

Briar Cliff University

Student Handbook

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UNIVERSITY
the catholic franciscan learning place

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This handbook is not to be construed as a contract. The University reserves the right to change policies, procedures, and regulations to protect students and the University and adhere to best practices. These changes can be made at any time and will take effect when the administration determines that such changes are prudent. Students will receive timely notifications via email, official announcements, EAB Navigator, and campus bulletin boards.

Students must read this handbook, official announcements, notices, campus emails, and other sources to stay informed about their roles as Briar Cliff University students.

I. STUDENT CODE OF CONDUCT

Briar Cliff University's primary objective is the academic, social, and personal development of each student. The University strives to preserve an environment conducive to academic pursuit, social growth, and individual discipline for all students. Students are expected to behave morally and ethically, both on and off campus. It is essential that mutual respect for and sensitivity to the needs of others be accepted by all members of our community in accordance with the Catholic and Franciscan ideals of Briar Cliff University.

All students are expected to act responsibly and within the regulations and standards established by the University and all civil laws and ordinances. It is impossible to list every category or specific example of conduct serious enough to warrant discipline; therefore, the University reserves the right to initiate disciplinary action and seek appropriate sanctions for conduct that is not specifically identified in the Code of Conduct, regardless of whether the conduct occurred away from University premises or involved a University-related activity. The University will handle student disciplinary matters independently of any related civil or criminal proceedings.

The University does not prohibit students from joining and participating in online communities or social media as individuals. However, any online and/or social media behavior that violates the Student Code of Conduct, which is brought to the attention of a University official, will be treated as any other violation of the Student Code of Conduct.

The Student Code of Conduct shall apply to all undergraduates and graduate students attending Briar Cliff University. Additionally, all students are responsible for complying with University rules, regulations, policies, and procedures published in hard copy or available electronically, including but not limited to the Student Handbook, Residence Life policies, Parking policies, and Student-Athlete policies, along with program handbooks and announcements which may be issued from time to time.

Please contact the Academic and Student Affairs Office if you have questions about the interpretation of the Student Code of Conduct.

A. TYPES OF MISCONDUCT

Misconduct, which is subject to disciplinary action, includes, but is not limited to, the following:

1. Cheating, plagiarism, or any form of academic dishonesty, as further explained in the Academic Integrity Policy. Conduct covered by the Academic Integrity Policy will be addressed in the manner set out in that Policy
2. Forgery, alteration, or misuse of any campus document, record, or instrument of identification; or knowingly furnishing false information to the University.

3. Misrepresentation of oneself or an organization to be an agent of the University.
4. Obstruction or disruption, on or off campus property, of the academic, research, administrative, or disciplinary processes.
5. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, stalking, bullying, cyber-bullying, and harassment via social media, and/or other conduct that threatens and/or endangers the health of any person.
6. Attempted or actual theft of and/or property damage.
7. Unauthorized entry into, unauthorized use of, or misuse of any building, structure, equipment, keys, and/or facility; unauthorized and/or fraudulent use of ID cards and/or entry cards; any actions which allow for unauthorized entry into rooms or buildings.
8. Theft or other abuse of computer equipment, networks, facilities, and/or resources, including but not limited to:
 - a. Unauthorized entry into a file.
 - b. Unauthorized transfer of a file.
 - c. Use of another individual's identification and/or password.
 - d. Interfering with the work of another student, faculty member or University official.
 - e. Sending obscene or abusive messages.
 - f. Interfering with the normal operation of the University computing system.
 - g. Violating copyright laws.
 - h. Violation of the University Guidelines for Computer Usage.
 - i. Attempting to gain access to a computer or a network, on campus or off campus, without authorization (i.e., hacking).
 - j. Sending or causing to receive, harassing, obscene or pornographic drawings, images, photographs, or the like.
9. The unlawful use, possession, manufacturing, distribution, or sale of any drugs, agents, and/or drug paraphernalia. Refer to the University Policy on Alcohol and Drugs.
10. Distribution, use, or possession of alcoholic beverages and/or alcohol paraphernalia such as beer bong, binge drinking game equipment, etc. other than as specified in the University Statement on Alcohol and Drugs.
11. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises or use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
12. Arson; abuse of or tampering with fire alarm systems; tampering with fire emergency equipment or any other emergency equipment.
13. Discrimination as specified in the University Non-Discrimination policy.
14. Any form of gambling not allowed by law.
15. Sexual misconduct and relationship violence as specified in the Policy on Sexual Harassment and Sexual Discrimination Policy. Conduct covered by the Policy on Sexual Harassment and discrimination will trigger the investigation, hearing, and appeal procedures set out in that Policy.
16. Engaging in behavior that is disorderly, lewd, indecent, obscene, and/or disruptive to the University community.
17. Failure to comply with directions of University officials, law enforcement officers, or their designated agents and/or failure to identify oneself when requested to do so.
18. Participating in an on-campus or off-campus demonstration, riot or activity that disrupts the normal operation of the University and/or infringes on the rights of other members of the University community and/or the community at large; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area.
19. Abuse of the student conduct process, including but not limited to:
 - a. Failure to obey a notice from a Hearing Officer or Conduct or Appeal Board or any other designated University official to appear for a meeting or hearing as part

- of the student conduct process.
 - b. Falsification, distortion, or misrepresentation of information during the course of the student conduct process.
 - c. Disruption or interference with the orderly conduct of a student conduct proceeding.
 - d. Instituting a student conduct proceeding in bad faith.
 - e. Attempting to discourage an individual's proper participation in or use of, the student conduct process.
 - f. Attempting to influence the impartiality of a hearing officer and/or a member of a Conduct or Appeal Board prior to, and/or during the course of, the student conduct process.
 - g. Harassment (verbal or physical) and/or intimidation of a hearing officer and/or a member of a Conduct or Appeal Board.
 - h. Failure to comply with any sanction(s) imposed under the Student Code of Conduct.
 - i. Influencing or attempting to influence another person to commit an abuse of the student conduct process.
20. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
 21. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts, they are violations of this rule.
 22. Commission of any act that is found to be a violation of any federal, state, or local law.
 23. Making false reports of a fire, bomb threat, or other dangerous conditions (including falsely activating emergency phones on campus); failing to report a fire; interfering with the response of University or municipal officials to emergency calls.

