the nationally known BACCHUS & GAMMA Peer Education Network that promotes peer education programs on healthier and safer life-style choices. Opportunities for involvement include: peer educators, social norms programs, "mocktails" and other alcohol-free events, and conferences. Activities and programs include: National Collegiate Alcohol Awareness Week, Great American Smoke Out, stress relief programs, sponsored massages, game nights, St. Patty's Day Bingo, and more.
Advisor: laurel.meine@briarcliff.edu, 279-5433

COLLEGE DEMOCRATS

The College Democrats support the philosophy and candidates of the Democratic Party. The College Democrats also support efforts to engage college students in democratic matters. Briar Cliff's chapter, part of College Democrats of America (CDA), focuses on educating students about social and political issues, brings speakers to campus, and hosts informational events to help college students understand and engage in local, state and national politics. CDA sponsors voter registration drives and helps members to attend state and national conventions.
Advisors: eric.juhnke@briarcliff.edu, 279-5476; shirley.fineran@briarcliff.edu, 279-5438

COLLEGE REPUBLICANS

BCU's College Republicans develop political and leadership abilities among Republican students for future service to and promotion of the principles of the Republican Party. College Republicans aid in the election of Republican candidates, and assist in the organization and function of the Republican Party.
Advisor: theodore.bryan@briarcliff.edu, 279-5574

CRIMINAL JUSTICE CLUB

The Criminal Justice Club (CJC) unites students interested in careers in law enforcement, the courts and corrections, as well as students interested in issues like law and order, justice, conflict resolution and reconciliation. CJC draws upon the perspectives of sociology, political science, psychology, and social work. Criminal justice majors are members automatically. The Club plans trips to area prisons, host speakers on current issues in criminal justice, and supports student academic development and career planning.
Advisor: graceann.witte@briarcliff.edu, 279-5488

DANCE TEAM

The Cliff Dancers perform at half-time of men's and women's basketball games and at some off-campus events. Tryouts are held in September. Members must be team-oriented and willing to work hard during practice. Team members must be full-time students and maintain a minimum 2.0 GPA. Scholarships are available.
Advisors: alisha.knowles@briarcliff.edu or Kathy Myres at 279-1646

EDUCATION CLUB

The Briar Cliff University Education Club is an academic and social organization that encourages service, education, and the promotion of education as a vocation and discipline. All education majors are members of the Education Club. The Club is comprised of three components: officers, members, and faculty advisor. Past activities have included: Upper classmen-under classmen mentoring, opportunities for professional

development (VIRTUS training), Pizza/Bingo Night, Christmas tree decorating in Stark, Teacher gift exchange, Easter egg hunt.

Advisor: theresa.engle@briarcliff.edu, 279-1607

EDUCATION DEPARTMENT PARTNERSHIP PROJECT

BCU students may volunteer to tutor elementary students in reading, math, and science during regular school hours at Crescent Park Elementary School.

Advisor: kathy.knipper@briarcliff.edu, 279-5596

EMERGING LEADERS

The Emerging Leaders Program (ELP) offers a unique opportunity for Briar Cliff University students to develop foundational leadership skills, interact with local leaders, and identify and address community issues. ELP instills the value of stewardship, encourages establishing a personal network, and teaches youth to leverage resources within their own community, encouraging increased involvement and investment.

Advisor: darrell.lofton@briarcliff.edu, 279-5512

ENGLISH AND WRITING CLUB

The English and Writing Club, known as WREN, coordinates the activities of English and writing majors and minors and those interested in celebrating good writing, good living, and the people who appreciate both. The Club promotes literary activities like coffee-house poetry and story readings, theater, movies, publications and service opportunities for majors.

Advisor: adam.frisch@briarcliff.edu, 279-5516

HOMECOMING COMMITTEE

The Homecoming Committee picks a theme and plans a fun week full of events during the fall semester. Events include dress-up days, competitions, and the week culminates with a pep rally prior to the homecoming football game and the selection of a Homecoming King and Queen. A formal dance concludes the week.

Advisor: dave.arens@briarcliff.edu, 279-1715

HONORS PROGRAM

Students in the Honors Program take honors courses which are academically stimulating and challenging. They also participate in a variety of social, leadership, service, and cultural activities. Students' interests direct the planning of these activities and students also provide the leadership to carry out these plans.

Advisor: paul.olson@briarcliff.edu, 279-1756

NURSING STUDENT ASSOCIATION (BCUNSA)

Briar Cliff University Nursing Student Association: Chapter of National Student Nurses' Association, Inc. (BCUNSA/NSNA) promotes professional and personal development for nursing students. Students have the opportunity to participate in service projects and social events throughout the year. Membership is automatic for sophomore, junior, and senior nursing students. Nursing faculty members serve as advisors.

Advisor: Call 279-1640 for advisor contact information.

RESIDENCE HALL ASSOCIATION

Representing students living on campus, the Residence Hall Association (RHA) addresses concerns of the residents, keeps them informed, provides programs that enrich student life, extends the academic experience to the residence halls, and fosters an environment for personal growth and development. All residential students are members of the RHA. The

RHA Executive Board consists of a president, vice-president, secretary, treasurer, and publicity chairperson. Annual activities include: Coolest Campus Cribs, Hunt for the Golden Egg, the Price is Right, Little Chargers Weekend, and more. The constitution is available in the Assistant Director of Campus Life office, Baxter 300.

Advisor: john.guetter@briarcliff.edu, 279-5221

SCIENCE CLUB

The Science Club offers a variety of activities for students in the life and physical sciences. The Club has bimonthly meetings, as well as seminars, field trips, camp-outs, Earth Day activities, and various social activities.

Advisor: candice.coffin@briarcliff.edu, 279-5467

Social Work Club

The Social Work Club is open to all BCU students interested in social work. The Club introduces students to the profession of social work by meeting professional social workers, learning about local agencies, services and issues, and meeting other social work majors and faculty.

Activities: monthly meetings, promote and sponsor projects on the local and global level, several social events.

Advisor: shirley.fineran@briarcliff.edu, 279-5438

STUDENT ALUMNI ASSOCIATION (SAA)

The BCU Student Alumni Association (SAA) is a volunteer organization that enhances the student experience while supporting the quality and traditions of Briar Cliff University. Originally envisioned as a means to "bridge the gap" between students and alumni, the SAA is a link between the alumni of today and the alumni of the future.

Sponsored by the Briar Cliff Alumni Association, the SAA fosters a sense of Briar Cliff pride and tradition and promotes an active program of recruitment, networking and commitment among both students and alumni.

The SAA programs are designed to promote interaction between students and alumni, promote class unity and cohesiveness, foster leadership abilities and increase student and alumni involvement for the betterment of Briar Cliff University. The SAA plans Homecoming activities with the BCU Alumni Association, BCU Hockey Night, among other activities and events.

Advisor: jessica.murano@briarcliff.edu, 279-1705

STUDENTS FOR OPENNESS, UNDERSTANDING, RESPECT, COMPASSION AND EQUALITY (SOURCE)

Students for Openness, Understanding, Respect, Compassion And Equality (SOURCE) raises awareness and promotes understanding of the challenges and responsibilities that each student faces resulting from his or her sexual orientation. SOURCE seeks to create a safe and accepting environment for all students and welcomes all students as members, regardless of their sexual orientation. The goals of SOURCE may be accomplished through education, providing information, and discussing issues surrounding sexual orientation, gender identity, and stereotyping. SOURCE will uphold the dignity of each person and the Catholic tradition of Christian acceptance for all people through respect, compassion, and increased understanding of others.

Advisors: jeanne.emmons@briarcliff.edu, 279-1655; Regan.Murray@briarcliff.edu, 279-1619; janet.may@briarcliff.edu, 279-5227; and laurel.meine@briarcliff.edu, 279-5433

STUDENTS IN FREE ENTERPRISE (SIFE)

SIFE is a volunteer organization that completes projects that educate others on the principles of free enterprise. Its mission is to make a difference in the community, country and world through leadership, teamwork, communication, and learning the principles of free enterprise. Faculty guidance is provided and networking with business leaders is a benefit. BCU's SIFE team has a history of excellence and provides many opportunities for young leaders to expand their skills and find employment opportunities.

