

BRIAR CLIFF UNIVERSITY

2006-2007

STUDENT
HANDBOOK



shaping lives



UNIVERSITY AND COMMUNITY EMERGENCY AND SAFETY RESOURCES

Campus Security.....	279-5430 (office)
.....	898-1888 (cellular)
Director of Residence Life & Housing.....	279-5494
Resident Assistant Cellular.....	253-1676
Counseling (appointments).....	279-5433 or 279-5425
Health/Nurse’s Office	279-5436
Campus Ministry	279-5227
Director of Facility Services.....	279-5435
Student Development Office.....	279-5425
Police	911
Fire	911
Police Department (non-emergency).....	279-6960
Mercy Medical Center (Emergency/Trauma)	279-2066
St. Luke’s Medical Center (Emergency Outpatient)	279-3141
Poison Information Center.....	1-800-222-1222
Council on Sexual Assault & Domestic Violence	258-7233
Emergency TDD (deaf users only)	279-6958



TABLE OF CONTENTS

2006-2007 Academic Calendar	4
Welcome from the Assistant Vice President of Student Development.....	5
The University Past & Present.....	6
Mission and Values	7
Campus Services and Resources.....	8
Student Organizations	20
Residence Hall Living	29
Safety and Security	32
University Regulations.....	35
Statement on Alcohol and Drugs.....	40
Statement on AIDS and Sexual Assault.....	44
Non-discrimination, Privacy, and Records	49
Judicial Processes.....	53
Judicial Sanctions	56
Student Grievance Procedures.....	58
Guidelines for Computer Usage	61
Academics.....	65
Financial Aid	69
Briar Cliff Hymn.....	73
Index.....	75

ACADEMIC CALENDAR

2006-2007

SEPTEMBER

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

DECEMBER

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

MARCH

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

OCTOBER

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

JANUARY

S	M	T	W	T	F	S
	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

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

NOVEMBER

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

FEBRUARY

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

MAY

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

TERM I: 50 DAYS

Aug. 26 Residence Halls Open
Aug. 26 Welcome Week
Aug. 30 Classes Begin
Nov. 10 Last Day of Classes
Nov. 13-15 Exam Days

TERM II: 49 DAYS

Nov. 27 Classes Begin
Dec. 21 Christmas Break / After Last Class
Jan. 3 Classes Resume
Feb. 13 Last Day of Classes
Feb. 14-16 Exam Days

TERM III: 50 DAYS

Feb. 26 Classes Begin
Apr. 5 Easter Break / After Last Class
Apr. 10 Classes Resume
May 8 Last Day of Classes
May 9-11 Exam Days
May 12 Graduation

May 14-18 Fast Forward I
May 21-25 Fast Forward II
May 29 - Jul. 2 Summer Session I

Jul. 9 - Aug. 10 Summer Session II
Aug. 13-17 Fast Forward III

MESSAGE FROM THE ASSISTANT VICE PRESIDENT OF STUDENT DEVELOPMENT, CAL BRINKERHOFF

Briar Cliff is a learning community with a tradition of Franciscan and academic excellence. University life consists of many factors that contribute to a positive experience. This handbook seeks to provide you with a comprehensive guide to campus facilities, services, policies, and organizations that Briar Cliff offers you. Read it and keep it handy for reference.

From your first day on campus Briar Cliff will support you and encourage you. We will challenge you to make good decisions, to think for yourself, and to develop your unique talents. Your success remains our chief goal.

Although academic coursework and intellectual inquiry remain the cornerstones of any collegiate program, much learning takes place outside the classroom: in the residence halls; in the dining center; in the weight room; through campus activities and organizations; intramurals; religious life; athletic teams; campus jobs; and community service. You have much to learn from your student colleagues, your faculty, coaches, and librarians.

We encourage your self determination and self direction. The University will not take responsibility for your life or your behaviors or function as your parent. People learn responsibility by experiencing it, not by avoiding it. At least once this year, stop following; step up and lead. "Youth is not made for pleasure but for heroism."

Please capitalize on every opportunity to make Briar Cliff your university. Be involved! Your years here will prepare you for life and a chosen career. They will be a time of great personal growth, challenge, and genuine happiness. "If you want a friend, be a friend." The friends you make on the Cliff can be your friends forever.

Briar Cliff rejoices that you have chosen to continue your education with us. We take great pride in our campus and we want to share all of it with you. Thoughtfully, consider what you can do for the University and how you can help make Briar Cliff a better place to live and to learn.

We hope that your experiences on the Cliff prove to be enriching and that they last your entire life.

UNIVERSITY PAST AND PRESENT

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, the college'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.

Briar Cliff's academic growth required an expanding physical plant throughout the years. As time passed, more buildings appeared on the briar-covered hill: a four-story addition to Heelan Hall in 1948; the library and Our Lady Of Grace Chapel in 1959; Alverno Hall, a women's residence, 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 St. 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 its 75 year existence, Briar Cliff continues to grow and expand, always placing the needs of the students first.

MISSION AND 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



CAMPUS SERVICES AND RESOURCES

ADMINISTRATIVE LEADERSHIP

PRESIDENT

Noonan Hall 101, ext. 5400

The president provides overall leadership for the University. The provost, vice president for enrollment management, vice president for finance, vice president for institutional advancement, and athletic director all report to the president. Additionally, the president works with the board of trustees to set policy and direction for the University. Open forums between students and the president are scheduled each term.

PROVOST

Heelan Hall 155, ext. 1642

The provost represents the University when the president is not available. The provost coordinates the internal operations of the University including academic programs, student development, and faculty recruitment and evaluation.

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT

Noonan Hall, ext. 1628

The vice president for enrollment management supervises admissions, financial aid and marketing.

VICE PRESIDENT FOR FINANCE

Noonan Hall, ext. 5504

The vice president for finance supervises the business office, facilities, computer services, bookstore, human resources, events coordination, the switchboard, purchasing and budgeting.

VICE PRESIDENT FOR INSTITUTIONAL ADVANCEMENT

Noonan Hall, ext. 5408

The vice president for institutional advancement supervises fundraising, alumni and public relations, in addition to the print shop, publications, community and media relations and publicity

ALUMNI OFFICE

Noonan Hall, ext. 1705

Students who graduate from BCU or complete 30 credits before leaving are deemed alumni. As such they are part of the over 10,000 member BCU Alumni Association. The Alumni Office maintains an alumni database, hosts alumni receptions, advises the Student Alumni Association, and coordinates the Sister Muriel Ford Circle of Mentors for Women. Visit the office or email lisa.preston@briarcliff.edu for more information.

ASSESSMENT AND INSTITUTIONAL RESEARCH OFFICE

Heelan Hall 050, ext. 5450

Students' experiences, growing knowledge and perspectives are important in helping Briar Cliff maintain and enhance quality programs and services. This office addresses questions like, "Can we improve curriculum, services, and teaching/learning processes based on assessments of students learning and development?" and "Are we doing what we say we are doing?" Students are central to this office's activities. Briar Cliff students provide information and opinions through surveys, tests, questionnaires, focus groups and open forums.

ATHLETIC OFFICE

Newman Flanagan Center, ext. 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 can compete. For men, BCU offers baseball, basketball, cross country, football, golf, soccer, track and field and wrestling. Women compete in basketball, cross country, golf, soccer, softball, track and field, tennis and volleyball. The emphasis centers on the educational value of participation. Athletic scholarships are available.

BOOKSTORE

Stark Student Center, ext. 5416

The Eldon and Regina Roth Campus Store, carries many items for your convenience. We sell books, all your school supplies including art and project needs. Backpacks are available in a wide range of qualities and prices. BCU sportswear fills the store along with all the memorabilia and gift ware you could need. We also sell food, candy, pop and cards. Questions may be addressed to: denise.melo@briarcliff.edu, your store director.

ALL BOOK SALES ARE FINAL, unless the student drops a class or a wrong book was purchased. The books must be unmarked and ACCOMPANIED BY A SALES RECEIPT AND DROP SLIP. The time limit for refunds is two weeks after the beginning of each term. The Nebraska Book Company conducts a textbook buyback during the last 2 to 3 days of

each term. The bookstore provides buyback daily EXCEPT during the first 2 weeks of a new term. Questions on textbooks may be addressed to : renee.allan@briarcliff.edu, your textbook manager.

CAMPUS MINISTRY

Heelan Hall 044, ext. 5227

Campus Ministry focuses on the spiritual life 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.

Students are encouraged to join in prayer and retreat experiences and invited to be engaged in the planning and organizing of spiritual activities, including liturgies and prayer experiences; bible study; faith sharing groups; retreats and renewal evenings; term break service trips; peace and justice activities; retreats for high school students; and Eucharistic ministers, lectors, and musicians at campus liturgies. Students of all faith traditions are welcome to become involved in all Campus Ministry activities.

The Eucharist is celebrated in the Chapel at 8:00 a.m. on Mon., Tues., Thurs., and Fri; noon on Wed; 4:30 pm on Sat.; and 10am on Sun. The Sacrament of Reconciliation is celebrated during Advent and Lent; and, individual opportunities are available anytime by appointment. Students of other faith traditions are assisted in finding local churches, or worship sites of choice.

Opportunities for vocation discernment are offered in conjunction with vocation directors from various religious communities and the diocese. The campus minister offers spiritual direction and pastoral counseling. Students are encouraged to stop by the office any time.

CAMPUS EVENTS OFFICE

Stark Student Center, ext. 5393

To avoid scheduling conflicts, employees and student groups must reserve campus facilities for meetings, programs, and activities as well as reserve audio/visual/technical equipment and/or food service by using the EMS system on the BCU homepage. Use the following instructions:

Go to the BCU Homepage

Click on – Campus Info

Click on – Campus Events

Click on – Event Calendar

Select “My Account” and log in.

If you have never used EMS before you will need to select **Create an Account**. After your account has been created please begin registering events.

On the screen you will see 4 options in the blue bar: **Browse, Reservations, My account,** and **Admin.**

In order to see what events are already scheduled and in which rooms, click on the **Browse** button. Select the date you wish to schedule an event and the building. Then click on the **Apply Filter** button at the bottom of the page. You will see all events scheduled for that month.

Now that you know which rooms are not available on that date, **click** on the **Reservations** button in the blue bar at the top of the page. Then click on **Room Request Form.**

Select the date you need by clicking on the date on the calendar. If you need a series of dates use the appropriate button located below the date and time.

Complete the form and please give as many details as possible in the last box.

Click - the **Submit Button.**

You should receive a confirmation within 24 hours verifying that your request was successfully submitted.