Student Conduct Procedures

The procedures described in this policy are not legal proceedings but are designed to advance the educational mission of the University. Formal rules of evidence and procedure used in legal proceedings do not apply to student conduct proceedings at Briar Cliff University.

Standard of Proof

The standard of proof for the Student Conduct process at Briar Cliff University, like many colleges and universities, is whether it is "more likely than not" that a student has violated University policy. Policy violations are generally brought to the attention of the Academic and Student Affairs Office through a report of an incident. The report may come from a campus Security Officer, a Residence Life staff member, a Law Enforcement Officer, a Briar Cliff University student, or any other member of the Briar Cliff or local community. Once a report is received, the Provost/Vice President of Academic Affairs, Associate Provost of Student Success and Life, Director of Campus Life and Safety, Assistant Director of Residence Life, or a designee notifies the student that an initial conference may be held to discuss the matter and the process that will follow.

Conduct Hearings

Cases involving violations of the Student Code of Conduct and/or University policies by students are handled by the Academic and Student Affairs Office. The Provost/Vice President for

Academic Affairs and Associate Provost of Student Success and Life have the discretion and authority to determine who hears the case.

a) **Hearing Officer**

If the alleged policy violation is a lower-level violation (a violation that will not result in student and/or resident status jeopardy) and/or the student's status is not in jeopardy, the accused will be assigned a Hearing Officer, who may be a Residence Life professional staff or another member of the Academic and Student Affairs staff. The Vice President of Academic Affairs or Associate Provost of Student Success and Life will determine the Hearing Officer assignment.

Parents/Guardians are not permitted to attend Conduct Hearings with students. During the Conduct Hearing, the accused student(s) will be given the opportunity to explain his/her version of events. Based on the information before the Hearing Officer (including any available witness statements), the Hearing Officer will determine whether the student has violated a University policy. If the student is not found responsible, the case will be closed. If the student is found responsible, appropriate sanctions will be determined.

b) **Student Conduct Board**

If the alleged policy violation is a higher-level violation, a Student Conduct Board Hearing may be held. A higher-level violation is defined as a violation that may result in student and/or resident status jeopardy. When a case is referred to the Student Conduct Board, the student is given a written statement of charges. After a date is set for a hearing, the student appears before the Student Conduct Board to discuss the case and answer questions. If several students are involved in a situation, each will have a separate hearing.

The Student Conduct Board will be comprised of members of the Briar Cliff community as determined by the Provost/Vice President of Academic Affairs, Associate Provost of Student Success and Life, Director of Campus Life and Safety, Assistant Director of Residence Life, or a designee. A University Representative will chair the Student Conduct Board hearings.

A Student Conduct Board Hearing may be conducted in the absence of a student who fails to appear after campus officials have made a reasonable effort to provide advance notice of the hearing time, date, and location.

The responsibility for notetaking or for taping the session will be determined by the chair of the Student Conduct Board. The record of the case and the findings will be the property of the University, but will not become part of the student's official academic record unless the final sanction is Dismissal.

Parents/Guardians are not permitted to attend Student Conduct Board Hearings with students. Students involved in a Student Conduct Board hearing shall have the right to choose a faculty or staff member of the University to serve as a Conduct Board Hearing Support Person. The University will maintain a pool of qualified support persons, or the accused student may request a different faculty or staff member for that role. If the selected support person is not from the pool of trained support persons, the person selected is expected to meet with the Provost/Vice President of Academic Affairs, or Associate Provost of Student Success and Life, to be briefed on their role at the hearing.

The role of the Conduct Board Hearing Support Person during the hearing is limited to consultation with the student involved. They are not permitted to participate directly in the hearing unless requested by the Board to do so.

Students who have concurrent criminal charges pending against them may have legal counsel present, the cost of which is to be borne by the student. The role of legal counsel is limited to consultation with the student involved and therefore counsel is not permitted to address witnesses or the Board or otherwise participate directly in the hearing.

During the Student Conduct Board Hearing, the accused student(s) will be given the opportunity to explain his/her version of events. If a student wishes to present witnesses, the names of the witnesses must be provided to the Student Conduct Board at least two days prior to the hearing. No witnesses will be heard by the Student Conduct Board unless this requirement is met. Witnesses must have information relevant to the hearing in order to be heard.

Based on information presented at the hearing, the Student Conduct Board will determine whether the student has violated University policy. If the student is not found responsible, the case will be closed. If the student is found responsible, sanctions will be determined. The Student Conduct Board may announce a decision shortly after a hearing or may retire to consider the matter.

The chair of the Student Conduct Board will communicate the Board's decision in writing to the parties involved generally within 5 days of the hearing and in compliance with the privacy requirements of the Family Educational Rights and Privacy Act. Generally, if another student has filed the complaint, that student will be notified only whether the complaint has been deemed founded or unfounded, but will not be informed of sanctions imposed. Exceptions apply in cases where the complainant has alleged a crime of violence or sexual misconduct. In those cases, the complainant will be notified of the final results of the proceeding, limited to the student's name, the violation committed, and any sanctions imposed. In such cases, any disclosure of this information is not permitted.

The accused student will be notified of the Student Conduct Board's findings on each of the alleged conduct violations and any related sanctions. The University may also legally notify parents of students who are under the age of 21 of any violation of the University's alcohol or drug policies and/or laws.

c) Student Status Pending Hearing or Appeal

Pending a hearing or appeal, the student involved may continue to have the same rights and privileges accorded to other students. However, grades or diplomas shall be withheld pending final determination of charges that could result in suspension or dismissal. In certain circumstances, the University may temporarily limit or suspend a student's rights and privileges. Such limitations could include temporary removal from the residence halls, removal from co-curricular activities, and restriction to a specific area on campus in- between classes, a no-contact order, or interim suspension of student status. These measures will be determined in light of the severity of the alleged violation and the safety of or impact on the University community.

d) Right of Appeal from Sanction of Suspension or Removal/Dismissal from Residence Halls or University

A student who receives a sanction of Suspension or Removal from the residence halls or

Suspension or Dismissal from the University has the right to one appeal. No other appeals are allowed under this policy. The following will be the only grounds allowed for an appeal:

- a. A procedural error or irregularity that has a material impact on the outcome of the hearing.
- b. Previously unavailable new information that has a material impact on the outcome of the hearing.
- c. Substantial evidence that the sanction imposed is disproportionate to the findings of fact established during the hearing process.