Advisors: marilyn.eastman@briarcliff.edu, 279-1799.

TOM'S CAMPUS CLUB

Briar Cliff's TOMS Campus Club is a chapter of the nationally recognized TOMS organization. The focus of TOMS Campus Club is to spread awareness throughout the Briar Cliff community of children in impoverished countries who do not have shoes. The Club organizes the annual "Walk Without Shoes" on April 5th in order to be in solidarity with the children.

Advisor: nancy.mcguire@briarcliff.edu, 279-5455

University Policies & Procedures

University Regulations

ACADEMIC

Violations of the academic policies and procedures outlined in the Student Handbook and Course Catalog may be considered violations of University regulations and as such, are subject to University judicial processes and sanctions.

ALCOHOL

Briar Cliff permits responsible use and legal possession of alcohol on campus by students of legal age and in the designated areas. Further detail for this regulation is provided in the Statement on Alcohol and Drugs outlined in this handbook.

COPYRIGHT

Briar Cliff University expects students to comply with Copyright Law, PL 94-553. Information regarding this law is available via the BCU's website. Persons disregarding copyright laws violate BCU policy and do so at their own risk.

DISRUPTIONS OR PROTEST

Activities that disrupt the normal operations of the University, threaten or endanger the safety of community members, interfere with the rights of others or violate civil law are not acceptable. In order to ensure peaceful protest, students should inquire with the Student Development Office in Alverno G4.

DRESS CODE

Students should be properly attired on campus. This applies to public areas, classrooms, dining hall, library, student center, and University grounds. Shoes and shirts are always required in the dining hall. Clothing offensive to cultural, ethnic, or social groups are not acceptable. University policies on discrimination apply to clothing.

DRUGS

In compliance with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, the University seeks to provide a drug-free learning environment and workplace.

DISORDERLY CONDUCT

Disruptions of the University community, residence halls and University activities and events; including presence during a violation of the student handbook is prohibited. If students are present during a violation of the student handbook, even if they may not have initiated or actively participated in the violation, they may be charged with the specific violation or face disciplinary action.

EXPLOSIVES

Possession or use of explosives, ammunition, firecrackers, or pyrotechnics of any nature on campus is prohibited.

FAILURE TO COMPLY

Failure to comply with a request or official sanction issued by an authorized University staff, faculty or administrator. This includes but is not limited to request for meetings and completion of sanctions issued by members of the Student Development, Security, and Residential Life staff.

FIRE REGULATIONS AND PROCEDURES

Students guilty of arson or similar acts or endangering the safety of others will be subject to severe disciplinary sanctions, including expulsion. The University may also take civil action.

FIRE ALARMS

When the fire alarm sounds, all occupants must evacuate. Complete evacuation of buildings is a matter of law. Tampering with fire equipment or alarms is a serious safety issue, and subject to severe disciplinary action including loss of campus housing, suspension, or prosecution under Iowa law.

FIREARMS & WEAPONS

Possession or use of firearms, ammunition, metal-tipped darts, bows and arrows, BB guns and other projectile weapons, including knives not specifically designed for kitchen use, are not permitted on University property. Possession of any weapon or item directed to be a weapon is subject to severe disciplinary action, including suspension or expulsion.

FIRE PERMIT

Sponsoring groups may request a fire permit through the Sioux City Fire Department. Permit requests require minimum 30 days notice prior to the event. If a permit is granted, the fire department will send a copy of the permit to the sponsoring organization. Copies need to be left with the director of Facility Services, and the Office of Student Development. Even though Briar Cliff University has a valid fire permit, the police, fire department, and campus security have the discretion to revoke the permit at the event.

FLAMMABLE FLUIDS

Use or storage of flammable fluids in campus buildings without proper authorization is prohibited.

GUESTS

Guests must follow BCU's rules and regulations as outlined in the Student Handbook and Academic Catalog while on campus or at BCU events. BCU Students are held responsible for the conduct of their guests and subject to disciplinary action accordingly.

HARASSMENT

Harassment of any campus community member or guest based on gender, religion, race, color, age, disability, national or ethnic origin, sexual orientation, gender identity, or marital status is prohibited. Any conduct that interferes with a University community member's rights, responsibilities, and/or abilities to achieve his/her academic, personal and professional potential may be considered violations of the Harassment Policy and are subject to disciplinary action.

ELECTRONIC HARASSMENT

Any harassment, threats, or intimidation through electronic media, including, but not limited to, cell phone, text message, social media, email, or any other form may be automatically referred to the Sioux City police for investigation and/or action.

HAZING

Hazing is defined as any act which endangers the mental, physical, or emotional health or safety of a student for the purpose of initiation or as a condition for continued membership in a group. Hazing is unilaterally prohibited at Briar Cliff.

HOUSING CONTRACT

Students found in violation of the University Housing Contract are subject to all judicial processes, sanctions, and penalties as outlined in the Student Handbook.

IDENTIFICATION CARDS

Briar Cliff students should carry their current student ID cards at all times. The card is used to gain admission to campus activities and facilities. ID cards are required for meal service and to vote in student elections. Alteration of a BCU ID card is prohibited. Lending the card to someone or failing to present it when requested by authorized University personnel violates University regulations.

SEARCHES

Students whose actions present probable cause to suspect that they violated a University regulation or a law may be required to submit to an inspection by University officials. Inspection may include a vehicle on campus, package, purse, briefcase, backpack, or container brought onto or being removed from campus. Desks, file cabinets, lockers, closets or other stationary containers may be inspected for probable cause. The inspection must be related to the suspected violation and completed with a witness and the individual present if possible.

KEYS AND GUARD CARDS

Unauthorized possession, use, or duplication of keys or guard cards is prohibited. Lending of key and guard cards to another person is prohibited.

NOISE AND SOUND AMPLIFICATION PERMIT

Any group sponsoring an outdoor event with amplified sound must obtain a noise permit from Sioux City Police Department at a cost of \$25.00 to sponsoring group. Requests should be made minimum of two weeks in advance. Copies of the permit will be given to Campus Security 48 hours prior to the event. A copy must be available at the event.

PARKING

Cars parked on campus must display valid Briar Cliff University parking permit obtained from the Campus Security Office. Students and employees should only park in authorized parking spots. Students with four or more violations and students with unregistered vehicles are subject to disciplinary action. Frequent parking violators will be subject to the application of a Lock (boot) to the vehicle or to towing. A \$50 charge for removing boot will be assessed. Vehicles may be towed off campus at the owner's expense.

PROPERTY DAMAGE

Destruction or attempt to damage property belonging to the University, a member of the campus community, or a guest of the University is prohibited. Although the University provides reasonable protection for students' property, the University is not responsible for the loss, theft, or damage to any property, including vehicles belonging to students or items in residence hall rooms. Briar Cliff University recommends all students carry insurance to cover loss or damage to personal property.

All damages impacting University property will be reasonably investigated. If responsible parties are not identified, charges may be made to groups or segments of campus populations connected to the location of damages.

SECURITY

Impeding the security of the buildings, doors, or any area of campus is prohibited. This includes but is not limited to the propping open of locked doors, giving keys and guard cards to unauthorized individuals.

SMOKING

In compliance with the laws of the State of Iowa, smoking is prohibited in all Briar Cliff University buildings and on all BCU property.

SOLICITATION

Permission to solicit on campus must be obtained by the Vice President for Student Development. Stricter guidelines may apply for residence halls. This includes distribution of printed materials.

THEFT

Unauthorized possession of University property or the property of others is prohibited

VANDALISM

Vandalizing or defacing of campus property or the property of others is prohibited. Threats or acts of violence against any member of the University community are prohibited. Fines, replacement costs, and repair costs for vandalism may be charged to individuals, groups, or portions of the campus community.

NON-DISCRIMINATION & AFFIRMATIVE ACTION

Briar Cliff University will provide equal opportunity in compliance with the law and will not discriminate for any reason prohibited by the law.