You must receive a confirmation from the Events Coordinator; if not, something might have gone wrong. If you haven't received a confirmation within 24 hours, please call the Events Office. You absolutely must check the confirmation over for mistakes.

CAMPUS SECURITY

Ground Floor Heelan Hall, cell # 898-1888

Campus Security ensures safety on campus. Security protects University property and enforces parking regulations. Additional information on Campus Security is located in the **Safety and Security** section of this Handbook.

CAREER DEVELOPMENT CENTER

Ground Floor Alverno Hall, ext. 5455

The Career Development Center helps students explore career opportunities and make decisions based on knowledge of themselves and the world of work. A free computerized career exploration program helps guide students' thinking and gathering of information about career options. Students and alumni receive help in resume writing, interviewing skills, job search strategies and etiquette skills. Announcements of full and part-time jobs are posted on the bulletin boards outside the Career Development Center.

Chicago Semester

The semester in Chicago is a full-term program of study and hands-on professional experience located in the country's third largest city. Students earn full semester credit from the 32-hour per week internship and seminars that CS offers. Throughout the term, stu-

dents gain first-hand experience applicable to life after graduation as they begin to bridge the gap between academic life and full-time work. For application information contact the Career Development Center.

Internships

Briar Cliff offers students internships related to their academic studies. Career Development works with academic departments to assist students in identifying internship sites.

Graduate/Professional Schools

Career Development helps students explore graduate and professional school opportunities including access to catalogs, identifying individual programs and schools, helping with the application process, providing study materials and applications for graduate school entrance exams.

Consult the CDC for information on admission tests for professional schools, the College Level Examination Program (CLEP) and the Pre-professional Skills Test (PPST). Applications for these tests are available in the office.

Study Abroad Programs

Career Development helps students research study abroad programs and assists them with the application process. Briar Cliff participates in programs in: Carmarthen, Wales; Granada, Spain; Vienna, Austria; Paris, France; Hangzhou, China; London, England; Merida, The Yucatan, Mexico; Leiden, Netherlands; Colchester, England; and Eldoret, Kenya.

COUNSELING SERVICES

Ground Floor Alverno Hall, ext. 5433

Briar Cliff encourages students to contact counseling staff regarding personal concerns. Many students experience changes in lifestyle, personal relationships, and self-awareness. Counseling helps individuals understand how change affects them and offers new ways to approach change.

Counseling ensures a confidential, non-judgmental environment for students to examine concerns and explore ways to resolve important issues such as substance abuse, test anxiety, anger, sexuality, depression, poor academic performance, etc. Counseling also provides students with tools to develop effective communication skills, stress management techniques, and assertive behavior.

Briar Cliff University has a full-time counselor available to all students from August through May. The counselor is available Monday through Friday generally from 9:00 a.m. until 5:00 p.m. Communication with the counselor is available by phone, 279-5433 or email laurel.blomberg@briarcliff.edu. Appointments can also be made by calling 279-5425. Walk-in appointments are great too. Remember: Facing personal problems head-on is the most courageous and mature decision one can make.

DINING SERVICES

Stark Student Center, ext. 1727

Eating with friends at Cliff Café is a key part of campus life. Breakfast, lunch, and dinner are served Monday through Saturday with brunch and dinner available on Sundays during the school year. Meals are not served between terms, 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.

Residential Meal Plans:

Students living on campus choose from one of four meal plans: 70 (for Juniors and Seniors only), 90, 150, or 200 meals per term. All plans include \$150.00 in “declining balance” dollars. The meals and declining balance dollars do not transfer from one term to the next. Please consult the Director of Dining Services with questions regarding choosing the right plan.

Commuter Meal Plans:

Students who live off campus but want to enjoy the convenience of on campus eating can purchase commuter meal plans. Plans are available from 10-50 meals with declining balance dollars available. These plans do transfer from one term to the next. Contact the Director of Dining Services to purchase a plan.

Dining Service Features:

- **All you care to eat** - unlimited portions are available on all items except the premium meal entrees.
- **Declining Balance** – to be used at the Fire Pit and Java City for a quick snack or meal to go.
- **Additional Add on dollars** - available with any plan if you run out of declining balance.
- **Special Meals** – the Dining Service offers premium meals and “spirit lifters” throughout each term. Menus are posted on our web site.
- **Sack Lunches/Dinners** – available for students with class or work conflicts. Arrangements should be made with the Dining Service 24 hours in advance.

Dining Service Guidelines:

- Your ID card is your meal ticket. You must have your ID in order to eat.
- Students may use 10 meals as “guest meals” to treat a friend to a meal. The guest must always be accompanied by the student host.
- Carry-outs are permitted for the following items: one piece of fresh fruit per meal or one ice cream dish.
- Large personal containers may not be used to carry out beverages.
- Cups, plates, silverware, and trays must remain in the dining room.
- Appropriate dress including shoes and shirts are required in the Dining Hall.
- Students may change plans each term. They must contact their Resident Hall Director during the first week of the term to change meal plans.

Contract Terms

All students living in the campus housing must purchase a meal contract. This policy is waived only for serious medical problems directly related to diet, providing that the dining service cannot meet those dietary requirements. This condition must be verified by a physician. Contact the Assistant Vice President of Development.

ENROLLMENT MANAGEMENT

Noonan Hall, ext. 5200

The Enrollment Management Division serves new students from their early interest through completion of the admissions process including financial aid. For students 23 years of age and older and those interested in the evening/weekend program, contact the Office of Professional and Continuing Studies at ext. 5407.

HEALTH SERVICES

Heelan Hall 057, ext. 5436

A registered nurse provides services on class days. The health office provides the service of a physician assistant. Check with the health office for hours for the physician assistant. All campus health services are FREE except for immunizations. Health services include:

- Immunizations administered as needed for flu, hepatitis, and tetanus.
- TB Tests & reading maintenance
- Health records of all students
- Referral to community agencies as needed
- Loan equipment such as crutches and wheelchairs
- Health Screenings
- Wellness Fairs
- Resource information on a variety of topics

The Health Office does not provide written excuses. The students must notify the instructor or work supervisor of any absence. The nurse can issue a statement that verifies the student attended the Health Office because of illness or injury. The problem is not disclosed. Carryout meals are available from the dining services for residents confined to their rooms.

Immunization Policy

Health plays a vital role in how successfully students achieve their academic, social, spiritual, and personal goals during college. One way to stay healthy is to be adequately immunized. Briar Cliff University's recommendations are as follows:

- **2 doses of MMR** (Measles, Mumps, & Rubella) vaccine if born after 1956. **IF BORN PRIOR TO 1957**, only **ONE** dose is needed, if they haven't had Rubella ("Hard" or "Red" Measles), Mumps, or Rubella (Congenital or German measles), or documented immune titer.
- **TB Skin Test** needed within 1 year prior to entrance to the university for all international students. **A TB Test is required annually for nursing students.** Students who work, study, or travel in high risk areas need to have a TB skin test. A student with a

positive TB test needs to attach a copy of a written chest X-RAY report with treatment, if any.

- 3 doses **Tetanus & Diphtheria** vaccine with booster every 10 years.
- **Tdap** (pertussis) at 11-18 years.
- **3 doses of Hepatitis B vaccine.**

This is a requirement for nursing students, or a waiver must be signed.

- **Polio series** should be completed.
- **Varicella (chickenpox)** if there's no history of chickenpox or negative antibody titer.
- **Meningitis vaccine** should be considered, **especially for freshmen living in the residence halls.**

For further information about all of BCU's Health Services, please visit our website at www.briarcliff.edu. After going to the homepage click on the **BCU Students** tab followed by **Health Services**

INFORMATION/UNIVERSITY RECEPTIONIST/MAILROOM

Stark Student Center, ext. 0

A receptionist operates the University switchboard and coordinates mail services. Students may purchase stamps and mail letters or packages at this location. Incoming mail is placed in student mailboxes here. This area also serves as an information center and a lost and found service.

INSTITUTIONAL ADVANCEMENT

Noonan Hall, ext. 5408

Institutional advancement is responsible for fundraising, alumni relations, public relations, and publications. Scholarships, capital project funding, endowments and campaign initiatives are secured through gifts from individuals, corporations and foundations.

Individuals or groups wishing to solicit funds in the name of BCU must coordinate these with the IA office.

INTRAMURAL AND RECREATIONAL SPORTS

Alverno Hall - Ground Floor, ext. 1715

Intramurals at BCU are a key component of campus life. The program serves students, employees and alumni. A variety of team and individual sports are offered as well as leagues and tournaments. Sports currently popular on campus include basketball, coed volleyball, ping pong, pool, dodgeball, and flag football. Notices announce specific events and how to participate.

Intramurals are part of Student Activities. Channel suggestions to the director. Schedules try to accommodate class and work responsibilities. Effort is made to offer every event in which there is sufficient interest. Specific goals of the intramural program are fun, social contact, skill development, and a chance to learn new activities and develop interests in lifelong sports.

LIBRARY/INFORMATION SERVICES

Mueller Library, ext. 5449

The library, named for J.M. Mueller, bishop of the Sioux City diocese from 1948-1970, was built in 1958. The building underwent a million-dollar renovation in 1993. It is a thoroughly modern facility offering a complete range of services.

The library's homepage www.briarcliff.edu/library is the best place to locate library information including, hours, polices, services, library catalog, and online databases. Online databases can be accessed on-campus, and off-campus with your Briar Cliff University account.

BCU's library is a member of the Sioux City Library Cooperative and the Iowa Open Access Program. Your student ID gives you borrowing privileges at all local libraries (Morningside College, St. Luke's Regional Medical Center, Sioux City High Schools, Sioux City Public Library, Mercy Medical Center, and Western Iowa Tech). You also have borrowing privileges at over 500 libraries in Iowa, and can return borrowed materials to any Open Access member. When borrowing from other libraries observe their policies, regulations, and restrictions.

Materials not available in the library can be requested via interlibrary loan. Forms are located online and at the circulation desk. Faculty reserve materials consisting of books, sample tests, or lecture notes are also housed in the library.

Other library services include, photocopying, microform printing, computer lab, audiovisual viewing room, AV equipment, study carrels, study rooms, and lamination. Most importantly, librarians are there to help students search for materials for study and research.

MCCOY-ARNOLD CENTER

The McCoy-Arnold Center offers an indoor facility for athletic and recreational needs of students. The center contains a basketball court, 2 volleyball courts, 2 badminton courts, 1 tennis court (not regulation), weight room and athletic training room. No black soles are allowed and shoes worn outside should not be worn inside. All tobacco products are prohibited in the Center.