A written notice of appeal must be delivered to the Provost/Vice President of Academic Affairs or Associate Provost of Student Success and Life within 3 business days after the hearing decision has been issued.

If the appeal is timely and sets forth a valid basis for appeal, the Provost/Vice President of Academic Affairs will name an Appeal Board of at least 3 members to review the matter. The Appeal Board will consist of individuals who were not involved in the original Conduct Hearing.

After receiving the appeal and reviewing the hearing record and any allowable new information, the Appeal Board may elect to affirm the finding and sanction, affirm the finding and change the sanction or reverse the finding. The decision of the Appeal Board is final.

The imposition of sanctions may be deferred pending the appeal proceedings. This decision will rest with the Hearing Officer or the Student Conduct Board chair. The responsibility for monitoring the sanctions will rest with the Provost/Vice President of Academic Affairs or Associate Provost of Student Success and Life or their designee.

e) **Student Conduct Sanctions**

The following are sanctions which may be imposed for violations of the Student Conduct Code:

- a. *Disciplinary Reprimand*: A warning to the student that the cited behavior is not acceptable, and that future misconduct will necessitate further disciplinary action. A Disciplinary Reprimand stays active on the student's disciplinary record in the Academic and Student Affairs Office, and the Security Office files for four academic months of a fall or spring term.
- b. *Disciplinary Warning*: Notice to the student that future misconduct will result in more severe disciplinary action by the University. A Disciplinary Warning stays active on the student's disciplinary record in the Academic and Student Affairs and the Security office files.
- c. *Disciplinary Probation*: A specified period of time during which the student is removed from good standing. The student may be restricted from representing the University in any extracurricular activity or running for or holding office in any student group or organization. The student may be allowed to remain in the residence halls and at the University on the condition that he/she complies with the sanctions imposed by the Hearing Officer or Student Conduct Board. Failure to maintain behavioral expectations will result in further disciplinary action.
- d. *Restitution*: Student is held responsible for personal or property damages through financial compensation or appropriate service.
- e. *Fine*: Monetary sanction which must be paid within a designated time.

- f. *Suspension from the Residence Halls*: Student is temporarily removed from the residence halls, without refund of housing fees, and is not allowed to live in the residence halls or have residence hall visitation privileges for a designated period of time.
- g. *Removal from the Residence Halls*: Student is removed from the residence halls, without refund of housing fees, and is no longer allowed to live in the residence halls or have residence hall visitation privileges.
- h. *Suspension from the University*: Temporary loss of student status for a specified time with resultant loss of all student rights and privileges. A suspended student will be required to leave campus and not be permitted to return until the end of the suspension. A suspended student will lose credit for subjects carried that semester, and fees and tuition will be forfeited in the same manner as would be determined for a withdrawing student. The disciplinary action will be recorded as a part of the student's record in the Academic and Student Affairs Office.
- i. *Dismissal from the University*: Termination of student status. The dismissal action may be permanent, may involve a specified time, or may remain indefinite, subject to reconsideration at a later date. A dismissed student shall receive a grade of "W" (withdrawal) in all courses carried during the term he/she is dismissed, and fees and tuition will be forfeited in the same manner as would be determined for a withdrawn student.
The sanction of dismissal will be noted in the student's permanent record in the files of the Registrar's Office. Unless otherwise stipulated, all dismissal sanctions include a ban from campus.
- j. *Immediate Removal from Campus*: A student who presents a threat to his or her own well-being or to the rights, safety, and/or property of others may be subject to immediate removal from the Briar Cliff campus. The student may not re-enter any campus building, including the residence halls, or be present on campus without the advance written permission of the Provost/Vice President of Academic Affairs or Associate Provost of Student Success and Life, or their designee.
- k. *Other Sanctions*: Other sanctions may be imposed instead of or in addition to those specified above, including but not limited to the following: community service, educational or research projects, mandated counseling or therapy, relocation to another University living area, restriction from specified University premises, or loss of specified privileges.
- l. *Parental Notification*: In compliance with FERPA regulations (Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99)), on-campus residents under the age of 21 who are found responsible for alcohol and/or drug policy violations may have their parents notified of their student conduct outcome. This notification will be shared with the student in their conduct hearing.

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. 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:

1. **Academic Issues:** Regarding course grades, academic practices, or academic integrity.
2. **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.
3. **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 any concerns with the faculty member involved within three weeks of receiving grades for any assignment, exams, quizzes, or the final grade (within 10 days of final grade) to initiate an appeal. If not resolved,
2. Appeal to the department chairperson in writing within ten working days of discussing the grievance with the faculty member. Include in the written document the circumstances of the grievance, specific concerns, and a proposed remedy. The student is notified in writing of the department chairperson's decision. If not resolved,
3. Appeal to the Provost/Vice President for Academic and Student Affairs in writing within ten working days of notification by the chairperson. Include in the written document the circumstances of the grievance, specific concerns, and possible remedy. The student is notified in writing of the Provost/Vice President for Academic and Student Affairs' decision.
4. In all cases, the decision of Provost/the Vice President for Academic and Student Affairs is final.

For Grievances Regarding Administrative Issues and Discrimination Issues:

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

If the grievance remains unresolved after 10 working days, the student, through the office of Academic and Student Affairs, may ask in writing that a hearing be convened to evaluate the merits of the grievance. The Provost/Vice President for Academic and Student Affairs will appoint a three-person Grievance Board, consisting of one faculty member, one administrator, and one student, to review the grievance. The student's concisely written request should include the substance of the grievance, the avenues that have already been pursued, and the specific relief desired. At the earliest possible date and within 20 working days of the receipt of the student's written request, the Grievance Board will inform both the grievant and the respondent in writing of the committee's decision to conduct or not conduct a formal hearing.