Student Records

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

Family Educational Rights and Privacy Act (FERPA) requires that students in college have the right to inspect any records, files or documents which contain information directly related to them. Briar Cliff University complies with federal laws pertaining to student records. A complete statement of FERPA is posted in the Registrar's Office and detailed as follows:

PUBLIC LAW 93-380

Students, upon request, can receive access to all of their education records controlled by the University which in any way affects their own campus status, enrollment potential, or which reflects upon the student's character. Records by the University can be inspected by the requesting student in the presence of appropriate University officials, except the following:

- confidential letters and statements of recommendation prior to January 1, 1975
- financial records of parents, unless authorized by parents
- private notes and materials created by individual University officials (teachers, deans, counselors, doctors, etc.) as memory aids
- recommendations respecting admissions, applications for employment, or receipt of honorary recognition, unless the student has signed a waiver of access

Appointments must be made by students to review files.

No evaluative materials may be removed from University files by students. Students are entitled to photocopies of any materials contained in their files, subject to the exceptions noted in #1. Reproduction cost is \$1 per page, paid by the student making the request.

If students believe their records contain information that is inaccurate, misleading, or in violation of students' rights of privacy, they may ask the University to amend the record. A decision must be made whether to amend the record as requested within a reasonable time after the request is received.

If a decision is made not to amend the record, the student may ask for a hearing. The Vice President for Student Development will convene a hearing committee to adjudicate the challenge. The committee will consist of the vice president for the division with responsibility for the file, the University official in charge of the file, and a faculty member chosen by the student. The student may be assisted by any individual of his/her choice from the campus. The divisional vice president will write a response to the challenge detailing the decision of the committee and the action taken.

Should a factual error be found in any material, the University official will make the appropriate correction. If the decision is made not to correct the record, the student may place a statement in the record commenting on the contested information, stating why he/she disagrees with the decision. Under the records act, students cannot request hearings to contest the assignment of a grade, only whether the assigned grade was recorded accurately.

The University official in charge of a student file is responsible for the care and of the file and is liable for the unauthorized release of confidential records. These records may be released only to the following persons:

School officials and teachers with a legitimate educational interest. These individuals must present specific requests relating to the welfare or advisement of a particular student. The University official in charge of the records will determine the request's validity.

Individuals designated in writing by the student to who records can be released. A request for release of records must include the following:

- specific information to be released
- reasons for such release
- the party to whom the records are to be released

Authorized representatives of the comptroller general of the United States and the administrative head of an educational agency or state education authority authorized to conduct an audit, evaluation, or investigation of a federally supported program.

Those persons or agencies dealing with a student's application or receipt of financial aid accrediting organizations in order to fulfill accrediting functions.

Appropriate persons, if such information is needed to protect the health or safety of the student or others.

A student's written release of records is required for the following:

- Use of University photographs for identification purposes by agencies outside the University
- Information requested by police and government agencies conducting security clearances and background checks

Personal information may be transferred to a third party only on condition that the party does not permit other access to such information without the written consent of the student. A written notice of this condition must be included with any information released.

The University Registrar can provide directory information: name, address, dates of attendance, major, degrees received, and the most recent previous educational institution attended. All inquiries about directory information should be referred to the Registrar's Office. Students may request that their directory information not be released without their consent. This request must be made in writing to the Registrar within three weeks of the first day of classes.

The University must maintain a log of requests for information from students' records, excluding directory information.

Students may file complaints with the Department of Education concerning alleged failures by the University to comply with this law.

Student records are kept in the following offices:

- Campus Life Office: student housing applications, housing contracts, discipline records and conduct records
- Financial Aid Office: student financial aid records
- Registrar's Office: admission applications, transcripts from prior institutions, and Briar Cliff academic records
- Vice President for Academic Affairs: academic records, correspondences such as probation, Dean's List and requests for policy waivers
- Faculty Advisor's office: records of tests, advising materials, and grade reports
- Health Office: health records

The Higher Education Act of 1998 amended the FERPA allowing colleges to disclose to parents or guardians a dependent student's violations of law or institutional policy regarding alcohol or controlled substances. Briar Cliff may notify parents of students who are under the age of 21 of alcohol and drug violations when a student has received two minor violations or one major violation (e.g., anything involving harm or threat to persons, property damage, public intoxication, illegal drugs).

Statement on Alcohol & Drugs

In compliance with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, the University seeks to provide a drug-free learning environment and workplace.

BRIAR CLIFF UNIVERSITY'S PLEDGE TO STUDENTS

The University provides information, programming, and personal assistance to help each student develop a strong character and a high standard of moral behavior. Thoughtful, healthy decision-making is the University's chief concern. Briar Cliff University holds students responsible for the consequences of using alcohol and will uphold the rights of students who choose not to drink alcohol.

GUIDELINES FOR A SUPPORTIVE COMMUNITY

The Franciscan tradition exemplifies a commitment to developing ethical and moral awareness in our campus community. Briar Cliff University believes that the campus environment does influence character developments and values. The University acknowledges that students are motivated, mature, and responsible, and as such have both freedom and responsibilities. All policy and regulations support these beliefs.

Briar Cliff's regulations permit responsible use and possession of alcohol on campus by students of legal age and in the designated residence hall rooms or in the Campus Pub when authorized by the proper authority. [With direct authorization from the Vice President for Student Development, Briar Cliff may permit alcohol at a student event. See procedures listed.]

Definitions

Alcohol: Any beverage, mixture or preparation containing ethyl alcohol.

Campus: All University buildings, vehicles, grounds, including sidewalks, lawns, athletic fields, woods, parking lots, and cars located on campus.

Designated areas: Residence hall rooms designated as "wet" in Baxter and Noonan, Pub in Stark, and authorized special events.

Dry residence hall: Toller and Alverno Halls in which students are not allowed to consume or possess alcohol or alcohol-related paraphernalia.

Dry room: Room or suite in which students assigned are under the age of 21. Room or suite in which a minor lives, or when a minor visits a wet room.

Legal age: 21 years old.

Minor: any person under age 21 years.

Official University event: Meets one or more of the following conditions open to all Briar Cliff students, uses the name Briar Cliff, or sponsored by a University organization.

Open container: Any container in which the manufacturer's seal has been broken, including water bottles, cups, and other open-faced containers.

Under the influence: Meets one or more of the following symptoms - obviously confused, cannot find way in familiar area, leaning on walls or being held up, vomiting, can't be

awakened, slurred speech, not in control of self or not functioning under own power, erratic behavior, threat to self or others.

Wet rooms: Room or suite in which all students assigned are 21 or older in Baxter or Noonan Hall.

Wet room contract: Agreement is signed by students in room/suite in which all residents are of legal age.

Drinking Game: Games in which the intent is to consume alcohol in an irresponsible way. (e.g., beer pong, quarters).

VIOLATIONS OF THE UNIVERSITY'S REGULATIONS REGARDING ALCOHOL INCLUDE:

1. Intoxication is prohibited anywhere on campus or at any official University event off campus, including athletic events. Being under the influence never justifies irresponsible behavior or violation of University policies. Students violating any University regulation while under the influence will face additional penalties and fines for violating the alcohol policy.
2. Providing alcohol to minors anywhere on campus or at University events off the campus, even if the minor is not a Briar Cliff student is prohibited.
3. Possession (on their persons, in their rooms, or in cars) by
 - Minors possessing alcohol containers, open or closed, empty or full or in the presence of alcoholic beverages (i.e., in residence hall room with open and closed container of alcohol).
 - Students 21 and older possessing open alcohol containers outside their rooms.
4. Possession of alcohol by anyone in a location designated as dry.
5. Keg or large alcohol container, full or empty, larger than a half-gallon (1.75 liters or 64 oz) constitutes an automatic \$200 fine charged to the provider(s). Providers also may face additional alcohol violation sanctions and fines.
6. Possession of beer bongs, keg taps, or other paraphernalia by any student regardless of age.
7. For sanitary reasons, can and bottle displays are not allowed in any University residence hall. Minors will be fined for possession of alcohol cans, bottles, and other containers. Cans and bottles should be disposed of properly.