NEWMAN FLANAGAN CENTER

The Newman Flanagan Center offers an indoor facility for athletics and recreation. The center contains two basketball and volleyball courts, four badminton courts, one racquetball court, a jogging track, weight area, classrooms and offices. Priority use times:

HPER classes	8 a.m. - 3 p.m.
Teams	3 p.m. - 9 p.m.
Intramurals	9 p.m. - 11 p.m.

Areas not used during these times are open, except for scheduled events. All facilities are unavailable when an intercollegiate event is in process. Shoes worn outdoors should not

be worn on the courts. No black soles are allowed. Radios or music boxes should not interfere with classes or organized events.

PRINTSHOP

Noonan Hall G-11, ext. 5415

The printshop is designed for short run, one to four color offset print production. It prints most of the materials used by the University.

PUBLICATIONS OFFICE

Noonan Hall, ext. 1652

Student organizations should plan their publication needs. Projects are scheduled for design, proofing and printing time. Project timelines and cost estimates are available on request.

REGISTRAR OFFICE

Heelan Hall, ext. 5447

The Registrar's Office deals with class registration, grades, graduation, records and transfer credits. Students may pick up a copy of the University catalog and class schedules. This is also the office to obtain a student ID card, request academic transcripts sent, or 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 \$5.00

STUDENT ACTIVITIES OFFICE

Alverno Hall, Ground Floor, ext. 1715

The Office of Student Activities coordinates opportunities outside the classroom for students to learn, grow and expand their interests socially, culturally and recreationally. It provides guidance for student groups developing and planning programs. Programs are designed to stimulate meaningful contact among students, administrators and faculty members. By encouraging the Briar Cliff community to become involved in student life, the program supports the academic and social growth of students. The office works in conjunction with the Campus Activities Board to bring new events to campus. Movies, dances, symphony tickets, entertainers, and trips are examples of programs available through this office. All students are invited to participate in campus programs.

STUDENT ACCOUNTS OFFICE

Noonan Hall, G-2, ext. 5440

Student Accounts fulfills the following functions:

- a. prepares monthly and term billings;
- b. posts payments on student accounts;
- c. certifies financial eligibility of students for registration each term;
- d. cashes personal checks for students up to \$200, (ID required);
- e. collects parking and housing fines;
- f. receives payments for housing deposits;
- g. disburses student paychecks on the 10th and 25th of each month;
- h. disburses student loan checks;

Payment Information

Financial aid awarded and accepted is credited to the student's account. Statements are mailed prior to the start of each term and must be paid in full by the due date. Unpaid balances may be assessed a 1% per month late fee.

Note: students may not register for subsequent classes until their accounts are paid in full.

Health Insurance

Briar Cliff strongly recommends that all students carry health insurance. Students may be covered through the University, through parents, or through personal insurance that students carry. Students must either purchase insurance through the University or sign a waiver form during their first term of attendance each academic year either on Validation Day or in the Business Office by the 10th calendar day of the term. Questions on insurance can be addressed to the Business Office at 279-5440, Noonan Hall ground floor.

STUDENT DEVELOPMENT OFFICE

Heelan Hall 057 ext. 5425

The Student Development office consists of career development, counseling services, health services, residence life, campus ministry, campus activities, campus security, food service, student success services, plus two federally funded programs, Upward Bound, and Educational Talent Search. The Student Development office addresses students' social and personal development.

STUDENT SUCCESS OFFICE (SSO)

Heelan Hall 050, ext. 5388

This office coordinates programs and services for all Briar Cliff students that promote integration of the intellectual, cultural, and social climate of the university. The SSO addresses students' needs holistically, recognizing that academic and personal success go hand in hand.

Students may use SSO services to sharpen skills like time management, test taking, and course specific study skills. The office provides individual support and academic skills assistance for all students especially those on or facing probation. The office also offers mini-courses including a summer bridge course, a first year portfolio development course, and college study skills courses. The Briar Cliff Honors Program is also administered through the office. The services are free and available to all Briar Cliff students.

STUDENT SUPPORT SERVICES (SSS)

Heelan Hall 037, Ext. 5230

Student Support Services (SSS) provides a variety of services for eligible students. In addition to tutoring and mentoring programs, mini-courses are offered for student skill reinforcement. Cultural events and academic counseling are available during the school year. Laptop computers may be checked out short term. Limited financial aid is available for freshmen and sophomores. SSS also serves students with disabilities. Students wishing to be part of SSS should visit the office on the ground floor of Heelan 037 to check on eligibility.

UNIVERSITY & COMMUNITY RELATIONS OFFICE

Noonan Hall - First Floor, ext. 5405

The University & Community Relations Office coordinates all publicity, media and public relations. Forward all media queries to this office. The director issues press releases and coordinates community outreach events. Student organizations should notify the director in advance of upcoming events, new programs or related stories. The director offers copywriting and story-pitching assistance for new projects.



STUDENT ORGANIZATIONS

Guidelines for Establishing New Student Organizations

A new group must complete a student organization information form and return it to the campus activities office. The form should detail the reason for the organization and its goals, a list of members, names of current officers, and the faculty advisor. This information must be updated every fall term. The Provost, Assistant Vice President of Student Development, Director of Student Activities, and the SGA President will approve the organization if it is consistent with BCU's mission. The organization will be notified of its acceptance or reasons for its rejection. Contact the Director of Student Activities, ext. 1715.

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.**

Advisors Responsibility Statement

1. Every organization must have an advisor who is on the BCU faculty or professional staff. The advisor's name should be given to the Assistant Vice President of Student Development. The advisor serves as an ally, a resource, and a liaison between the University and the organization.
2. Organizations should give advisors copies of their charters and by-laws. The advisor should have a clear understanding of the organization's goals and objectives.
3. Advisors must be informed of the organization's meetings and attend as often as possible. Advisors should receive minutes of meetings.
4. Advisors should attend the organizations' social functions on and off campus or notify the Assistant Vice President of Student Development if unable to attend. The advisor is the official spokesperson for BCU at the function.

5. The SGA president normally calls all organizations' officers and advisors to an orientation meeting in September. This meeting covers university policies, funding, scheduling procedures, and legal issues.

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 with alumni and the business community.

Advisor: erin.cornelsen@briarcliff.edu, ext. 5562

BEST BUDDIES

Best Buddies, an international non-profit organization, pairs students and individuals with developmental disabilities from local agencies and group homes in one-to-one friendships. Briar Cliff works with people from Mid-Step Services in Sioux City.

Activities: Once every two weeks, students contact their buddies. Once a month they do an activity together and once a term is a group activity.

Advisor: paula.scraba@briarcliff.edu, ext.1607

BCCARES

Heelan Hall 039, ext. 5485

Through BCCares, students have opportunities to volunteer service on and off campus through a variety of programs and projects. Special projects include Seniors' Day Out, Christmas Luncheon for Persons with Disabilities, Easter Egg Hunt, Blood Drive and Adopt-a-Highway Project. Other opportunities include serving in the Soup Kitchen, Habitat for Humanity, Big Brother Big Sister, assisting in local nursing homes, clowning, tutoring and mentoring in schools, and involvement in environmental issues such as recycling. Students may join BCCares and participate in any of these activities.

Advisor: mark.westrich@briarcliff.edu, ext.5485

BCU RADIO

BCU Radio informs and entertains the campus and surrounding community with live and pre-recorded broadcasts via cable television Channel 12. The cable signal reaches 32,000 homes. BCU Radio is a national reporting station for new music and emerging artists. Any BCU student may earn course credit or volunteer for a weekly on-air shift.

Advisor: michael.crowley@briarcliff.edu, ext. 5459

CAMPUS ACTIVITIES BOARD (CAB)

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. CAB officers form a five member executive board, plus interested students. Meetings are held weekly.

Activities: Dances, bands, entertainment, cultural and educational programs, Kids' College, Haunted Tunnels, Cliffstock and off-campus events.

Advisor: dave.arenas@briarcliff.edu, ext. 1715

CHAMPIONS OF CHARACTER COUNCIL OF ATHLETES

The Council of Athletes is comprised of representatives from each athletic team, dance squad and cheerleading squads. 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.

Advisor: marian.pesky@briarcliff.edu, ext. 5558

CHEERLEADERS

Cheerleaders promote sportsmanship and encourage school spirit during athletic contests. The cheerleading squads perform at football and basketball games, and wrestling meets. Cheerleaders must be full-time students and maintain a minimum 2.0 GPA. They must be team oriented with good work ethics. Scholarships are available.

Activities: Homecoming, community service, and fundraising projects.

Advisor: rosie.moody@briarcliff.edu, ext. 5236

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

C.H.O.I.C.E.S. (Choosing Healthy Options In College Enhances Self) primary goal is to educate and encourage students to make informed, responsible positive 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, peer theatre, social norms programs, mocktails and other alcohol-free events.

Activities and Programs: Safe Spring Break Week, National Collegiate Alcohol Awareness Week and Designated Driver Programs, Stress Relief programs as well as relationship and dating programs.

Advisor: tiffany.quinze@briarcliff.edu, ext 5494

CLIFF NEWS

All students are invited to work on the newspaper (writing, layout, advertising, reporting). The student newspaper is published online at <http://www.briarcliff.edu/cliffnews>.

Advisor: michael.crowley@briarcliff.edu, ext. 5459

COLLEGE DEMOCRATS

The College Democrats pledge to support both the philosophy and the candidates of the Democratic Party. In addition, the College Democrats 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. The BC chapter brings speakers to campus, as well as hosts information 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, ext. 5476 and shirley.fineran@briarcliff.edu, ext. 5438.

COLLEGE REPUBLICANS

BCU's College Republicans look to develop political and leadership abilities among

Republican students for future service to the party, promote the principles of the Republican Party, aid in the election of the Republican candidates and assist in the organization and functioning of the Republican Party.

Advisor: theodore.bryan@briarcliff.edu, ext. 5574

CRIMINAL JUSTICE CLUB

The Criminal Justice Club 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 meets to plan trips to area prisons, to host speakers on current issues in criminal justice, and to support student academic development and career planning.

Advisor: graceann.witte@briarcliff.edu, ext. 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.

EDUCATION CLUB

The Education Club encourages K-12 education majors to work together, offer services, discuss current topics, and interact with experts in their professions.

Advisor: paula.scraba@briarcliff.edu, ext. 1607

EDUCATION DEPARTMENT PARTNERSHIP PROJECT

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

Advisor: kathy.knipper@briarcliff.edu, ext: 5596

ENGLISH AND WRITING CLUB

The English and Writing Club coordinates the activities of writing majors 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, theatre, movies, publications and service opportunities for majors.

Activities: A fall gathering, visiting major area theatres such as the Guthrie, the Christmas Chili Feed, supporting visiting writers' presentations, movies, coffee-house readings, a Shakespeare's Birthday celebration, and the famous Senior Banquet.