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

Grievance Board Composition:

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

Board Processes:

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

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

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

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

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

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

B. ACADEMICS

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

Academic Integrity: Policy, Procedures and Appeals

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

These include:

- obtaining, disseminating or using unauthorized materials for the completion (by oneself or another student) of an examination, paper or assignment;
- unauthorized collusion with another student in completing an assignment.
- submitting as one's own the work of another student or allowing one's work to be

- submitted for credit by another;
- copying from another student's paper or allowing one's paper to be copied;
- computer theft which includes unauthorized duplication of software, unauthorized access into accounts other than one's own and the use of university resources (computer facilities, networks, software, etc.) for financial gain; and
- plagiarism: the representation of another's ideas, statements or data as one's own. Plagiarism includes copying, paraphrasing or summarizing another's work (even if that work is found on the Internet) without proper acknowledgment (footnotes, in-text credit, quotation marks, etc.). For a more detailed explanation of what constitutes plagiarism and how to avoid it, the student is referred to *The Little Brown Handbook*, which is available in the university bookstore and the Bishop Mueller Library.

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

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

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

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

Artificial Intelligence (AI) Usage Policy for Academics

Briar Cliff University recognizes the growing influence of artificial intelligence (AI) tools in education, research, and beyond. While these tools can enhance the learning experience and

aid in personal development, it is crucial that students understand how to use AI responsibly, ethically, and transparently to uphold the academic integrity of the institution.

1. Academic Integrity and Originality:

- Students are expected to submit work that reflects their own understanding, skills, and intellectual efforts. While AI tools such as ChatGPT, DALL·E, and others can assist in learning, they must not replace original thought, research, or analysis in assignments.
- Any use of AI tools in assignments or exams must be clearly disclosed, following the guidelines set by individual course instructors. Failure to disclose AI usage may be considered a violation of the academic honesty policy and subject to disciplinary action.

2. Permitted and Prohibited Use:

- The use of AI tools for generating outlines, brainstorming, fact-checking, or seeking feedback on drafts may be allowed, depending on the course instructor's policy. However, AI-generated content that is submitted without proper citation or acknowledgement, especially in final assignments, will be regarded as academic misconduct.
- AI should not be used for exams, quizzes, or other assessments where personal knowledge and effort are being evaluated unless otherwise permitted by the instructor.

3. Transparency and Documentation:

- Students must document how AI tools were used in the completion of their assignments. This includes providing a brief description of the tool used, the purpose for which it was used, and how it influenced the final submission.
- Any failure to disclose AI usage will be treated as academic dishonesty.

4. Ethical Use of AI:

- Students are encouraged to critically evaluate AI-generated content and ensure that it aligns with ethical academic practices. The responsibility for verifying the accuracy and reliability of AI-generated material rests with the student.

5. Course-Specific Policies:

- Individual courses may have specific AI usage policies as outlined in the syllabus. Students are responsible for familiarizing themselves with these policies and adhering to them.

Violations of this policy, including the use of AI tools to commit plagiarism, misrepresentation, or any form of academic dishonesty, will result in penalties in accordance with the University's academic integrity policies, which may include failure of the assignment, the course, or further disciplinary action.

Advising:

All students have academic advisors with whom they cooperatively plan their programs within the general requirements for graduation. Advisors assist in the development of a balanced liberal arts program which is consistent with each student's educational objectives. Adult learners and traditional-age transfer students will be assigned an advisor within the department of their major course of study or, if undecided as to major, a first-year advisor. New, traditional-age students will be assigned to a first-year advisor.

Assessment:

Briar Cliff is committed to the intellectual development and academic success of its students.

Admission to the university, however, does not imply that all entering students are equally prepared to learn. Students who might lack one or more of the basic skills that are ordinarily developed during secondary school years will be required to seek coursework that can generate the skills needed to pass university courses. All incoming students seeking a Briar Cliff degree will be placed in an appropriate writing and mathematics course. These placements are based on sub-scores on the ACT or its equivalent.

Tutoring/Course Mentors (Undergraduate):

Course mentoring services are provided to students in most 100- and 200-level courses taught in face-to-face format in the fall and spring semesters. Students in need of mentors may view schedules of available mentors and times through the university's website. Course mentors will provide help individually or in small groups. There is no charge for tutoring. Students signing up for tutoring must commit to:

1. Attend sessions. Students who skip two or more sessions without notifying the tutor can be dismissed from further sessions for the semester.
2. Contact the tutor (or the coordinator if the tutor cannot be reached) well in advance if they must be absent.
3. Provide the tutor with a copy of the class syllabus.
4. Bring relevant materials (class notes, texts, written assignments, homework) with them to the tutorial.
5. Let the tutor know if projects or assignments they work on together will be turned in for a grade.

Learning Communities:

Intentionally using a cooperative, Franciscan service-learning perspective, Briar Cliff University's General Education learning communities aim to foster intellectual development and personal and professional growth by holistically engaging our campus, Siouxland region, and global society, and by offering our entire BC community value-centric opportunities to collaborate and build meaningful, long-term personal and institutional relationships.

C. STATEMENT ON ALCOHOL AND DRUGS

Drug-Free Workplace Policy University Regulations - Preface

In March 1988, Congress enacted the Drug-Free Workplace Act, which requires all federal contractors and grantees to maintain a drug-free workplace. In September 1989, President Bush's National Drug Control Strategy proposed that Congress pass legislation to require schools, colleges, and universities to implement and enforce firm drug prevention programs and policies as a condition of eligibility to receive federal financial assistance. The Drug-Free Schools and Communities Act of 1989 demonstrates the intent of Congress to draft institutions of higher education into the federal government's war on drugs.

- The law requires that schools certify that they have adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The law requires that the school distribute annually to each student and employee the following information:
- standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as any part of the school's property or as any part of the school's activities,
- a description of the applicable legal sanctions under local, state and federal law for

- unlawful possession, use or distribution of illicit drugs and alcohol,
- a description of the health risks associated with the use of illicit drugs and the abuse of alcohol,
- a clear statement that the school will impose sanctions on students and employees, consistent with local, state and federal law, and a description of these sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct, and
- a description of any drug or alcohol counseling, treatment, or rehabilitation or re-entry programs that are available to employees or students.