SANCTIONS FOR ALCOHOL VIOLATIONS

The appropriate Student Development staff member determines specific sanctions for alcohol violations. Students violating alcohol policies may receive one or more of the following sanctions: confiscation and disposal of alcohol, monetary fine, educational sanctions, campus work assignment, disciplinary probation, loss of scholarship, suspension from the University, or mandatory alcohol counseling. Staff will confiscate paraphernalia. All fines are directly charged to student accounts.

First violation within an academic year: Minimum \$100 fine

- Educational sanction(s)
- University will require the student to undergo a chemical dependency evaluation or participate in an alcohol education, rehabilitation, or counseling program.
- Vice President for Student Development or designee may notify parent(s) or guardian(s)
- Completion of sanctions may result in reduced fine.

Second violation within an academic year: Minimum \$150 fine

- Educational sanction(s)
- Alcohol Assessment at students expense
- Counseling session based on assessment results
- Community Restitution
- Vice President for Student Development or designee may notify parent(s) or guardian(s)

Third violation within an academic year: Minimum \$200 fine

- Student placed on conduct probation
- Required out-patient alcohol class
- University restrictions imposed
- Community restitution
- Mandatory counseling session with campus councilor
- Vice President for Student Development or designee will notify parent(s) or guardian(s)

Fourth violation within an academic year: Mandatory appearance before the Conduct Review Board to determine sanctions. Possible sanctions include loss of campus housing, scholarships, or suspension from the University. The Vice President for Student Development or designee may notify parent(s) or guardian(s) that the student has violated the University's alcohol code for a fourth time.

Fifth violation within an academic year: May result in expulsion from the University.

GOOD SAMARITAN EXCEPTION

At Briar Cliff, we are "our brother's keeper." In order to promote helping without fear of penalty, the University establishes the Good Samaritan Exception.

If an individual or group assists a BCU intoxicated student or guest obtain assistance from a University staff member, security officer, medical professional, or law enforcement official, the intoxicated student and individual(s) assisting may not be subject to University discipline for either being intoxicated or for providing alcohol, provided responsible, peaceful, and appropriate actions are taken.

GUIDELINES FOR ALCOHOL AT SOCIAL EVENTS

The following guidelines apply to all social events sponsored by BCU, both on and off campus:

- Sponsors must uphold Iowa law and BCU's alcohol policy and obtain permission through the office of the President of the University.
- Sponsors must present clear procedures to ensure that alcoholic beverages are not consumed by persons under the legal drinking age or persons who appear

intoxicated.

- Consumption of alcoholic beverages is permitted only within the area designated for the event.
- Nonalcoholic beverages must be available and featured more prominently than the alcoholic beverages.
- The event sponsor must provide food items during the event.
- Security personnel must be present at all times during University sponsored events (on and off campus) when alcohol is present.

LIABILITY

Hosts who provide alcohol or provide the place to consume alcohol can be held responsible for the actions of intoxicated persons. Should tragedy occur from actions of someone intoxicated, hosts may be held liable.

ADVERTISING GUIDELINES

Alcohol may not be mentioned on any sign advertising social events on or off campus. No campus publication may accept advertising that promotes the consumption of alcohol.

STATE AND LOCAL LAW

The University upholds all state laws regulating the sale, consumption, and possession of alcohol. The University, at its discretion, may report to appropriate law enforcement students who violate campus policies.

ILLICIT DRUGS POLICY

Briar Cliff has adopted a zero tolerance policy regarding the manufacture, distribution, dispensing, possession, and/or use of controlled substances on its property or at its events. Police may be notified when suspicion of such exists. Illegal manufacture, distribution, dispensing, possession, or use of controlled substances is subject to criminal prosecution. The presence of marijuana odor or smoke constitutes "reasonable cause" for authorized staff to enter and search a room. Drugs or paraphernalia found will be secured and police called. Violators of the drug policy must meet with the Vice President for Student Development to determine sanctions, which include, but are not limited to, housing and disciplinary probation, \$250 fine, suspension, expulsion, or completion of a drug assessment or treatment program at the student's expense and fine.

DEFINITIONS

Controlled substances: those substances included in Schedules I-V of the Controlled Substance Act outlined in the Drug Free Workplace Policy.

Drug: any substance, other than alcohol, that has a known mind-altering or function altering effect upon the human body or that impairs ability to perform work safely. Includes illegal substances.

Prescription drug: any substance prescribed by a licensed medical practitioner and taken by the individual for whom it was prescribed. As a condition of enrollment, any criminal drug conviction occurring on University premises or while conducting University business off campus, must be reported to the Vice President for Student Development within five days of conviction. If not reported, disciplinary action may be taken.

Statement on AIDS & Sexual Assault

Statement on AIDS

Current knowledge affirms that persons testing Human Immunodeficiency Virus (HIV) positive do not pose a health risk to others in an academic setting. The American College Health Association (ACHA) states that there is no risk created by casual contact with an infected person. Briar Cliff supports the ACHA recommendation that institutions not adopt blanket policies concerning students with AIDS-related conditions, but rather respond to each case specifically. The coordinator of health services, the nurse practitioner and the Vice President for Student Development will:

1. Manage the process of individual cases;
2. Assist in organization of AIDS educational programs; and,
3. Recommend any necessary policy or procedure decisions.

ADDITIONAL CONSIDERATIONS FOR PREVENTION OF AIDS

1. Abstinence from intimate sexual contact and avoidance of shared needles are ways to avoid transmitting AIDS. The efficacy of condoms for preventing HIV is unproven, but the consistent use of them with spermicide containing nonoxynol-9 may reduce transmission.
2. Toothbrushes, razors, and other implements that may become contaminated with blood should not be shared.

Statement on Sexual Abuse and Assault

SEXUAL ABUSE POLICY AND PROCEDURES

Briar Cliff's policy is clear: sexual abuse in any form is unacceptable and will not be tolerated. Briar Cliff strives to sustain a climate that encourages dialogue within the community. Sexual abuse is often misunderstood, under-reported and potentially life threatening. It is important that students understand sexual abuse so they can avoid committing or being victims of such behavior.

DEFINITIONS OF SEXUAL ABUSE

State of Iowa Legal Code 709.1 defines Sexual Abuse as any sex act between persons performed under any of the following circumstances:

1. The act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug or is otherwise in a state of unconsciousness, the act is done against the will of the other.
2. The participant is suffering from a mental defect or incapacity which precludes consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters.
3. The participant is a child.

Briar Cliff's operational definitions of sexual abuse are as follows:

- Sexual Misconduct is any touching or fondling of the victim's genitals, breasts, thighs or buttocks directly or through the clothing without the victim's consent.
- Rape is any penetration by the penis or an object into the victim's body against the victim's will and without the victim's consent.
- Attempted Rape is any uncompleted rape.
- Acquaintance or Date Rape is rape by someone the victim knows.

LEGAL ISSUE

Iowa Code regards sexual abuse as a felony subject to a mandatory imprisonment from 10 years to life. The law focuses on the behavior of the offender, not on the behavior of the victim. Code 709.5 emphasizes that resistance is not necessary to prove sexual assault. Whether or not the victim fought the assailant, whether or not the victim has bruises or other physical evidence, the victim can file legal charges of sexual assault. According to code, even though a victim consents to a sex act, if it is determined that the victim is under the influence of drugs or alcohol to the point of being incapable of making a conscious decision, that sex act is defined as sexual abuse.

SEXUAL ASSAULT

Briar Cliff defines sexual assault as actual or attempted non-consensual sexual advance that injures or threatens to injure another person. Non-consensual sexual advance means that the victim is mentally incapacitated, unconscious, or helpless due to drug or alcohol intake. BCU encourages victims of sexual assault, rape or date rape to seek the criminal prosecution of their assailants. Charges of sexual assault are handled confidentially by the Student Development Office in Alverno G4. The privacy and safety of both the accused and the accuser are safeguarded. Briar Cliff will inform both parties of the final disciplinary determination and sanctions imposed upon the accused.