Advisor: adam.frisch@briarcliff.edu, ext. 5516

ETHNIC RELATIONS CLUB

The ERC seeks to unite diverse students and promote appreciation and understanding of all cultures. Educational programs facilitate cultural awareness among the campus community.

Activities: Martin Luther King Jr. Memorial Concert, programs highlighting: Hispanic

Heritage, Native American History, Black History, Women's History, Asian Pacific History and Cinco de Mayo.

Advisor: tiffany.quinze@briarcliff.edu, ext. 5494

HOMECOMING

The Homecoming Committee plans a fun week full of events during Term II culminating in selection of a homecoming king and queen. A formal dance concludes the week.

Advisor: dave.arens@briarcliff.edu, ext. 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. Planning of the interest of the students and students provide leadership.

Advisor: paul.weber@briarcliff.edu, ext. 5482

MASS COMMUNICATIONS CLUB

The Mass Communications Club helps students pursue careers in the communications field and provides a social atmosphere for mass communications majors.

Activities: Field trips to area media outlets, present media-related movies, fundraising events, discussions with professionals working in the media.

Advisor: michael.crowly@briarcliff.edu

MENTORS IN VIOLENCE PREVENTION PROGRAM

M.V.P. is a leadership program that trains student mentors to work with the entire Briar Cliff community to raise awareness of the necessity of eliminating all forms of gender violence not only on campus but throughout society. Open to all student and professional members of the BCU community.

Contact: laurel.blomberg@briarcliff.edu, ext 5433

NURSING STUDENT ASSOCIATION (NSA)

Briar Cliff University: Chapter of NSA (BCUNSA) promotes professional and personal development for nursing students. Membership is automatic for sophomore, junior and senior nursing students. Any nursing student not wishing to be a BCUNSA member may petition the Nursing Faculty Organization.

Activities: Meetings and programs on current issues in the nursing profession, service projects and special events.

Contact: Call x1640 for the name of the advisor

PEER ADVISING LEADERS (PALS)

The PALS program seeks 20-25 upper-class students with a broad knowledge of the University, who relate well with people of all ages and backgrounds and who want to help first-year students make BCU an exciting, rewarding experience. PALS plan and help coordinate new student orientations, assist freshman faculty advisors and a group of first year students throughout the year. They also serve as referral agents on campus for first

year students. PALS are trained in leadership skills, communication skills and in helping first year students with transitional issues. They help new students develop positive attitudes about BCU and help them adjust to the University.

Advisor: marian.pesky@briarcliff.edu, ext. 5558 or cal.brinkerhoff@briarcliff.edu, ext. 5432

PSYCHOLOGY CLUB

The Psychology Club is geared towards majors & minors interested in psychology. The club meets monthly. All meetings are student-run. The Psychology Club participates in many activities, including service work with Siouland organizations, fundraising for the club, meeting with professionals in the field of psychology, and social events which promote better group interactions. To learn more about the Psychology Club visit <http://www.briarcliff.edu/departments/psych/psych%20club.asp>.

Advisor: katherine.buckley@briarcliff.edu, ext. 5468

RESIDENCE HALL ASSOCIATION (RHA)

Representing students living on campus, 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, national communications coordinator, and programming chairperson. The constitution is available in the Residential Life Office.

Activities: RHA Newsletter, Family and Sibling Weekends, Appreciation Days, Regional and National Conferences.

Advisor: tiffany.quinze@briarcliff.edu, ext. 5494

SCIENCE CLUB

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

Advisor: candice.coffin@briarcliff.edu, ext. 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: Career Fair, community service, guest speakers, and monthly meetings on Wednesdays at noon.

Advisor: heather.craigoldsen@briarcliff.edu, ext. 5489

SOCIETY OF HUMAN RESOURCE MANAGEMENT (SHRM)

SHRM is affiliated with the National Chapter and provides balanced, meaningful programs to broaden members' understanding of the business and professional world. The chapter sponsors a variety of activities for student involvement both on and off campus.

Under faculty guidance, students develop leadership and team-work skills as well as networking with business leaders

Advisor: barb.redmond@briarcliff.edu, ext.5561

SPANISH CLUB

The Spanish Club is open to all BCU students interested in using the Spanish language in informal settings or participating in local community Hispanic events.

Activities: Monthly dinners at local restaurants; participate in Cinco de Mayo and other Hispanic events in Siouxland.

Advisor: shirley.fineran@briarcliff.edu, ext. 5438

STUDENT ALUMNI ASSOCIATION (SAA)

The goal of the Briar Cliff Student Alumni Association is to raise awareness among students of the Briar Cliff Alumni Association. All students are welcome to become members of the SAA.

Activities: Annual alumni tailgate party, homecoming, BCU hockey night, and other events in Siouxland.

Advisor: lisa.preston@briarcliff.edu, ext. 1705

STUDENT GOVERNMENT ASSOCIATION (SGA)

The SGA 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, St. Francis Day, educational programs and discussion of campus issues.

Advisor: cal.brinkerhoff@briarcliff.edu, ext. 5432

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

SOURCE seeks to create a safe and accepting environment for all students and welcomes all students as members, regardless of their sexual orientation. SOURCE will raise awareness and promote understanding of the challenges and responsibilities that each student faces resulting from his or her sexual orientation. These goals can be accomplished through education, providing information, and discussing issues surrounding sexual orientation, gender identity, and stereotyping. SOURCE will seek awareness of social, political, educational, religious and cultural issues relating to gender through discussions, conferences, and speakers. SOURCE will uphold the dignity of each person and encourage moral conduct in both interpersonal relationships in public programming. Using these methods, SOURCE will live out the Catholic tradition of Christian acceptance for all people through respect, compassion and increased understanding of others. Recognizing Briar Cliff as a Catholic university, SOURCE will respect the fullness of Catholic teaching as it relates to human sexuality.

SOURCE will promote the values of the Briar Cliff Community, as indicated in the mission statement by:

- creating an environment in which the person can mature intellectually, spiritually, aesthetically, emotionally, socially and physically;
- sustaining a climate that encourages dialogue among members of the community;
- fostering a respectful acknowledgement of God and acceptance of persons;
- developing sensitivity and ways of actively responding to the needs of society; and,
- demonstrating leadership of service both on and off campus.

Advisors: jeanne.emmons@briarcliff.edu, ext. 1655 & robert.olson@briarcliff.edu, ext. 1618

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.

Advisor: marilyn.eastman@briarcliff.edu, ext. 1799

THEATRE CLUB

The "Offstage Players" provides students with opportunities to become involved in theatre in an informal setting. Students perform productions chosen, directed and organized by students. Students also organize activities that are educational, enjoyable and open to the public.

Advisor: richard.poole@briarcliff.edu, ext. 5487

THEO-PHIL CLUB

The Theo-Phil Club has a diverse membership of theology majors, theology or philosophy minors, the Theo-Phil faculty, alumni of the department, and other students and faculty interested in theology and philosophy.

The club formed:

- to encourage discussion on campus of theology and philosophy
- to sponsor social events for the club and the BCU community
- to foster contact with theology/philosophy alumni,
- to provide students and faculty with educational opportunities (field trips, conferences, guest speakers, etc.)
- to provide service opportunities for its members
- to assess the theology and philosophy programs.

Coordinators/Facilitators:

- Faculty advisors (chosen by the division), two students, one alumnus
- One or two student leaders

Contact: A list of members is posted on the Theo-Phil Center bulletin board outside Heelan Hall, room 343.

TROUBADOURS

Troubadours are BCU students who welcome and host prospective students, families and friends to Briar Cliff. Leading campus tours, assisting with campus visits, and housing overnight guests, Troubadours offer a student's perspective to potential students. Application and interview process for these positions is conducted in the Spring.

Advisor: lana.johnson@briarcliff.edu, ext. 5200

RESPONSIBILITY STATEMENT FOR STUDENTS

SERVING ON CAMPUS COMMITTEES

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

- a) to attend all committee meetings;
- b) to prepare for meetings by reviewing the agenda and discussing items with constituents to assure "accurate" representation of the prevailing student point of view;
- c) to report to students, through SGA, committee discussions affecting students;
- d) to share the committee workload;
- e) to work with the committee to make the best decisions for BCU; and,
- f) to maintain appropriate confidentiality.



RESIDENCE HALL LIVING

MISSION STATEMENT

It is the mission of the Briar Cliff University residence life staff to be available as 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 her/her pursuit of overall success and honest environment.

For detailed information regarding residence hall policy and procedures please refer to the housing contract. You may also contact the Residential Life and Housing office at extension 5494.

STAFF

Residential Life and Housing 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 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 with 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 with less than senior class standing (completion of 90 semester credit hours) and not living with parents, spouses, or legal guardians must live in the Briar Cliff residence halls.

Requests for exception to the residency requirement must be made in person to the Director of Residential Life and Housing **at least three weeks before the beginning of the academic year.**

Note: Students not upholding the residency requirement will be charged the price of a double room each term until they meet the requirement.

HOUSING CONTRACT

Students wishing to cancel a housing contract must submit a written request to the Director of Residential Life and Housing 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.

Residents are charged an activity fee of \$10 per term to use for social and educational events in the halls.

HOUSING AND MEAL PLAN REFUNDS

If students cancel housing contracts before the end of an academic year, a cancellation fee of \$50 is charged. In addition, students will be assessed housing charges on the following schedule:

Cancellation during the first week:	10 percent of charges
Cancellation during the second week:	50 percent of charges
Cancellation during the third week:	75 percent of charges
Cancellation during the fourth week:	100 percent of charges

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

Note: Refunds are calculated from the date of actual notification to the registrar. Students living in university housing are allowed one day after the official withdrawal date to move out with no additional charge. After that, students are charged per day based on the current charge for periods of non-enrollment (breaks and summer). Meals consumed in the university dining hall after the official withdrawal date must be paid on a cash basis.

Refundable credits must be claimed within the term in which the credit accrued. Enrollment at Briar Cliff University implies the acceptance of these conditions concerning financial aid.

MAIL SERVICE

Mail is distributed Monday through Friday in mailboxes located in the Stark Student Center. Outgoing mail may be deposited in the mailboxes outside the lower level of Noonan Hall for pick up on weekdays at 4:30 p.m. Students also can deposit mail in the "outgoing mail" slot located by the Stark Student Center mailboxes.

For prompt mail service, use the following address:

Name
Briar Cliff University
3303 Rebecca Street
PO Box 2100
Sioux City, Iowa 51104-0100

If packages are too large for the mailbox, students receive notice to "ask for the parcel from the mail manager." Students mail small packages, purchase stamps, and report mail problems to the manager.