The school must conduct a biennial review of its program to (i) determine its effectiveness and implement changes if they are needed, and (ii) ensure that the sanctions developed are enforced consistently.

The purpose of this policy is not only to comply with the Drug-Free Schools and Communities Act of 1989, and the Drug-Free Workplace Act of 1988, but to continue the work of providing both students and employees an opportunity to understand the harmful effects of drug and alcohol use so that responsible choices can be made.

The policy of Briar Cliff University is to provide a drug-free workplace and learning environment for all of its employees and students. The presence of illegal drugs in our school and workplace is a danger to each one of us because they impair the safety and health of those who are here to work and learn. In addition, drugs undermine the confidence in the work done by each employee and student. Additionally, all employees and students are responsible for compliance with any University policies outlined in any program handbooks and announcements which may be issued from time to time (i.e., Student Athletic policies).

Definitions

To provide a uniform understanding of the policy, the following definitions apply:

- *Reasonable Cause* is to have knowledge of facts which, although not amounting to direct knowledge, would cause a reasonable person, knowing the same facts, to reasonably conclude the same thing. This may apply to reasons to search a room or determine if an individual is intoxicated or under the influence.
- *Possession (alcohol and drugs)* – An individual may be determined to be in possession of alcohol or drugs if:
 - An individual is in direct physical possession of drugs or alcohol.
 - An individual is in a residence hall room, common area, etc. where alcohol or drugs are being consumed.
 - An individual is determined to be intoxicated/under the influence by BCU officials.
 - Alcohol or drugs are present in a residence hall belonging to that individual.
- *Alcohol* is defined as ethyl alcohol and includes any beverage, mixture, medication, or preparation containing ethyl alcohol.
- A *drug* is defined as any substance, other than alcohol, which has a known mind- or function-altering effect upon the human body or that impairs one's ability to safely perform his or her work, and specifically includes, but is not limited to, all prescription drugs and all illegal drugs.
- A *prescription drug* is defined as any substance prescribed by a licensed medical practitioner when that drug is taken by the individual for whom it was prescribed.
- An *illegal drug* is defined as any substance listed on the Schedules I through V of the Controlled Substance Act as further defined by federal statutes and regulations (a listing

of controlled substances will be maintained in the human resources office, health office, and the library), any substance otherwise illegal under federal, state, local or Indian law, any synthetic, counterfeit or designer drug, any *look alike* drug and any item of drug paraphernalia.

- *Under the influence* is defined as that condition where any of the body's sensory, cognitive or motor functions or capabilities are altered, impaired, diminished or affected due to alcohol and/or drugs.
- An *employee* is defined as any person in the service of the university, who is paid through the university's payroll system (including work-study students).
- A *student* is defined as any person taking any class at Briar Cliff University on campus or at a correspondent facility.
- *University premises* is defined as all property owned by the university, all university vehicles, all private vehicles on university property or being used on university business, and all university parking lots and recreational areas.
- *Designated areas* residence hall rooms designated as "wet" in Baxter and Noonan, Pub in Stark, and authorized special events.
- *Dry residence hall* Toller and Alverno Halls in which students are not allowed to consume or possess alcohol or alcohol-related paraphernalia.
- *Dry room*: room or suite in which students assigned are under the age of 21. Room or suite in which a minor lives, or when a minor visits a wet room.
- *Conviction* is defined as a finding of guilt including a plea of *nolo contendere* (no contest).
- *Official University event*: Meets one or more of the following conditions open to all Briar Cliff students, uses the name Briar Cliff, or is sponsored by a University organization.
- *Open container*: Any container in which the manufacturer's seal has been broken, including water bottles, cups, and other open-faced containers.
- *Wet rooms*: Room or suite in which all students assigned are 21 or older in Baxter or Noonan Hall.
- *Wet room contract*: An agreement is signed by students in a room/suite in which all residents are of legal age.
- *Drinking Game*: Games in which the intent is to consume alcohol irresponsibly. (e.g., beer pong, quarters).
- *Conviction* is defined as a finding of guilt including a plea of *nolo contendere* (no contest).
- *Legal age* is defined as 21 years.
- *Minor* is defined as any person under the age of 18 years old. When considering alcohol any individual under the age of 21 years old will be considered a minor.
- *Maximum room capacity for guests*: Each assigned resident of room/suite may have 2 guests. (e.g., single = 2 guests, double = 4 guests).

Alcohol Policy

Briar Cliff University has the responsibility to maintain an educational environment conducive to academic achievement and, at the same time, help young adults develop into mature and responsible citizens. The university promotes respect for individual rights and privileges. Individuals must recognize that when exercising rights, they assume the responsibility to become well-informed about alcohol use and abuse.

Briar Cliff University respects the rights of those who choose to abstain from alcohol use and encourages responsible drinking habits by individuals who choose to drink. Because of our concern for the rights and personal growth of each individual, the institution will intervene when

inappropriate behavior is demonstrated.

The legal drinking age in the state of Iowa is 21 years. Briar Cliff University upholds federal, state, and local statutes and has established specific regulations to govern the use, sale, and possession of alcoholic beverages on the property of the university. Except for specified areas on the university campus, the consumption, sale, or use of alcoholic beverages is prohibited. Violation of state law, city ordinance, or university regulations will be considered grounds for disciplinary action and referral to appropriate law enforcement agencies.

Regulations

1. Briar Cliff University Alcohol policy applies to the Academic year
2. Briar Cliff University residence halls are alcohol-free during university winter, spring, and summer breaks.
3. Use and Possession
 - a. The use or possession of alcohol is forbidden on campus except by individuals of legal age in residence hall rooms with valid wet room contracts or designated approved locations.
 - b. Except as noted above, the Provost/Vice President of Academic Affairs or Vice President of Administration must approve the sale and/or consumption of all alcohol at any university-sponsored activity. The vice presidents have the right to decide the locations in which alcohol may be served. Under no circumstances will alcohol be served or consumed in hallways, employee offices, or student organization offices.
4. Guidelines for Social Events

The following guidelines apply to all social events, both on and off campus, sponsored by Briar Cliff University.