CONSENT

Consent means the mutual deliberate and voluntary agreement to engage in sexual activity. Consent is a clear YES to the sexual act. Consent is an ongoing process and must be obtained for each level of sexual contact. If a victim does not resist or if the victim knows the offender, the law does not presume consent.

IN THE EVENT OF SEXUAL ASSAULT YOU SHOULD:

1. Go to a safe place. Call 1- 800-982-SAFE (7233) or the Rape Crisis Center (258-7233).
2. Tell the first person you see what happened. This account could corroborate your testimony if you decide to report or prosecute.
3. Talk with someone you trust: a friend, an RA, a faculty member, hall director, police (911), the Vice President for Student Development, the campus nurse or counselor.
4. Seek medical attention at an emergency room. Request tests for pregnancy and sexually transmitted diseases.
5. Do not shower, bathe, or douche. Preserve physical evidence, such as clothing. Resist the urge to change clothes or clean up the area until medical and legal

evidence is collected.

6. Request a urine test as quickly as possible to detect the presence of sedating substances.

PROCEDURES FOR REPORTING ASSAULT

Briar Cliff urges students to report all incidents of sexual assault to the University nurse, counselor, or the Vice President for Student Development. While maintaining strict confidentiality, they will inform students of their rights, explain the options available for recourse, and provide contacts for professional counseling to begin the healing process. In situations that require an immediate and decisive response, the University authorizes the Vice President for Student Development to coordinate all necessary action. If, after careful consultation and personal reflection, the accuser asks the University to adjudicate the case, two conditions must be met:

1. Alleged assault took place on campus, and
2. Both the accused and the accuser were Briar Cliff students at the time the assault occurred and both remain members of the University community.

The accuser and the accused individually will meet with the Vice President for Student Development. The Vice President for Student Development will determine whether grounds exist for a disciplinary hearing. If grounds do exist and the University can properly address the issues and the gravity of the case, the procedures below will be followed:

1. The Vice President for Student Development will appoint a three-person hearing to adjudicate the case. Board members should have no conflict of interest and preferably should not be teaching or working with the students involved in the case.
2. The Vice President for Student Development will serve on the Board as a non-voting facilitator.
3. Prior to the hearing, both the plaintiff and the defendant should submit written statements to the Board detailing the charges or a defense.
4. The hearing itself is closed. Each party may invite one member from the University community to attend the hearing with them. This person may provide counsel but may not speak for the plaintiff or defendant.
5. Each Board must formulate specific procedures for how it will deal with the presentation of evidence, witnesses, and cross-examination.
6. Throughout proceedings, the Board must maintain utmost concern for the privacy, dignity, safety, and comfort of all involved.
7. "Clear and Convincing Evidence" will be the standard of proof.
8. The Board will strive for consensus but may settle the case by majority vote.
9. The Board is empowered to fine, to assign work, to discontinue scholarships or privileges, to exclude from the residence halls or from campus events, to temporarily suspend or permanently expel students from the University.

10. Either party may appeal Board decisions in writing to the President within five working days following the judgment. Appeals are limited to whether the evidence supports the charge or to the severity of the penalty. The President is the final level of appeal.
11. Board members must commit to the strictest standards of confidentiality.
12. Violation of these standards is professionally reprehensible. Sexual assault crimes are serious, complicated, and subject to prosecution under the law.

Students always have the option to seek legal remedy in the courts through local law enforcement whether or not the incident occurred on campus and whether or not the alleged assailant was a Briar Cliff student. University officials will stand ready to:

- Assist students with notifying police;
- Help secure an advocate from the Council on Sexual Assault and Domestic Violence to guide students through the legal processes, and;
- Change when appropriate the academic or housing situation of the victim.

If a student is convicted of sexual assault or any other felony by the courts, Briar Cliff reserves the right to determine the student's future standing with the University.

SEXUAL ABUSE SERVICES

Briar Cliff's Franciscan values emphasize service, reverence for creation, and peace. If you feel you have been sexually abused, please contact the BCU Counseling Service at 279-5433. Counseling for victims is also available through the Council on Sexual Assault and Domestic Violence, 258-7233. If you are a victim of date or acquaintance rape, you are not to blame. Whether or not you report the rape or engage in legal action, you should consult CSADV at 258-7233 or the campus counseling center at 279-5433 to begin the healing process. Counseling services also are available for perpetrators either in the Counseling Center or at a community mental health agency. Counseling provides an environment in which perpetrators can learn new behaviors.

STATEMENT ON HARASSMENT (SEXUAL & VERBAL)

Briar Cliff seeks to eliminate all forms of personal harassment which create a hostile environment on campus. Specifically, the University seeks to eliminate harassment of students based on gender, religion, race, color, age, disability, national or ethnic origin, sexual orientation, gender identity, or marital status. The University pledges to maintain an environment that promotes the development of healthy relationships and respect for individuals.

Sexual Harassment: Public law prohibits sexual harassment. Briar Cliff defines sexual harassment as unsolicited and deliberate sexually explicit statements, gestures, or physical contacts which are objectionable to the recipient, cause discomfort, humiliation, or intimidation, or create a hostile and offensive environment. Sexual harassment may involve pressure from a person of either gender against a person of the opposite or same gender.

Examples of sexual harassment:

- Demanding or soliciting sexual favors accompanied by implied or overt threats;

- Creating an offensive interpersonal environment;
- Comments or jokes referencing sexual orientation;
- Unnecessary touching or leering at another's body; and,
- Sexist remarks about clothing, body, or sexual activities.

Verbal Harassment: includes derogatory, demeaning, inflammatory or vulgar comments directed to a person.

What to do: Inform the individual that you feel you are being harassed. Be definitive. If the problem continues, consult any other member of the Student Development division or a faculty member. To the extent possible, Briar Cliff protects both the anonymity and integrity of the complainant and the accused while investigating a charge of harassment. The Student Development Office will investigate all charges of harassment. Persons found guilty of harassment are subject to disciplinary sanctions up to expulsion from the University.

Judicial Processes

Briar Cliff is a community of learners within the Catholic and Franciscan traditions of service, caring, and openness to all. While the University affirms individual rights, individuals must accept their responsibilities toward the community. Each student must know the living standards in this handbook. Unfamiliarity with policies does not excuse noncompliance.

JUDICIAL AUTHORITY

Students who violate University standards of conduct must meet with designated member of Student Development staff. Decisions of these authorities will be final, pending the normal appeal process as outlined below.

VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

Students violating laws or University policies off campus may incur penalties from civil authorities. When students violate federal, state, or local laws, the University may also undertake discipline actions and impose sanctions. Proceedings under the student conduct code may be carried out prior to or following civil/criminal proceedings.

ORIGINAL JURISDICTION

Violations of University policies that are documented by Residence Hall Directors, Security personnel, or Resident Assistants will be adjudicated by a designated staff member within the Office of Student Development. Testimony and statements by Residential Life and Security staff and students are considered evidence and must be given credence.

STUDENT JUDICIAL BOARD

Conduct Review Board is comprised of students, administrators and faculty to determine sanctions for alleged violations of the Student Handbook. Students may be referred to the Board at the discretion of the Residential Life staff, the Vice President for Student Development or the Office of Academic Affairs.

APPEALS PROCESS

Students appealing judicial decisions must first appeal to the immediate supervisor of the University official who determined the original outcome of the judicial allegations. Students may appeal judgments or penalties imposed on them within three days of the original

judgment. Appeals must be in writing and submitted to the University official to which they will be appealing within three days of the original judgment.

Students may choose to appeal directly to the Student Appeals Court. To appeal directly to the Student Appeals Court, a request in writing must be delivered to the Vice President for Student Development within three days of the original outcome pertaining to the judicial case of which they are appealing. In cases of an appeal, penalties will be enforced immediately and remain in effect until the appeal is completed. An appeal is not a re-hearing of the same evidence. Rather, responsibility rests with the student making the appeal to present new evidence or new ways to interpret the evidence. The Vice President for Student Development must verify the legitimacy of the appeal before convening the Appeals Court. The judgment of the Appeals Court is final except in cases resulting in expulsion from the University. A final appeal may be submitted to the University President.