SUMMONS

Students neglecting to answer a summons from residence hall staff or the Assistant Vice President of Student Development within three days will be subject to further disciplinary action and doubling of penalties.



SAFETY AND SECURITY

Briar Cliff University makes the safety and security of all its 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 University employs security guards to protect its campus and its citizens. When appropriate, the University issues periodic reports warning the campus community of potential threats to safety.

REASONABLE SECURITY

The concept of “reasonable security” recognizes the tensions between an accessible academic setting and a completely secure campus. BCU seeks a balance between an open environment where academic exchange can thrive and a protected environment where intellectual inquirers feel secure.

REPORTING CRIMES AND OTHER EMERGENCIES

Students are encouraged to report suspected criminal activity or 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

1. Dial 911. From campus phone dial a “9” before “911.” Identify yourself, the type and location of the emergency. This call will be locked in and immediately traced.
2. Call campus security: 898-1888.
Security personnel will assist emergency vehicles in locating the emergency and aid in crowd control. Inform security of the type and location of the emergency. All incidents will be handled seriously and be thoroughly investigated. When necessary,

local law enforcement will be informed and their assistance requested.

3. Contact the Health Office: ext. 5436. During the day, the nurse will assist until emergency vehicles arrive.
4. Call the residence assistant cell at 253-1676, 24 hours.

LOCKING CAMPUS FACILITIES

To protect campus facilities, a specified lockup schedule is followed. Students entering or remaining in a campus building after hours without authorized permission will be subject to disciplinary action including suspension from the University. Students entering or leaving campus facilities after closing hours must secure the doors. Students cannot 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 Security.

AUTHORITY OF CAMPUS SECURITY OFFICE

Campus Security officers are responsible for campus property (including locking buildings), monitoring suspicious activity, enforcing parking regulations, and reporting emergencies to local authorities. Security officers are not deputized and do not have power to arrest. They may detain individuals for questioning. Security officers do have direct communication with local police and can call for assistance when needed. Security includes the directors, guards and student security assistants. The campus is monitored 24 hours a day.

Fire Alarms

All campus buildings are monitored by a fire alarm system that detects changes in the air or heat. The system automatically will sound fire alarms in the building and at an alarm monitoring agency. The agency calls the Sioux City Fire Department to report the fires. 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 will be prosecuted.

Off-Campus Student Activities

Students are responsible for their own personal safety while engaged in off-campus activities. Students are urged to report any criminal activity that occurs at these events to the local police and to the Assistant Vice President of Student Development. Any student engaged in crime or activity contrary to the policies of the University while off-campus will be subject to University discipline. BCU does not sponsor off-campus student organizations.

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 reported to the Security Office, the Student Development Office, or the Sioux City police:

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
Arson	0	0	0	0	0
Manslaughter	0	0	0	0	0
Murder	0	0	0	0	0
Rape	0	1	0	1	0
Nonforcible Sex Offenses	0	0	0	0	0
Robbery	0	0	0	0	0
Aggravated Assault	0	1	0	0	0

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
Burglary	7	8	10	6	4
Motor Vehicle Theft	0	0	0	0	0
Liquor Law Arrests	0	0	0	1	1
Drug Abuse Arrests	0	0	0	0	0
Weapon Possession Arrests	0	0	0	0	0

* *this report was unfounded*

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

	<u>2001</u>	<u>2002</u>	<u>2003</u>	<u>2004</u>	<u>2005</u>
Resident Vandalism	6	12	14	15	12
Resident Theft	9	8	13	11	11
Simple Assault	0	1	0	0	4
Vehicle Vandalism	9	8	10	8	4
Theft from a vehicle	8	8	9	8	3
Theft of/from Campus Property	5	7	1	6	3

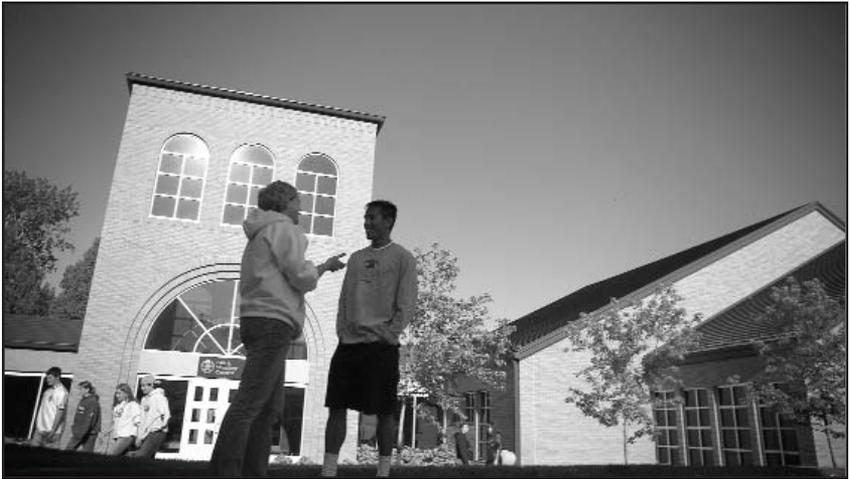
Information regarding campus safety and security is provided in compliance with the Student Right-To-Know and Campus Security Act of 1991.

EDUCATION PROGRAMS

Briar Cliff seeks to educate students on issues of personal safety and to promote awareness of the dangers and complexities of sex offenses. Toward these purposes BC provides to all students printed information on crime prevention and safety. BCU also regularly sponsors outreach programs for students on gender issues and sexual assault including date/acquaintance rape, drug-induced rape, and alcohol-related assault.

PRECAUTIONS TO TAKE TO REDUCE THE RISK OF BEING DRUGGED

- Never leave beverages unattended.
- Take no beverages, including alcohol, from someone you do not know well and trust.
- At a bar, accept drinks only from the bartender or server.
- At parties, do not accept open-container drinks from anyone.
- Be alert to the behavior of friends and ask them to watch out for you. Anyone extremely intoxicated after consuming only a small amount of alcohol may be “drugged” and in danger.



UNIVERSITY REGULATIONS

COPYRIGHT

Briar Cliff expects students to comply with Copyright Law, PL 94-553. Information regarding this law is available on BCU's homepage. 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 subject to disciplinary action.

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 will not be tolerated. University policies on discrimination apply to clothing as well.

EXPLOSIVES

Possession or use of explosives, firecrackers, or pyrotechnics of any nature on campus is prohibited. Violators will be subject to disciplinary action up to expulsion from school.

FIRE REGULATIONS AND PROCEDURES

Students guilty of arson or similar acts (even though the intent may not be willful destruction) will be subject to severe disciplinary sanctions including expulsion. The University may also involve civil authorities. In the event of a fire, following these three guidelines is crucial.

1. Close the door of the room in which the fire is located and sound the alarm. Alarm systems in all campus buildings alert a central station and the fire department is automatically notified.
2. Follow the fire safety regulations and exit routes from the buildings as posted throughout the campus.
3. Because of the serious nature of fire, complete response to fire alarms is mandatory. Complete evacuation of the building is a matter of law and common sense. All persons in the building at the time of alarm must evacuate and wait until the "all clear" signal is given. This applies to all campus buildings.

Tampering with fire equipment or alarms is a serious breach of safety, subject to severe disciplinary action including loss of campus housing, suspension, or prosecution under Iowa law.

FIREARMS & WEAPONS

Possession or use of firearms, metal-tipped darts, bows and arrows, BB guns and other weapons including knives not specifically designed for kitchen use are not permitted on University property. Violators may be suspended or expelled from school.

FIRE PERMIT

Sponsoring groups may request a fire permit through BCU Security. Only the Security Director may contact the Fire Marshal. If a permit is granted, the Director of Security sends copies to the sponsoring organization, director of plant operations, and the Director of Student Activities. Sponsoring organizations need to know that even though Briar Cliff might have a valid noise/fire permit, the police or fire department has 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 standards of conduct while on campus or at BCU events off campus. Students are responsible always for the conduct of their guests. Students must notify residence life staff if they have guests in the halls.

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. Students engaged in hazing are subject to disciplinary sanctions up to expulsion from school.

IDENTIFICATION CARDS

When on campus, Briar Cliff students should carry 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. The card must be validated at the beginning of each term. Alteration of a BCU ID card will result in disciplinary action.

The ID is issued and validated free. Replacement cards cost \$15. Lending the card or failing to present it when requested by authorized University personnel violates University regulations and will result in disciplinary or legal action.

Note: Students must provide positive ID when confronted by a University official. Not to do so is considered a serious violation of both trust and discipline.

INSPECTIONS

Students whose actions present probable cause to suspect that they violated a University regulation may be required to submit to an inspection by Security or other 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 reasonable cause. The inspection must be related to the suspected violation and completed with a witness and the individual present if possible. This includes inspection of refrigerators if alcohol is suspected.

KEYS AND GUARD CARDS

Unauthorized possession, use, or duplication of keys or guard cards is prohibited. The penalty may be suspension from the University.

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 term, Briar Cliff will arrange for them to: a) complete courses for which they are registered at an accelerated pace; b) receive "Incomplete" grades so that these courses can be completed at the conclusion of active duty; or c) 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 term in which they are called to active duty. Room and board charges will be refunded based on the percentage of term 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.

NOISE AND SOUND AMPLIFICATION PERMIT

Any group sponsoring an outdoor event with amplified sound must obtain a noise per-

mit from the Sioux City Police Department. Requests should be made two weeks in advance. Copies of the permit should be given to Briar Cliff Security and the director of student activities 48 hours prior to the event. A copy should be available at the event.

PARKING

Cars parked on campus must display valid Briar Cliff parking permits obtained from the Security Office. Cost to register a vehicle is \$60 per year. Locating authorized parking places rests with the driver. Lack of space or mechanical problems are not valid excuses for failure to comply with campus parking regulations:

First violation - \$10 fine or more depending on the violation.

Subsequent violations - \$25 fine or more depending on the violation.

\$50 fine for parking in a fire lane (red curbs); \$100 for subsequent violation.

\$100 fine for parking in a handicapped space.

Students with 4 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 \$35 charge for removing boot will be assessed. Vehicles will be towed off campus at the owner's expense. Security will use these measures when deemed appropriate.

PROPERTY DAMAGE

Destruction or attempt to damage property belonging to the University, a member of the campus community, or a guest of the University will result in severe disciplinary action. Although Briar Cliff provides reasonable protection for students' property, the University cannot take responsibility for the loss, theft, or damage to any property including vehicles belonging to students. BCU insurance does not cover student property. Review your homeowner's insurance.