 - a. All functions that include serving of alcoholic beverages must be registered with the Provost/Vice President of Academic Affairs at least three weeks (or earlier) in advance of planning or hosting an event. Each sponsor must fill out a registration sheet to be filed with the Provost/Vice President of Academic Affairs. Each sponsor is responsible for upholding the laws of the state of Iowa, and the Briar Cliff alcohol policy. Briar Cliff University will maintain an up-to-date liquor license for on-campus events.
 - b. Individuals sponsoring events must implement precautionary measures to ensure that alcoholic beverages are not accessible to or served to persons under the legal drinking age or to persons who appear intoxicated.
 - c. At social functions where alcoholic beverages are provided by the sponsoring organization, sellers of alcohol must be at least 21 years old, and servers of alcohol must be at least 19 years old.
 - d. Consumption of alcoholic beverages is permitted only within the approved area designated for the event.
 - e. Non-alcoholic beverages must be available at the same place as the alcoholic beverages and featured as prominently as the alcoholic beverages.
 - f. A reasonable portion of the budget for the event shall be designated for the purchase of food items.
 - g. Institutionally approved security personnel shall be present at all times during a university-sponsored event (on and off campus) in which more than 100 attendees are expected. If more than 200 people are expected to attend, at least two security personnel must be present.
 - h. No employee event shall include the serving/selling of alcoholic beverages during regular work hours.

5. Athletic Events
 - a. No alcohol will be permitted in association with any intercollegiate or intramural athletic event.
6. Advertising Guidelines
 - a. Alcohol may not be mentioned on any sign or poster advertising social events on or off campus. Alcohol shall not be mentioned in any advertisement accepted by any campus publication. No advertising that encourages irresponsible drinking of alcohol will be accepted by any campus publication.
7. Violations

The following are considered violations of the Briar Cliff University alcohol policy:

 - a. possession or consumption or being in the presence of an alcoholic beverage by a minor,
 - b. providing alcoholic beverages to a minor,
 - c. visible intoxication (e.g., slurred speech, difficulty walking without assistance, inability to answer simple questions),
 - d. possession or drinking an alcoholic beverage (open container) in a public area, possession of alcoholic beverage containers (full or empty) larger than one gallon or possession of a tap without authorization,
 - e. disrupting the rights of others by being abusive, disorderly, or disrespectful because of alcohol,
 - f. lounge parties involving alcohol consumption,
 - g. alcohol consumption in hallways, student organization offices, or employee offices, and
 - h. failure to register a social event in which alcoholic beverages are served
8. Enforcement
 - a. Every member of the university community should take individual responsibility for upholding the alcohol policy. The area coordinators have direct responsibility for upholding the alcohol policy within the resident halls. The campus security staff has direct responsibility for upholding the alcohol policy in all campus areas.
9. Student Sanctions for alcohol violations
 - a. The Director of Campus Life and Safety or his/her designee will determine sanctions for students' alcohol violations.
 - b. Any individual or group violating the alcohol policy or regulations will be subject to one or a combination of the following sanctions:
 - i. confiscation and disposal of alcohol,
 - ii. monetary fine,
 - iii. loss of housing privileges,
 - iv. chemical dependency evaluation
 - v. required follow-up sessions at a counseling center or alcohol referral resource,
 - vi. suspension,
 - vii. community service and/or
 - viii. any other action deemed appropriate including dismissal from Briar Cliff University and/or termination

Sanctions for Alcohol Policy Violations

Possession of alcohol or presence in a room with alcohol and minors:

1. **First violation:** Minimum \$100 fine
 - a. Educational sanction(s)

- b. University will require the student to undergo a chemical dependency evaluation or participate in an alcohol education, rehabilitation, or counseling program
 - c. or designee may notify the parent(s) or guardian(s)
 - d. Completion of sanctions may result in a reduced fine
- 2. **Second violation:** Minimum \$200 fine
 - a. Educational sanction(s)
 - b. Alcohol Assessment at student's expense
 - c. Counseling session(s) based on assessment results
 - d. Community restitution
 - e. May result in notification of parent(s) or guardian(s)
- 3. **Third violation:** Minimum \$300 fine
 - a. Possible sanctions include loss of campus housing, scholarships, or suspension from the University.
 - b. Required out-patient alcohol class
 - c. University restrictions imposed
 - d. Community restitution
 - e. Mandatory counseling session with campus counselor
 - f. May result in notification of parent(s) or guardian(s)
- 4. **Fourth violation:** Minimum \$300 fine
 - a. Possible sanctions include loss of campus housing, scholarships, or suspension from the University.
 - b. May result in notification of parent(s) or guardian(s) that the student has violated the University's alcohol code for a fourth time.
- 5. **Fifth violation:** Minimum \$300 fine
 - a. May result in dismissal from the University.

* All assessments and educational components are at the expense of the person in violation of the policy. Failure to complete them will result in fines or other disciplinary action.

*Fines are doubled for violations of Alcohol policy during University breaks.

Residence Halls

A. Regulations

At all times students are to recognize that they are responsible for their behavior and must accept the consequences of their decisions and actions. If attention is drawn to a student's room for any of the following reasons and alcohol is present, the residents of the room and the individual present will be subject to disciplinary actions:

- a. Noise
- b. overcrowding,
- c. excessive or irresponsible drinking,
- d. inappropriate behavior or major disturbances,
- e. reasons relating to the safety, health, and general welfare of the student,
- f. vandalism, and/or
- g. any violation of a residence hall policy.

All students are responsible for the conduct of their guests and their compliance with the alcohol policy. If a guest is not a Briar Cliff student, the host will be responsible for all fines and/or disciplinary action relevant to that individual. Students should implement precautionary measures to ensure that alcoholic beverages are not accessible or served to persons under the legal drinking age or to persons who appear intoxicated.

GOOD SAMARITAN EXCEPTION

At Briar Cliff, we are “our brother’s/sister’s keeper.” To promote helping without fear of penalty, the University establishes the Good Samaritan Exception.