1. **APPEALS COURT MEMBERSHIP** The Student Appeals Court consists of faculty members, administrators, and students. The Vice President for Student Development presents the case for the University.
2. **FUNCTION** The Appeals Court meets as needed. A quorum consists of three voting members of the Appeals Court. The Appeals Court must respect the rights guaranteed students in the Student Handbook. The proceedings of the Appeals Court may be audio taped and filed in the Student Development office.
3. **APPEALS PROCEDURE** Appeals are submitted in writing to the Vice President for Student Development who contacts the members of the Appeals Court. One each of students, administrators and faculty will serve on the Appeals Court. The Vice President for Student Development will determine if the Appeals Court will be convened.
4. **HEARING PROCEDURE** The Appeals Court is closed to the student body and the public. The student appealing must attend. The Vice President for Student Development summarizes the charges against the student, specifies the University policy violated, and states the penalty imposed on the student. Then, the student is invited to present a case that appeals either the judgment or to the penalty. If the student wishes to present witnesses, signed statements must be presented to the Vice President for Student Development no less than two days before the hearing. No witnesses will be heard by the Appeals Court unless this condition is met. Testimony by witnesses for the student must be relevant to the case. The Appeals Court has the right to question the Vice President for Student Development, the student and witnesses.

After the appeal has been presented, the court will deliberate and make a decision based on the new testimony presented. A majority of members present will determine the decision of the Appeals Court. Decisions of the Appeals Court are final. The court may make the following decisions:

- a. Uphold the judgment and penalty
 - b. Reverse the judgment
 - c. Modify the penalty
5. **APPEALS BY ORGANIZATIONS** Official campus organizations have the same right of appeal as do individual students, subject to the following conditions:

- BCU campus organizations include all clubs recognized by the Student Development Office. If certification of a group is disputed, the Vice President for Student Development has final authority.
- Only the advisor or the president of an organization may file an appeal on behalf of the organization.
- During the hearing, the organization may have its advisor present.

OFFICIAL SUMMONS

Students neglecting to answer a summons from residence hall staff, campus security, Vice President for Student Development within three days of the summons will receive a second summons and may be found in violation of the failure to comply with the policy. If students do not answer the second summons, a decision regarding alleged violation and sanctions will be made without the student's presence. Failure to complete sanctions may result in additional sanctions, including a fine.

JURISDICTION

Students are responsible for their own personal safety while engaged in off-campus activities. Students are urged to report any criminal activity that occurs to the local police and to the Vice President for Student Development. Any student engaged in crime or activity contrary to regulations and policies outlined in the Student Handbook off-campus may be subject to University judicial processes and sanctions.

Judicial Sanctions

Briar Cliff University specifies standards of conduct that the University expects all students to know and to uphold. Violence, destruction of property, all forms of harassment, discrimination, and threatening behaviors are unwanted and out of place at Briar Cliff. The University will make a strong, immediate response to these behaviors.

Briar Cliff University does not specify detailed sets of rules governing student conduct. However, Briar Cliff University will administer whatever disciplinary action necessary toward the goal of enhancing the overall good of individual students and the community. The University maintains the right to fine, to assign work, to discontinue scholarships or privileges, to require treatment or rehabilitation, to exclude from the residence halls, to temporarily suspend or permanently expel students from the University. Students may receive one or more sanction for violating community living standards.

CAMPUS WORK

Students or groups may receive work assignments for violating campus regulations or as restitution for loss or damage caused.

COMMUNITY RESTITUTION

Students or groups may be required to complete a community service assignment.

COUNSELING OR REHABILITATION

Students may be required to meet with a counselor for a specified period of time or engage in other types of medical treatment or rehabilitation.

FINES

Students or group fines may be levied for actions contrary to University policy. Alcohol fines are used for materials and programming related to alcohol education. Damage fines cover

the cost of repair and/or replacement. Other fines are used for materials and programming related to student wellness.

EDUCATIONAL SANCTION

Any project assigned to a student with the intent to enlighten, educate, and reflect on the violation(s), including essays, presentations, signs, apology letters, and other such activities.

RESTITUTION

Students or groups may be required to reimburse the University or individuals for repair or replacement expenses.

OFFICIAL WARNING

A student or group may be given an official warning by the University. The student or group is informed about the seriousness of their conduct and is cautioned that future misconduct will result in further disciplinary action.

DISCIPLINARY PROBATION

A student or group may be given disciplinary probation by the University. Disciplinary probation means exclusion from participation in some or all activities for a specified time. A student on disciplinary probation is excluded from representing the school in any official manner. Violation of University regulations during the probation is grounds for further disciplinary action. Notice of probation will be sent in writing to the student.

HOUSING PROBATION

A student may be placed on student housing probation by the University. Major or consistent rule violations or a pattern of disregard for the rights of others may result in student housing probation. A student who is on housing probation loses specified privileges as pertains to student housing up to and including living in campus housing for a specified time.

DISMISSAL FROM HOUSING

A student whose behavior is detrimental to community living may be required to withdraw from campus residency. Loss of residency also means the student loses the right to visit in the residence halls.

SUSPENSION

The Vice President for Student Development may suspend a student from any or all activities on campus, including class attendance. The suspended student may not take part in any activities he/she is suspended from or may not be on campus for any reason without permission from the Vice President for Student Development. Failure to follow suspension guidelines as defined is cause for further disciplinary action. If a period of suspension exceeds 12 months, students must re-apply through the Office of Admissions.

EXPULSION

Expulsion is permanent exclusion from the University.

Student Grievance Procedures

To support its commitment to equity and due process, Briar Cliff establishes the following procedures for addressing student grievances. Students always maintain the right to seek legal recourse in public courts of law.

A grievance constitutes a formal complaint contesting the perceived injustice of a specific action or judgment imposed directly upon the grievant(s) by a Briar Cliff official or an officially sponsored University organization.

Note: Grievance Procedures are not avenues for appealing disciplinary sanctions. [There is a separate appeals procedure described on page 53 of the Student Handbook for appeals regarding disciplinary sanctions]. Nor are the grievance procedures proper arenas for contesting the wisdom of a specific University policy.

BRIAR CLIFF STUDENTS MAY FILE THREE TYPES OF GRIEVANCES:

Academic Issues: Regarding course grades, academic practices, or academic integrity.

Administrative Issues: Regarding application of college policies; decisions pertaining to Briar Cliff's co-curricular program; and decisions regarding student records, rights, financial matters, and campus employment.

Discrimination Issues: Regarding unjustified or unlawful discrimination in the areas of race, color, religion, national origin, gender, age, handicap or disability, status as a Vietnam-era or special disabled veteran, or Title IX compliance.

FOR GRIEVANCES REGARDING ACADEMIC ISSUES:

Appealing Grades: Students wishing to appeal grades or other academic practices (excluding academic integrity issues) should follow these procedures:

1. Discuss the concern with the faculty member involved. If not resolved,
2. Appeal to the department chairperson in writing within three working days of discussing the grievance with the faculty member. Include in the written document circumstances of the grievance, specific concerns, and a proposed remedy. The student is notified in writing of the chairperson's decision. If not resolved,
3. Appeal to the Vice President for Academic Affairs in writing within three working days of notification by the chairperson. Include in the written document circumstances of the grievance, specific concerns, and a possible remedy. The student is notified in writing of the Vice President for Academic Affairs' decision.
4. In all cases, the decision of the Vice President for Academic Affairs is final.

FOR GRIEVANCES REGARDING ADMINISTRATIVE ISSUES AND

DISCRIMINATION ISSUES: The student should approach the person he/she perceives to be responsible for the offense in order to work out a solution. If the grievance remains unresolved after five working days, the student then may bring the issue to the immediate supervisor of the person against whom the grievance is being made.

If the grievance remains unresolved after 10 working days, the student through the Vice President for Student Development may ask in writing that a hearing be convened to evaluate the merits of the grievance. The Vice President for Student Development will appoint a three-person Grievance Board, consisting of one faculty member, one administrator and one student to review the grievance. The student's concisely written request should include the substance of the grievance, the avenues that already have been pursued, and the specific relief desired.