SIGN POLICY

The following guidelines comply with the fire code, prevent damage to walls and surfaces, and ensure that signs respect Briar Cliff as a Catholic and Franciscan institution.

1. The individual or organization sponsoring the advertised event must be identified on the signs.
2. Signs may not be hung in stairwells or on stairwell doors (fire doors).
3. Signs may not be hung on wood or glass in Heelan Hall. Masking tape should be used at all times to keep surfaces clean and undamaged.
4. In Heelan Hall, signs may be hung on walls of the main corridors. Groups are limited to two signs per floor.
5. Signs in the residence halls, Newman Flanagan Center, the theatre, chapel, North Hall, and the Stark Student Center must be authorized by the directors of those areas.
6. 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.

7. Signs advertising activities not sponsored by Briar Cliff must identify the sponsoring individual or organization. These signs must be approved and stamped by the Student Development Office.
8. Sign hangers are responsible for maintaining their own signs and removing them after the event. Signs falling down or in poor condition will be removed.
9. Signs will be removed if they do not follow these guidelines.

SMOKING

Motivated by concerns for health and courtesy, Briar Cliff remains smoke-free in its public and residential areas. Research demonstrates the adverse effects of secondary smoke. Accordingly, Briar Cliff has adopted the following standard: no smoking in any building or building entrance, including residence halls and dining hall.

SOLICITATION

No one may solicit on campus without permission from the Assistant Vice President of Student Development. This includes distribution of printed material.

THEFT

Unauthorized possession of University property or the property of members of the campus community is subject to severe disciplinary action. Students are urged to lock their rooms and cars at all times. All thefts should be reported immediately to Security. Briar Cliff is not responsible for theft of property belonging to students. Students are urged to carry insurance. Many homeowners' policies cover personal property in the residence halls.

TORNADO WARNING & EVACUATION PROCEDURE

A tornado warning will sound in emergencies. Evacuate immediately to one of the following locations:

1. the underground tunnels between Alverno and Heelan Hall, or between North Hall and Heelan Hall;
2. the hallway on the ground floor Noonan Hall;
3. the ground floor of Alverno and some of Toller Halls;
4. the art gallery in the Stark Student Center; or,
5. in extreme emergency, under furniture or in a closet.

Retreat from doors and windows. Place protection over your head and lay as close to the floor as possible. Use the exit nearest you when the alarm is given.

VANDALISM & VIOLENCE

Vandalizing or defacing campus property or the property of others is subject to disciplinary action. Threats or acts of physical violence against any member of the University community on campus property or at a campus activity are subject to severe disciplinary action. Maximum penalty is expulsion from the University.



STATEMENT ON ALCOHOL AND DRUGS

In compliance with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, Briar Cliff seeks to provide a drug-free and learning environment workplace. Illegal drugs impair the safety and health of everyone. In addition, drug abuse promotes crime and undermines confidence in the work of students and employees.

DEFINITIONS

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

Campus: all University buildings and vehicles as well as all University grounds (sidewalks, lawns, athletic fields, woods, parking lots and cars).

Donflict Resolution Team: Consists of students, administrators and faculty to determine sanctions for severe violations of policy.

Designated Areas: residence hall rooms, Pub in Stark, authorized special events.

Dry Resident Hall: resident hall in which all students are not allowed to possess or consume alcohol.

Dry Room: room or suite in which all students assigned are under the age of 21.

Legal age: 21 years

Minor: any person under age 21 years.

Official University event: meets one or more of the following conditions - advertised on campus, open to all Briar Cliff students, uses the name Briar Cliff, or sponsored by a university organization.

Under the influence: meets one or more of the following symptoms - obviously confused, can't find way in familiar area, leaning on walls or being held up, reeks of alcohol, 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 at least one student assigned is 21 or older.

BRIAR CLIFF'S PLEDGE TO STUDENTS

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

GUIDELINES FOR A SUPPORTIVE COMMUNITY

The Franciscan tradition exemplifies a commitment to developing ethical and moral awareness for the campus community. Briar Cliff believes that the campus environment does influence student values. The University acknowledges that students are motivated, mature, and responsible, and as such have both freedom and responsibilities. The following living standards support these beliefs.

Briar Cliff's living standards do permit responsible use and possession of alcohol on campus but ONLY by students of legal age and ONLY in the residence hall rooms or the Campus Pub. [With direct authorization from the Assistant Vice President of Student Development, Briar Cliff can permit alcohol at a student event. See procedures listed.]

VIOLATIONS OF THE UNIVERSITY'S LIVING STANDARDS 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 policy. Students violating any University regulation while under the influence will face additional penalties 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.
3. **Possession** (on their persons, in their rooms or cars) by
 - a. Minors possessing alcohol containers, open or closed, empty or full.
 - b. Students 21+ possessing open alcohol containers outside their rooms or the Pub.
4. **Possession** of alcohol by anyone in a room 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 \$150 fine charged to the provider(s).
6. **Possession of beer bongs, keg taps or other paraphernalia** by any student regardless of age.
7. For sanitary reasons, **beer can displays are not allowed**. Minors will be fined for possession of cans, see above definitions.

SANCTIONS FOR ALCOHOL VIOLATIONS

The appropriate Student Development staff member determines specific sanctions for alcohol violations. Students violating alcohol policies will receive one or more of the following sanctions: confiscation and disposal of alcohol; monetary fine; campus work assignment; disciplinary probation; loss of scholarship; suspension from the University; mandatory alcohol counseling. Staff will confiscate paraphernalia. **Fines not paid by the**

date specified will be doubled and placed on the student's account.

- **First violation** within an academic year: \$50 fine. If the Student Development staff believes that a student's behavior warrants professional attention, the University will require the student to undergo a chemical dependency evaluation or participate in an alcohol education, rehabilitation, or counseling program.
- **Second violation** within an academic year: \$100 fine and disciplinary probation for a minimum of 14 days to a maximum of the remainder of the academic year depending on the severity of the offense. Completion of an alcohol education program also can be required. If the student is a minor, the Assistant Vice President of Student Development will notify parent(s) or guardian(s) in writing that the student has violated the University's alcohol code for a second time. If the violation occurs at a social event, students may be restricted from attending any other "strictly social events," such as dances, for a determined time period.
- **Third violation** within an academic year: \$150 fine, disciplinary probation for the remainder of academic year, mandatory alcohol assessment, education, or rehabilitation.
- **Fourth violation** within an academic year: Mandatory appearance before the Conflict Resolution Team to determine sanctions. Possible sanctions include loss of campus housing, scholarships, or suspension from the university.
- **Fifth violation** within an academic year: 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 helps a BCU intoxicated student obtain assistance from a University staff member, security officer, medical professional, or law enforcement official, both the intoxicated student and the individual(s) assisting will not be subject to University discipline for either being intoxicated or for providing alcohol.
- This exception may be used one time only by the student needing assistance and by those who provide the assistance.

GUIDELINES FOR ALCOHOL AT SOCIAL EVENTS

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

- a. Sponsors must register the event with the Student Development Office. Sponsors must uphold Iowa law and BCU's alcohol policy.
- b. 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.
- c. Consumption of alcoholic beverages is permitted only within the area designated for the event.
- d. Nonalcoholic beverages must be available and featured more prominently than the alcoholic beverages.
- e. The event sponsor must provide food items during the event.

- f. Security personnel must be present at all times during University sponsored events (on and off campus) when alcohol is present.

LIABILITY

Hosts must understand that the trend in the court system is to hold those who provide alcohol or the place to consume alcohol “contributors” to 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 can accept advertising that promotes drinking.

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.

ILLCIT DRUGS POLICY

Briar Cliff has adopted a zero tolerance policy regarding the manufacture, distribution, dispensing, possession, or use of controlled substances on its property or at its events. Police will 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 Residence Life Staff or Security 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 Conflict Resolution Team to determine sanctions which include housing and disciplinary probation, suspension, expulsion or completion of a drug assessment or treatment program at the student’s expense.

DEFINITIONS

- a. Controlled substances: those substances included in Schedules I-V of the Controlled Substance Act outlined in the Drug Free Workplace Policy.
- b. Drug: any substance, other than alcohol, that has a known mind or function-altering effect upon the human body or that impairs ability to perform work safely. Includes illegal substances.
- c. 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 Assistant Vice President of Student Development within five days of conviction. If not reported, disciplinary action will be taken.



STATEMENTS ON AIDS AND SEXUAL ASSAULT

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 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 and the university physician 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. Containers for disposing razors or other "sharps" are in each residence hall restroom.

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 threaten-

ing. 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 giving 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 709.1, 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. The privacy and safety of both the accused and the accuser are safe-guarded. 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. **If someone sexually assaults you, it is not your fault. You are never to blame for someone else's actions.**

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, your RA, a faculty member, hall director, police (911), the Assistant Vice President of Student Development, the campus nurse.
4. Seek medical attention at the emergency room. Request tests for pregnancy and sexually transmitted disease.
5. Do not shower, bathe, or douche. Preserve physical evidence like 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 or the Assistant Vice President of 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 Assistant Vice President of 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) that the alleged assault took place on campus, and 2) that 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 Assistant Vice President of Student Development and the Director of Residential Life. The Assistant Vice President and the Director 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 Assistant Vice President of Student Development will appoint a 3-person Hearing Board 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 Assistant Vice President 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 should 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 Provost within 5 working days following the judgment. Appeals are limited to whether the evidence supports the charge or to the severity of the penalty. The Provost is the final level of appeal.
11. Board members must commit to the strictest standards of confidentiality. 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: 1) assist students with notifying police, 2) help secure an advocate from the Council on Sexual Assault and Domestic Violence to guide students through the legal processes, and 3) 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.

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, 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 and which cause discomfort, humiliation, or intimidation or which 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 office of Student Development will investigate all charges of harassment. Persons found guilty of harassment are subject to disciplinary sanctions up to expulsion from the University.

SEXUAL ABUSE SERVICES

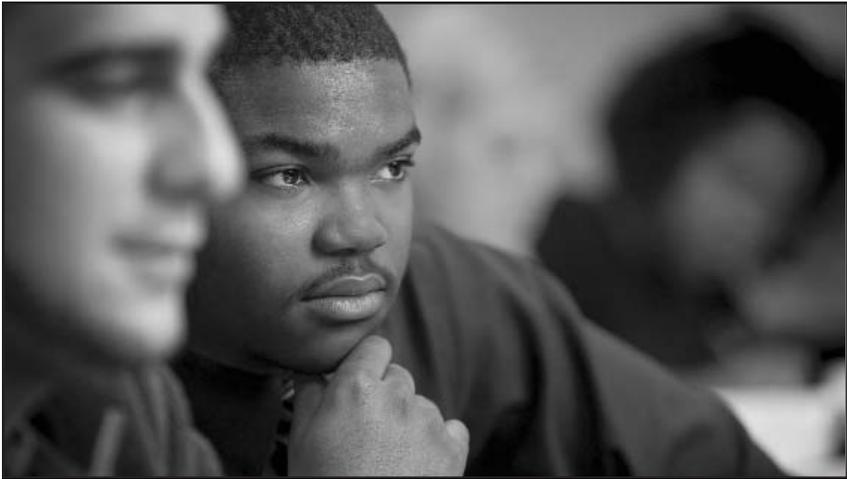
Briar Cliff's Franciscan values emphasize service, reverence for creation and peace. If you feel you have been sexually abused, please contact the Counseling Service. Counseling for victims is also available through the Council on Sexual Assault and Domestic Violence, 258-7233.