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

LIABILITY

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

ILLICIT DRUGS POLICY

It is the policy of Briar Cliff University that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances is prohibited on its property or as part of any of its activities. Any full or part-time employee or student (regardless of the length of the student's program of study) found to be illegally manufacturing, distributing, dispensing, possessing, or using controlled substances on university premises or while conducting university business off university premises shall be subject to disciplinary action in accordance with applicable policies of the state of Iowa, the Board of Trustees, and Briar Cliff University, up to and including termination or Dismissal from Briar Cliff University. Employees and students are reminded that illegal manufacture, distribution, dispensing, possession, or use of controlled substances may also subject individuals to criminal prosecution. The presence of marijuana odor or smoke constitutes “reasonable cause” for authorized staff to enter and search a room.

Drugs or paraphernalia found will be secured, and the police called. The smell of marijuana will result in a violation of the illicit drug policy. Violations of this policy may include, but are not limited to, \$250 fine, housing and disciplinary probation, suspension, dismissal from the University, or completion of a drug assessment or treatment program at the student’s expense and fine.

DEFINITIONS

- *Controlled substances*: Those substances included in Schedules I-V of the Controlled Substance Act are outlined in the Drug-Free Workplace Policy.
- *Drug*: any substance, other than alcohol, which has a known mind-altering or function-altering effect upon the human body or that impairs the ability to perform work safely. Includes illegal substances.
- *Prescription drug*: any substance prescribed by a licensed medical practitioner and taken by the individual for whom it was prescribed.

Regulations for Employees

A. Prohibited Actions

The following actions or behaviors are strictly prohibited by Briar Cliff University. This list is not all-inclusive.

- a. The unauthorized or unlawful use, possession, sale, manufacture, theft, dispensation, or distribution of drugs and/or alcohol while on the job, on university property, or in any university work site or at school activities is strictly prohibited. All employees are prohibited from being under the influence of drugs and/or alcohol at any time while on duty, on university property, or in any university work site.

- b. Conviction of a criminal drug offense, which includes violation of federal or state drug statutes or other drug-related offenses occurring on Briar Cliff University premises or while engaged in Briar Cliff business
 - c. Unauthorized consumption of or possession of alcoholic beverages or abuse of alcoholic beverages, misuse of prescribed controlled substances on Briar Cliff work sites or premises, or during university business
- B. Employee sanctions

Any violation of the drug-free workplace policy will result in disciplinary action(s) up to and including termination of employment. Depending on the seriousness of the infraction, one or more of the following may be imposed.

 - a. Written warning
 - b. Final written warning
 - c. Suspension
 - d. Evaluation by local or regional treatment facility and/or successful completion of recommended treatment (FMLA may apply for required rehabilitation, see FMLA policy for more information)
 - e. Termination of employment

Regulations for Student

As a condition of enrollment for students, any criminal drug statute conviction (*conviction* means a finding of guilt, including a plea of *nolo contendere*) occurring on university premises, or while conducting university business off university premises, must be reported to the Provost/Vice President of Academic Affairs, or Associate Provost of Student Success and Life within five days of conviction. If not reported, disciplinary action will be taken, up to and including Dismissal from University.

Specific regulations regarding controlled substances are as follows:

1. Students may not possess any illegal drug in university buildings or on the general university property. The maximum penalty for violating this rule is dismissal from Briar Cliff University, with the right of appeal, and/or civil prosecution.
2. Irresponsible conduct under the influence of drugs while on campus is subject to disciplinary action by the or
3. Irresponsible conduct, while under the influence of drugs off campus, which brings discredit or ill favor to the good name of the University, is subject to disciplinary action by the Provost/Vice President of Academic Affairs, or Associate Provost of Student Success and Life.
4. In accordance with state and federal laws, possession of controlled drugs is prohibited at off-campus functions sponsored by any organization representing the university. Students at off-campus functions found to be in possession of or using illegal drugs will be subject to disciplinary action by the Provost/Vice President for Academic and Student Affairs or his/her designee.
5. In the specific case of marijuana, the detection of the odor of marijuana is sufficient evidence to constitute complicity in the use of those present. In addition, the smoking of any kind of herbal blend or mix is strictly forbidden on campus and will be subject to the same penalty as applies to controlled substances.

Disciplinary Action/Treatment

Conduct which brings discredit or ill favor to the good name of the university and involves the use of drugs or alcohol on campus, while conducting university business off campus, or while attending an off-campus function sponsored by any organization representing the university, is

subject to disciplinary action. If any of the above occur, Briar Cliff University may require an assessment/evaluation at a local or regional drug treatment facility (at the employee's or student's expense) and, if warranted, successful completion of a drug/alcohol treatment program at the employee's or student's expense.

Inspections

Any employee or student whose actions give Briar Cliff reasonable cause to suspect that he/she has violated this policy will be required to submit to an inspection by the security department of any vehicle brought on Briar Cliff premises and/or inspection of any pocket, package, purse, briefcase, tool box, lunch box or any other container brought onto or being removed from Briar Cliff premises and to submit to inspection of desk, file cabinet, locker or other furniture on the Briar Cliff premises. The inspection must be related to the suspected violation and will be completed with a witness and the employee/student present if possible.

Referral to Enforcement Agencies and Professional Licensing Boards

Any employee or student who violates this policy shall be subject, depending on the circumstances, to notification of appropriate law-enforcement agencies and professional licensing boards. This action may be taken at the university's sole discretion.

Drug Statute Convictions

Employees convicted of any federal, state, or local criminal drug statute violation occurring at the workplace must notify their supervisors or vice presidents of that conviction within five days of conviction. Failure to do so may result in discipline up to and including immediate discharge from employment. Supervisors and vice presidents are to promptly relay this information to their superiors and/or to the Director of Human Resources for investigation.

As a condition of enrollment for students, any criminal drug statute conviction occurring on university premises, or while conducting university business off university premises, must be reported to the Provost/Vice President for Academic Affairs within five days of conviction. If not reported, disciplinary action will be taken up to and including Dismissal from Briar Cliff University.

Federal, state, and local sanctions regarding drug and alcohol violations are attached to this Policy.