At the earliest possible date and within 15 working days of the receipt of the student's written request, the Grievance Board will inform both the grievant and the respondent in writing of the committee's decision to conduct or not conduct a formal hearing.

If Grievance Board members believe that the grievance has sufficient merit to conduct a formal hearing, they will send letters to the grievant and respondent outlining the specific grievance and suggesting a timeline for the proceedings. Any schedule must consider the time constraints inherent within or between semesters. All parties will receive written allegations. Respondents may waive the right to attend the proceedings of the Grievance Board.

GRIEVANCE BOARD COMPOSITION:

Members of the Grievance Board should excuse themselves from participation in a formal hearing of a student grievance, if they have any conflicting interests. All members of the Grievance Board are subject to the approval of both parties in the grievance.

BOARD PROCESSES:

Throughout all proceedings, the Student Grievance Board must maintain utmost concern for the dignity, safety, and comfort of all parties involved in the process.

Both the grievant and the respondent may seek counsel from any member of the Briar Cliff community, excluding those serving on the Board.

The hearing itself is closed. Each party may invite one member from the Briar Cliff faculty, administration, or student body to attend the meeting with them. This person may provide counsel but may not speak for the grievant.

Each Grievance Board must choose specific procedures for how it will deal with the presentation of evidence, witnesses, and cross examination.

The "Preponderance of the Evidence" will be the standard of proof throughout the proceedings. The Grievance Board will ensure that both parties have access to all the evidence being presented and sufficient time to examine it.

The Student Grievance Board should strive for consensus but may settle the case by majority vote. Proceedings and resolutions of the Board must remain confidential unless both parties agree in writing to release the information. In all cases, the decision of the Grievance Board is the final action in the Briar Cliff Grievance Procedure.

Guidelines for Computer Usage

It is the intent of Briar Cliff University to provide a quality technological environment for the University community in which certain standards are observed. Use of University technology resources is a privilege not a right. Use of the technology resources is limited to purposes related to the University's mission of education. Certain responsibilities accompany that privilege and understanding them is important for all computer users.

Use of technology resources is contingent upon compliance with University policies and standards and all governing federal, state and local laws and regulations. All Briar Cliff University students, faculty, administrators, staff, and guest users, authorized to use Briar Cliff University computing facilities and services, are responsible for reading, understanding and complying with this policy.

All users of the University computer resources must agree to use the resources legally and ethically. Anyone who uses the technology services agrees to comply with the expectations outlined. The policies in this code apply to all hardware and software that make use of University resources, regardless of who owns the equipment or programs.

REQUIREMENTS FOR USE OF UNIVERSITY TECHNOLOGY RESOURCES

Users Must:

- Comply with the following Acceptable Use Policy
- Understand and agree that use of Briar Cliff University technology resources indicates acceptance of the policy
- Understand that the use of a personally-owned computer that is on the Briar Cliff University network obligates the owner to comply with the Briar Cliff University Acceptable Use Policy
- Understand University computer facilities and electronic classrooms are established for educational purposes and those purposes must take priority

BRIAR CLIFF UNIVERSITY ACCEPTABLE USE POLICY

The purpose of Briar Cliff University's Information Technology resources is to support education, research and communication. The following activities are acceptable uses of this information technology environment.

- Instruction of Briar Cliff University classes
- Faculty and Student Research
- Class Assignments
- Official work of students, faculty, administration and staff, recognized student and campus organizations, and agencies of the University
- Electronic communication that supports instruction, research, or official work of students, faculty, administration, and staff
- Personal use by authorized users that does not interrupt or diminish access to resources for other users and does not violate any applicable law, regulation or University policy

It is a violation of the Briar Cliff University Acceptable Use Policy to engage in any of the following behaviors.

- Violate Copyright Law in any manner, including but not limited to, downloading

copyrighted audio, video, graphics or text materials from the Internet without proof of proper licensing arrangements. Computer software must be used in accordance with license agreements, whether it is licensed to the University or to the individual.

- Use another person's account or PIN number or give your password, PIN number or identification to another person for the purpose of gaining access to a University owned computer, network or database resource. Users are responsible for safeguarding their identifications and passwords. Each user is responsible for all transactions made under the authorization of his or her ID and password.
- Access a file on a University-owned computer or network without the permission of the owner, to copy, rename, modify, or examine it, or to change file protection or visibility. Lack of protection on a file does not imply right of access.
- Interrupt or inhibit the access of others to Briar Cliff University technology resources by actions such as distributing computer viruses, worms, or bulk email. Current virus scanning software is required for all student, faculty, administrators and staff networked computers.
- Operate a University-owned computer in a manner that is otherwise wasteful of any computing or network resource.
- Gain access to Briar Cliff University technology resources when one is no longer an eligible user.
- Employ a computer to annoy or harass other users; for example, to send obscene, abusive, or threatening mail or email.
- Misuse information accessed while performing work as a Briar Cliff University employee. Information stored on administrative computers and servers is confidential. Use or distribution of such information other than as authorized or assigned is prohibited by University policy and state and federal laws.
- Access or attempt to access the University's administrative systems and records unless explicit permission has been granted by the data owner or their designee.
- Read, delete or in any way modify the University's administrative system data without explicit permission; distribute, publish, or in any way make known any such data to unauthorized persons.
- Tamper with computers, printers or any other associated University-owned equipment.
- Remove, without authorization, computer equipment, disks, paper documentation, data, or other technology resources.
- Connect any device to the Briar Cliff network that may cause interference or disrupt operations (e.g., wireless access point or router).
- Unless prior arrangements are made with the Computer Center, student accounts will be deleted once they are no longer an actively registered student. Accounts will not be kept active for the sole purpose of saving email.
- All University members have the right to post news to publicly available posting areas such as the e-bulletin board on BCYou. Some posting areas may be moderated and subject to the limitations imposed by the moderator.

COMPUTING RESOURCES

The accidental or intentional introduction of a destructive program, such as a "virus," can have serious consequences to the network. Users should be aware of the threat of viruses and use adequate protection against spreading them to their own machines. Any attempt to compromise the University computer security systems will not be tolerated.

Computing resources will be used in accordance with the high ethical standards of the University community. Examples of unethical use include:

- Violations of computer system security

- Unauthorized use of computer accounts, files and data, which do not belong to the User
- Unauthorized use of access codes assigned to others
- Violation of another user's privacy

ACCOUNT ACCESS

No person may use or attempt to use any computer account other than his/her own assigned account. An account holder may not lend his/her account(s) to another user. Each Briar Cliff computer user is ultimately responsible for the use or misuse of his or her password protected accounts.

A user should only access or attempt to access files in his/her own accounts, files which have been made accessible to him/her, or files which have been made publicly accessible.

Any user who is eligible to view or change sensitive institutional data must maintain the appropriate confidentiality and security of that information, in accordance with University policies as well as state and federal laws. Users must not use their network security permissions to obtain sensitive information beyond what is directly related to their job assignments.

COURTESY

Abuse of University-owned public access computers and network resources may result in the suspension of privileges. In general, University-owned desktop and laptop computers, network resources, software, peripherals, and electronic mail will be used for academic or administrative purposes only. Illegal pornographic, threatening or nuisance messages are violations of the user's pledge to use computing facilities ethically.

Proper use follows the same standards of common sense, courtesy and restraint in the consumption of shared resources that govern use of other public facilities.

Proper use includes:

- Regular deletion of unneeded files from one's accounts on servers.
- Refraining from overuse of information storage space, printing or processing capacity.
- Refraining from sharing accounts with ineligible parties (friends or relatives).
- Acquiring accounts for which you are ineligible.
- Refraining from the distribution of mass emails without proper authorization.

ELECTRONIC HARASSMENT

Any harassment, threats, or intimidation through electronic media, including, but not limited to, cell phone, text message, social media, email, or any other form may be automatically referred to the Sioux City police for investigation and/or action.

SANCTIONS

These computing policies are endorsed by Briar Cliff University, the Information Technology Center, and the Student Government Association. The University may take disciplinary and/or legal action against any individual who violates any computing policies. This action could include temporary or permanent suspension of the individual's privileges to all or part of the University computing facilities, temporary suspension or permanent separation from the University. Illegal acts involving Briar Cliff computing resources may also be subject to prosecution by state and federal authorities.