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 are available for perpetrators also either in the Counseling Center or at a community mental health agency. Counseling provides an environment in which perpetrators can learn new behaviors.

All members of the Briar Cliff community enter into an alliance based on freedom and responsibility. They are accorded freedom of inquiry, freedom of expression, and freedom of action. By the same token, they assume the obligations of membership in a free community. Briar Cliff expects from all its members responsible social conduct that, at all times will, reflect positively upon itself and the Briar Cliff community. This requires conduct that supports the laws of society and the Catholic-Franciscan heritage of the university. Any actions which violate community standards of morality or Briar Cliff's standards will not be tolerated.

All members of the Briar Cliff community enjoy the same basic rights and are bound by the same responsibilities to respect the rights of others, as is true for all citizens. However, by virtue of their employment or enrollment at the university, members of the Briar Cliff community are obligated to honor the policies and regulations of the university. These policies are written in accordance with federal and state laws and have been adapted for the university community through deliberations by students, faculty, and administrators of the campus.



NON-DISCRIMINATION, PRIVACY AND RECORDS

NON-DISCRIMINATION AND AFFIRMATIVE ACTION POLICIES

Briar Cliff tolerates no discrimination on the basis of race, color, religion, sex, nationality origin, age, disability, or status as a Vietnam-era or disabled veteran, in accordance with federal laws. This principle applies to, but not limited to, educational programs, admissions, activities, financial aid and employment policies. Further, Title II of the Americans with Disabilities Act states, “that no otherwise qualified disabled individual shall solely by reason of such disability, be excluded from participation in, denied benefits of, or subjected to discrimination in programs or activities sponsored by a public entity.

Briar Cliff is committed to the promotion of justice and compassion for all persons. For this reason, discrimination in any form is unacceptable on campus. If any group or individual engages in this type of behavior at university events, they will be asked to leave immediately. Briar Cliff commits to an educational process that promotes justice and compassion. Effective educational programs that foster diversity and understanding of differences are a high priority for Briar Cliff.

Briar Cliff pledges equality in the education of students, student recruitment, financial aid, placement, access to facilities, services to students and student organizations. Briar Cliff measures itself continually against objective benchmarks so as to move its educational programs aggressively toward full and equal participation of all students in the opportunities at the University. All administrators must implement this policy.

The University has established grievance procedures to help students resolve conflicts with the nondiscrimination policy. These procedures are published in the handbook and posted on www.briarcliff.edu.

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 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

1. 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 controlled by the university can be inspected by the requesting student in the presence of appropriate university officials **except** the following:
 - a. confidential letters and statements of recommendation prior to January 1, 1975;
 - b. financial records of parents, unless authorized by parents;
 - c. private notes and materials created by individual university officials (teachers, deans, counselors, doctors, etc.) as memory aids; and,
 - d. confidential recommendations respecting admissions, applications for employment, or receipt of honorary recognition, unless the student has signed a waiver of access.
2. Appointments must be made by students to review files.
3. 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.
4. 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 Assistant Vice President of Student Development will convene a hearing committee to adjudicate the challenge. The committee will consist of: the vice president of 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 or her choice from the campus. The divisional vice president shall 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 can place a statement in the record commenting on the contested information, stating why she or he 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.

5. The university official in charge of a student file is responsible for the care and protection of the file and is liable for the unauthorized release of confidential records.

These records may be released only to the following persons:

- a. 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 shall determine the request's validity.
 - b. individuals designated in writing by the student to whom records can be released. A request for release of records must include the following:
 - 1) specific information to be released;
 - 2) reasons for such release; and,
 - 3) the party to whom the records are to be released.
 - c. 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,
 - d. those persons or agencies dealing with a student's application or receipt of financial aid,
 - e. accrediting organizations in order to fulfill accrediting functions,
 - f. appropriate persons, if such information is needed to protect the health or safety of the student or others.
6. A student's written release of records is required for the following:
 - a. use of university photographs for identification purposes by agencies outside the university; and,
 - b. information requested by police and government agencies conducting security clearances and background checks.
 7. Personal information may be transferred to a third party only on condition that the party 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.
 8. 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 all or part of the 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.

9. The university must maintain a log of requests for information from students' records, excluding directory information.
10. 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:

- a. **Student Development Offices:** student personal records, conduct information and official "student complaints".
- b. **Financial Aid Office:** student financial aid records.

- c. **Hall Director's Office:** applications for room, housing contracts and conduct data.
- d. **Career Services Office:** job placement information.
- e. **Registrar's Office:** admission applications, transcripts from prior institutions, Briar Cliff academic records.
- f. **Provost:** academic records and correspondence like probation, dean's list, and requests for policy waivers.
- g. **Faculty Advisor's office:** records of tests, advising materials, and grade reports.

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 will 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).

HEALTH INFORMATION AND PRIVACY

In compliance with HIPPA (Health Information Portability and Accountability Act), Briar Cliff pledges to prohibit the release of individually identifiable, confidential student health information to anyone other than authorized individuals. The campus Health Office distributes to every student a copy of Briar Cliff's/Mercy Medical Center's notice of privacy practices that describes students' rights and the University's responsibilities to safeguard that privacy. Student signatures acknowledge receipt of the notices. Copies of the Notice of Privacy Practices and the signed Acknowledgement of Receipt form are filed in the campus Health Office.

CLASS CANCELLATIONS

If weather requires cancellation of class, the University notifies the media as early as possible to give enough warning to those living at a distance not to start out. Since students come from a wide area, it is impossible to know weather conditions for everyone. Therefore, if weather makes travel difficult for you and classes have not been cancelled, you need to make a personal decision whether or not to travel. When the University cancels classes, the instructor cannot hold classes. If weekend classes are cancelled, they are rescheduled for the following weekend.



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 either: 1) their Residence Hall Director; 2) the Director of Residence Life; or 3) the Assistant Vice President of Student Development. Decisions of these authorities shall be final, pending the normal appeal process through the Student Appeals Court.

VIOLATION OF LAW AND UNIVERSITY DISCIPLINE

Students violating laws 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 the Hall Director, the Director of Residence Life, or the Assistant Vice President of Student Development. Testimony and statements by residential life and security staff; and students are considered evidence and must be given credence.

APPEALS COURT

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 Assistant Vice President of Student Development. 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 at least new ways to interpret the evidence. The Assistant Vice President of 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 Provost.

APPEALS COURT MEMBERSHIP

The Student Appeals Court consists of two faculty members appointed by the faculty, one administrator appointed by the Provost, and two students appointed by the Student Government Association President. The Assistant Vice President of Student Development presents the case for the University. The chair of the Appeals Court will be a faculty member elected by current members.

FUNCTION

The Appeals Court meets as needed. A quorum consists of three voting members. 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.

APPEAL PROCEDURES

Appeals are submitted in writing to the Assistant Vice President of Student Development who contacts the chairperson of the Appeals Court. The chairperson, one student, and one other representative from the Appeals Court will review the request and determine if the Appeals Court will be convened.

HEARING PROCEDURES

The Appeals Court is closed to the student body and the public. The student appealing must attend. The Assistant Vice President of Student Development summarizes the charges against the student, specifies the university policy violated, and states the penalty imposed on the student. The student then is invited to present a case that appeals either the judgment or the penalty. Should the student wish to present witnesses, signed statements must be presented to the Assistant Vice President of 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 Assistant Vice President of 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 shall determine the decision of the Appeals Court. Decisions of the Appeals Court are final. The court can make the following decisions:

1. Uphold the judgment and penalty;
2. Reverse the judgment; or,
3. Modify the penalty.

APPEALS BY ORGANIZATIONS

Official campus organizations have the same right of appeal as do individual students, subject to the following conditions:

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



JUDICIAL SANCTIONS

Briar Cliff 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 does not specify detailed sets of rules governing student conduct. However, Briar Cliff 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 SERVICE,

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.

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 given 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 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

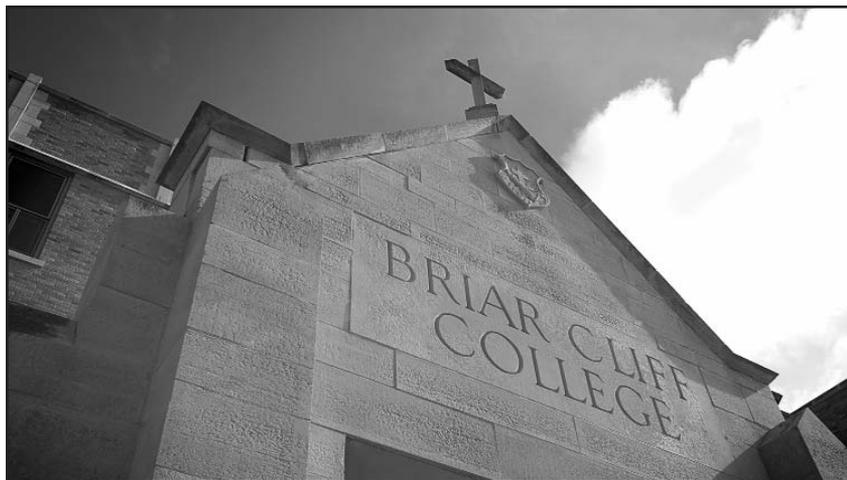
A student whose behavior is detrimental to community living may be required to withdraw from campus residency. Loss of residency also means the student loses the right to visit in the residence halls.

SUSPENSION

The Assistant Vice President of 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 they are suspended from or be on campus for any reason without permission from the Assistant Vice President of Student Development. Failure to follow guidelines as defined in the suspension is cause for further disciplinary action. If a period of suspension exceeds twelve (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 54 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 3 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 Provost in writing within 3 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 Provost's decision.

In all cases, the decision of the Provost is final.

FOR GRIEVANCES REGARDING ADMINISTRATIVE ISSUES AND DISCRIMINATION ISSUES:

The student should approach the person s/he perceives to be responsible for the offense in order to work out a solution.