PRIVACY

Briar Cliff University seeks to protect computer-based information, recognized as a primary administrative, educational and research asset, from accidental or intentional unauthorized modification, misuse, destruction, disruption, or disclosure. In support of its effort to protect the integrity of its computing systems, workstations, networks, lab facilities, etc., the University has the right to monitor its computing facilities.

Briar Cliff University has an obligation to respect the privacy of a user's network account, files, electronic mail, and network transmissions to the best of its ability. With reasonable cause, BCU has the right to monitor any and all aspects of a system, including individual login sessions to determine if a user is acting in violation of the policies set forth in this document or as stated by law.

LIABILITY

Briar Cliff University hereby expressly and explicitly disclaims any liability and/or responsibility for violations of the policy stated above. Briar Cliff University does not warrant that the function or services performed by users or that the information contained on the University's technology resources will be kept confidential, meet the users requirements or that the resources will be uninterrupted or error free or that defects will be corrected.

Academic

The University catalog contains all polices and requirements of Briar Cliff's academic programs. Check the University catalog for specific information regarding majors; academic status; internships; adding, dropping or withdrawing from classes; transfer credit; conditional admission; good academic standing; academic probation; academic dismissal; and, degree requirements for all programs.

ACADEMIC INTEGRITY

Briar Cliff strives to create an environment where the dignity of each person is recognized. Accordingly, integrity in relationships and work is supported and rewarded, and honesty in academic matters is expected of all students. Actions which are contrary to the spirit of academic integrity will not be tolerated. Any attempt to misrepresent someone else's work as one's own, receive credit for assignments one did not do, obtain an unfair advantage over other students in the completion of work, or aid another student to do the above will be considered a breach of academic integrity. These include:

- Obtaining, disseminating or using unauthorized materials for the completion (by oneself or another student) of an examination, paper or assignment;
- Unauthorized collusion with another student in completing an assignment;
- Submitting as one's own the work of another student or allowing one's work to be submitted for credit by another;
- Copying from another student's paper or allowing one's paper to be copied;
- Computer theft which includes unauthorized duplication of software, unauthorized access into accounts other than one's own and the use of University resources (computer facilities, networks, software, etc) for financial gain;

- **Plagiarism:** the representation of another's ideas, statements or data as one's own. Plagiarism includes copying, paraphrasing or summarizing another's work (even if that work is found on the Internet) without proper acknowledgment (footnotes, in-text credit, quotation marks, etc.). For a more detailed explanation of what constitutes plagiarism and how to avoid it, refer to *The Little Brown Handbook*, available in the University bookstore and Bishop Mueller Library.

The policy of Briar Cliff University is that for an individual's first offense, the student's instructor or work supervisor will determine an appropriate penalty, with a possible penalty of "F" for the course or termination of employment. For a second offense, the instructor or supervisor and the vice president for academic affairs will determine an appropriate penalty, up to and including dismissal from the University. For an offense after the second, the vice president for academic affairs will determine an appropriate penalty, up to and including dismissal from the University. Depending on the nature and severity of the offense, the University reserves the authority to exact maximum penalty even in the case of a first offense.

In all cases of alleged academic dishonesty, the faculty member or work supervisor shall, in writing, notify the student of the specific charges and circumstances and a copy of the notice shall be sent to the vice president for academic affairs. If the student wishes to deny the allegations or appeal the penalty, he/she must, within 10 working days, file with the department chairperson or the work supervisor's immediate superior a written intent to appeal. If the instructor is the chairperson of the department, the appeal shall be directed to the vice president for academic affairs. The person to whom the appeal is made will weigh the evidence presented (in writing or at an oral hearing) by both the student and the instructor or work supervisor and make a judgment. If the matter is not resolved to the satisfaction of the student, faculty member, or supervisor, the appeal process will continue to the vice president for academic affairs, whose decision will be final. If a student is found in violation of the University's Policy on Academic Honesty, the student may be subject to disciplinary review that may include an appropriate penalty, up to and including dismissal from the University. Depending on the severity of the offense, the University reserves the authority to exact maximum penalty even on the first offense.

All material and information relative to any violation of academic integrity shall be kept by the vice president for academic affairs in a special file during the period in which the student is enrolled at Briar Cliff University, serving only as a statement of record if the student is subsequently charged with a violation of academic integrity. In case of an appeal, the file will be destroyed if the student is found not guilty of the offense. If the student is found guilty, the file remains until the student's graduation from Briar Cliff University or three years after the student's last date of enrollment.

In order to support the academic integrity statement, faculty members are expected to administer, monitor and evaluate tests and other assignments in a fair and consistent manner.

ADVISING

Advising is important for academic success at Briar Cliff University. Every student has an academic advisor from the academic unit at the University. First-year students are assigned advisors by the coordinator of new student advising [Newman Flanagan Center 314, ext. 5558]. Transfer students and adult learners are assigned advisors in their major departments. If students do not know their advisors or wish to change advisors, they should consult the coordinator of advising at ext. 5558 or 279-5558.

Advisors are a student's primary source of academic information. Advisors help students identify skills and academic goals, as well as explore career options. Advisors also are good sources of information on other areas of campus life. Students should consult their advisors on a regular basis. Advisors keep a file on each student that includes:

- A. Profile sheet (including address and admissions information);
- B. Summary evaluation sheet of completed courses;
- C. Copies of grade reports for each term; and,
- D. Test scores (ACT, assessment results) and transcripts.

Throughout the semester faculty may send written warning notices to students performing poorly in their classes. A copy of this notice is sent to the student's advisor. Advisors will ask students to discuss the conditions which led to this warning and work on strategies to remedy the situation.

ASSESSMENT

All incoming students are assessed in writing. Students with a math ACT score of below 21 will be required to take up developmental math courses, prior to enrolling in a 3 or 4 credit math course. Students may request to re-asses in writing or to take a math assessment to test into a higher level writing or math course. Before re-assessment, students should show that they have engaged in study or preparatory work likely to enable better performance on the assessment instrument.

STUDY SKILLS REQUIREMENT

First year students with a composite ACT score below 20 or below 950 on the SAT are required to take the Study Strategies course during the first semester. First year students with a reading score below 18 on the reading portion of the ACT or below 440 on the SAT verbal section are required to take the Reading Dynamics course during the first semester.

TUTORING

Tutoring, especially in group settings, promotes active learning, peer interaction, and good study habits. For students experiencing academic difficulties, tutoring is available at no charge during the regular academic year for 100- and 200-level courses of two or more credit hours taught in standard semester format. Tutors assist students with course work and test preparation. Students may sign up for tutoring sessions in the Student Support Services office, HH 037, from the first day of the semester through the eleventh week of classes. Students signing up for tutoring must commit to:

1. Attending weekly sessions. Students who skip two or more sessions without notifying the tutor can be dismissed from the program for the semester.
2. Contacting the tutor or the coordinator well in advance if they must miss a session.
3. Providing the tutor with a copy of the class syllabus.
4. Bringing relevant materials (class notes, texts, written assignments, homework) with them to the tutorial.
5. Letting the tutor know if projects they work on together will be turned in for a grade.

Military Duty

Briar Cliff pledges full support to students called to active military duty in service to the United States.

Academic:

If students are called to active duty within an academic semester, Briar Cliff will arrange for them to:

- Complete courses for which they are registered at an accelerated pace;
- Receive "Incomplete" grades so that these courses can be completed at the conclusion of active duty; or
- Withdraw with a grade of "w" from one or more of the courses for which they are registered.

Student Charges:

Student will receive a full refund of tuition and fee charges for the academic semester in which they are called to active duty. Room and board charges will be refunded based on the percentage of semester completed.

Campus Jobs:

Return of campus jobs will be guaranteed to students upon conclusion of their active duty.

Athletics:

Briar Cliff pledges its support to work with the NAIA to restore a full season of athletic eligibility to any student-athlete who was unable to complete an athletic season because of the call to active duty.