If the grievance remains unresolved after 5 working days, the student may then 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 Assistant Vice President of Student Development may ask in writing that a hearing be convened to evaluate the merits of the grievance. The Assistant Vice President of Student Development will appoint a 3 person 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 Student 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 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 terms. All parties will receive written allegations.

Respondents may waive the right to attend the proceedings of the Grievance Board.

BOARD COMPOSITION:

Members of the Student 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 Student 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 Student Grievance Board will insure 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 Student Grievance Board is the final action in the Briar Cliff Student Grievance Procedure.



GUIDELINES ON COMPUTER USAGE

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

Use of technology resources requires compliance with University policies and all governing federal and local laws. All Briar Cliff students, employees, and guest users, authorized to use Briar Cliff computing services, are responsible for understanding and complying with this policy.

All users must use the resources legally and ethically and comply with the expectations outlined. These policies apply to all hardware and software that use University resources, regardless of who owns the equipment or programs.

UNIVERSITY TECHNOLOGY RESOURCES USERS MUST:

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

BRIAR CLIFF UNIVERSITY ACCEPTABLE USE POLICY

Briar Cliff's IT resources support education, research and communication. The following activities are acceptable uses of this technology.

- Classroom instruction, Class Assignments, Faculty & Student Research;
- Official work of students, employees, and student/campus organizations of the University;
- Electronic communication that supports instruction, research, and official work;
- 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 ACCEPTABLE USE POLICY TO ENGAGE IN ANY OF THE FOLLOWING BEHAVIORS:

- Violate copyright law in any manner, including 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 licensed to the University or to the individual;
- Use another person's account or PIN number or give a 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 user IDs identifications and passwords for all transactions made under their ID and password;
- Access a file on a University-owned computer or network without the permission of the owner in order 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 technology resources by actions such as distributing computer viruses, worms, or bulk email. Current virus-scanning software is required for all student and employee networked computers;
- Operate a University-owned computer in a manner that is wasteful of computing or network resources;
- Gain access to Briar Cliff technology resources when one is no longer an eligible user;
- Employ a computer to annoy or harass other users; e.g., sending obscene, abusive, or threatening email;
- Misuse information accessed while performing work as a Briar Cliff 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 federal laws;
- Access or attempt to access the University's administrative systems and records without explicit permission;
- Read 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 other associated University-owned equipment;
- Remove, without authorization, computer equipment, disks, paper documentation, data or other technology resources;

- Connect any device, other than a computer or printer (e.g., game console, network hub or router, etc.) to Briar Cliff's computer network.

COMPUTING RESOURCES

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

COMPUTING RESOURCES MUST BE USED IN ACCORDANCE WITH HIGH ETHICAL STANDARDS WHICH 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.

A user should access or attempt to access only files which have been made accessible to him/her.

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

COURTESY

Misuse of University-owned computers and network resources may result in the suspension of privileges. General, University-owned desktop computers, network resources, software, peripherals, and electronic mail must be used for academic or administrative purposes only. Illegal pornographic, threatening or nuisance messages violate 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 and includes:

- Regular deletion of unneeded files from one's accounts on servers;
- Refraining from overusing information storage space, printing or processing capacity;
- Refraining from sharing accounts with ineligible parties;
- Acquiring accounts for which one is ineligible;
- Refraining from the distribution of mass emails without proper authorization.

SANCTIONS

These computing policies are endorsed by Briar Cliff, 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 privileges to all or part of the University computing facilities, suspension or permanent separation from the University. Illegal acts involving BCU's computing resources also may be subject to prosecution by legal authorities.

PRIVACY

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

Briar Cliff 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 expressly and explicitly disclaims any liability or responsibility for violations of these policies above. Briar Cliff 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.



ACADEMICS

The University catalog contains all policies and requirements of Briar Cliff's academic programs. Check the 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 that recognizes the dignity of each person. Accordingly, integrity in relationships and work is supported and rewarded, and honesty in academic matters is expected of all students. Actions contrary to the spirit of academic integrity will not be tolerated. Attempts to misrepresent another'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 is a breach of academic integrity. This includes:

- obtaining, disseminating, or using unauthorized materials for the completion (by oneself or another student) of an examination, paper or assignment;
- unauthorized collusion with another in completing an assignment;
- submitting as one's own the work of another or allowing one's work to be submitted by another;
- copying from another's paper or allowing one's paper to be copied;
- computer theft; e.g., unauthorized duplication of software or unauthorized access to others' accounts. This includes the use of university resources (computer facilities or software) for financial gain;
- plagiarism: the representation of another's ideas, statements, or data as one's own. This includes copying, paraphrasing, or summarizing another's work without proper

acknowledgment (footnotes, in-text credit, quotation marks, etc.). Consult *The Little Brown Handbook* in the Mueller Library.

The general policy of the University is that for the first offense, the instructor will determine an appropriate penalty, with a possible "F" for the course. On the second offense, the instructor and the provost will determine an appropriate penalty, up to and including expulsion from the University. Depending on the severity of the offense, the University reserves the right to exact maximum penalty even on first offense.

In cases of alleged academic dishonesty, the instructor member shall, in writing, notify the student of the specific charges and circumstances. A copy shall be sent to the provost. If students wish to deny the allegations or appeal the penalty, they must, within 10 working days, file with the department chairperson a written intent to appeal. If the instructor is the chairperson of the department, the appeal shall be directed to the provost. 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 and make a judgment. If the matter is not resolved to the satisfaction of the student or instructor member, the appeal process will continue to the provost, whose decision will be final.

All material and information relative to violations of academic integrity shall be kept by the provost throughout the time the student is enrolled at Briar Cliff University, serving only as a statement of record if the student is charged with subsequent academic dishonesty. In case of 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 the University or three years after the student's last date of enrollment.

To support the academic integrity statement, faculty members must administer, monitor and evaluate tests and other assignments in a fair and consistent manner.

ADVISING

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

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. a profile sheet (including address and admissions information);
- b. a 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 term 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 ACT scores below 21 in math take the math assessment. Students may request re-assessment in an area where prior assessment showed deficiency. 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 composite ACT scores below 20 or below 950 on the SAT are required to register for the Study Skills course. First-year students with reading scores below 18 on the ACT or below 440 on the SAT verbal are required to take the Developmental Reading course.

TUTORING

For students experiencing academic difficulties, tutoring is available at no charge during the regular academic year for 100 and 200 level courses and for developmental math. Working one-on-one or with small groups, tutors assist students with course work and test preparation.

In classes served by group tutorials, meeting times and locations are announced in class at the beginning of the term. Students needing assistance can simply show up at the sessions. Group tutorials do not require a weekly attendance commitment; students can attend on an as needed basis, although most students find a regular attendance beneficial.

When group tutorials are not available for a particular class, students can sign up for one-on-one tutoring in the Student Support Services office located on the ground floor of Heelan Hall. Students signing up for individual tutoring must commit to weekly meetings. Students in one-on-one tutoring who miss two or more sessions will be dismissed from the program, and their time will be assigned to someone else. Tutoring, especially in the group setting, promotes active learning, peer interaction, and good study habits.

STUDENTS WITH DISABILITIES

The Americans with Disabilities Act ensures disabled students the right to appropriate accommodations. If you received such accommodations in the past or if you learned these would be appropriate for you, call student support services, ext. 5232, to discuss your needs. Documentation of non-visible disabilities is required.

TITLE II PROGRAM INFORMATION

One hundred forty-nine students were enrolled in teacher preparation programs at Briar Cliff during the 2005-2006 school year. Thirty-six students were in supervised student teaching programs, with five supervising faculty (four full-time). Briar Cliff student teachers averaged 40 hours per week in supervised student teaching for a total of 12 consecutive weeks. The Teacher Preparation Program at Briar Cliff University is accredited by the State of Iowa.



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 IV code (001846) must be listed in the appropriate section. Once the FAFSA is completed and a Student Aid Report 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. Aid is packaged in the following order: 1) federal, state, and private grants; 2) institutional scholarships and grants; 3) federal work study; 4) federal student loans; 5) 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 Opportunity Grant. State grants based on financial need include the Iowa Tuition Grant and the Iowa Grant. Briar Cliff itself awards institutional scholarships based on academic achievement, leadership, talent, merit, and financial need. Institutional aid is not awarded to part-time students.

Note: Scholarships and Grants are reduced if a student moves out of the campus residence halls.

Federal Student Loans include Stafford and Perkins Loans: For a Stafford Loan, a Master Promissory Note and an Entrance Interview can 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.

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 can 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.

Students must earn 70% of their attempted credit hours. Students who do not have the appropriate credit hours will be placed on Financial Aid Probation at the end of the academic year. Students will be allowed a probationary year in which to increase their credit hours earned. Failure to achieve this standard at any point following the probationary year will result in the loss of financial aid eligibility until the student has earned 70% of their attempted hours.

Eligibility will terminate when the credit hours required for a specific degree/program are earned or the student has attempted greater than 150 percent of the credit hours required for a specific degree/program. Please note only one warning will be given to a student for either duration of eligibility or grade point average deficiencies.

Grade Point Average (GPA) Requirements

Term 1	1.5
Term 2	1.65
Term 3	1.75
Term 4	1.85
Term 5	1.95
Term 6	–
Graduation	2.0

Students participating in athletics must have a 2.0 cumulative GPA each term to retain an athletic award.

Transfer Students

Transfer students will be assumed to be maintaining 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 as outlined above, the student will be placed on Financial Aid Probation. A student in this category may receive financial aid for one additional term. If the student does not meet the minimum levels by the end of the probationary term, 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 Alternative 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, that 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.

The Higher Education Amendments prohibit colleges from disbursing aid to students convicted of drug offenses. If BCU receives notification of a drug conviction, the student cannot receive Federal Aid.

PROCEDURES FOR WITHDRAWING FROM SCHOOL

"Withdrawal" is defined as dropping all classes and earning no credit for a given term. This policy guides students who withdraw from all classes after a term 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 can come in written form, by telephone, on e-mail, 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 term.

If students stop attending classes in any given term without official notification, they will be considered "unofficially" withdrawn. An example would be a student who receives only failing grades for a term. The withdraw 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 term until the official withdrawal date up to the point that 60% of the term has passed (scheduled breaks at least 5 days in length are excluded). After 60% of the term has passed, all aid is considered earned.

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

RETURN OF 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 the 60% point, 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 Unsubsidized Stafford Loan, Subsidized Stafford Loan, Perkins Loan, PLUS Loan, Pell Grant, Supplemental Education Opportunity Grant, 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.

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



Briar·Cliff
UNIVERSITY