HEALTH RISKS ASSOCIATED WITH THE ABUSE OF ALCOHOL AND THE USE OF ILLICIT DRUGS

Alcohol: Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden stopping of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition can also lead to permanent damage to vital organs such as the brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Illicit Drugs: The harmful effects of illicit drugs vary from substance to substance. The following is a summary of the effects of a number of such substances by category:

1. **Narcotics:** Repeated use of narcotics, such as opium, morphine, and heroin, results in an increasing tolerance; the user must administer progressively larger doses to attain the desired effect, leading to dependence. Possible effects of the use of narcotics include euphoria, drowsiness, respiratory depression, constricted pupils, and nausea. Effects of overdose include slow and shallow breathing, clammy skin, convulsions, coma, and possible death. Withdrawal may lead to watery eyes, runny nose, yawning, loss of appetite, irritability, tremors, panic, cramps, nausea, chills, and sweating.
2. **Depressants:** Depressants, including barbiturates (e.g., Phenobarbital), benzodiazepines (e.g., Valium), and chloral hydrate have a potential for abuse associated with both physical and psychological dependence. The effect may vary from person to person and from time to time for the same individual. Low doses produce mild sedation. Higher doses, as far as they relieve anxiety or stress, may produce a temporary sense of well-being; they may also produce mood depression and apathy. Higher doses also result in impaired judgment, slurred speech, loss of motor coordination, disorientation, and the potential for dependence. The effects of overdose include shallow respiration, clammy skin, dilated pupils, weak and rapid pulse, coma, and possible death. Withdrawal may lead to anxiety, insomnia, and possible death.
3. **Stimulants:** Use of stimulants, such as cocaine, met amphetamine, and amphetamines, may lead to a temporary sense of exhilaration, an excess of energy, hyperactivity, excessive wakefulness, and a loss of appetite. They may also lead to irritability, anxiety, and apprehension. These effects are greatly intensified with administration by intravenous injection, which may produce a sudden sensation known as a “flash” or “rush”. The protracted use of stimulants is followed by a period of depression known as “crashing.” Long-term use can lead to brain damage. The effects of overdose include agitation, an increase in body temperature, hallucinations, convulsions, and possible death. The effects of withdrawal include apathy, long periods of sleep, irritability, depression, and disorientation.
4. **Hallucinogens:** Hallucinogens, including LSD, peyote, and mescaline, distort the perception of objective reality. They induce a state of excitation of the central nervous system, shown by alterations of mood, usually euphoric, but sometimes seriously depressive. Other effects include hallucinations and poor perception of time and distance. Effects of overdose include longer, more intense “trip” episodes and psychosis.
5. **Cannabis:** There are three drugs that come from cannabis, or hemp, which are distributed in the United States: Marijuana, hashish, and hashish oil. The effects vary from individual to individual. Marijuana is considered a “gateway” drug that may lead to the use of other illicit drugs. Low doses of these drugs tend to induce restlessness and an increasing sense of well-being, followed by a dreamy state of relaxation, and often hunger. Changes in perception may lead to disorientation. Overdose may lead to fatigue, paranoia, and possible psychosis. Withdrawal may lead to insomnia, hyperactivity, and decreased apathy.

Examples of Federal, State, and Local Penalties and Sanctions for Drug/Alcohol

Violations

- **Federal Penalties and Sanctions for Illegal Possession of a Controlled Substance**
 - **21 U.S.C. 844(a)** 1st conviction: Up to 1 year imprisonment and fined at least \$1,000.00, or both. After 1 prior drug conviction: At least 15 days in prison, not to exceed 2 years, and fined at least \$2,500.00.
 - After 2 or more prior drug convictions: At least 90 days in prison, not to exceed 3 years, and fined at least \$5,000.00.
 - Conviction for possession of flunitrazepam: up to 3 years' imprisonment and fined as provided above, or both.
 - **21 U.S.C. 853(a)(2)**: Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year of imprisonment.
 - **21 U.S.C. 881(a)(4) and 881(a)(7)**: Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance and any real property used to facilitate such crime.
 - **21 U.S.C. 862(b)**: (any State or Federal conviction involving possession of a controlled substance). First offense - denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1-year, successful completion of drug treatment program with periodic testing, and/or community service; second or subsequent offense - denial of Federal benefits up to 5 years, successful completion of drug treatment program with periodic testing, and/or community service.
 - **Miscellaneous**

Revocation of federal licenses and benefits (e.g., pilot licenses, public housing tenancy) is vested with the authorities of individual Federal agencies.

 - **Note**: Federal penalties for the manufacture or distribution of controlled substances include various prison sentences ranging up to life in prison without parole and various fines ranging up to \$10 million for individuals and \$50 million for defendants other than individuals, or both. **21 U.S.C. 960.**
- **State Penalties and Sanctions**
 - **Iowa Code §123.46**: Consumption of alcohol or intoxication in public places is a serious misdemeanor.
 - **Iowa Code §§ 123.47(1), 123.47(4), 123.47(5), 123.47(6)**: Providing alcoholic liquor, wine or beer to persons under legal age. Minimum fine of \$200-\$500.00 for first offense. For a second or subsequent offense, a minimum fine of \$500 and other monetary penalties. If the violation results in serious injury or death to any person, imprisonment and higher monetary fines for an aggravated misdemeanor or Class D felony may be imposed.
 - **Iowa Code §§ 123.47(2), 123.47(3)**: Purchase of alcoholic liquor, wine, or beer or attempt to purchase by a person under legal age; possession or control by persons under legal age. First offense - fine of \$200.00; second or subsequent offense - fine of \$500.00 and possible suspension of motor vehicle operating privileges for up to 1 year.
 - **Iowa Code § 123.49(1)**: Providing alcoholic liquor, wine, or beer to an intoxicated person. Possible imprisonment or fine.
 - **Iowa Code § 124.401(5)**: Possession of a controlled substance. In general, if the substance is marijuana, the first offense is 6 months in jail and a \$1000 fine, the second offense is a serious misdemeanor and the third or subsequent offense is an aggravated misdemeanor. If the substance is other than marijuana, the first offense is a serious misdemeanor, the second offense is an aggravated

- misdemeanor and the third or subsequent offense is a Class D felony.
 - **Iowa Code § 124.406:** Distribution of a controlled substance to a person under age 18. Depending on the nature of the substance, the location of the crime, and the ages of the parties, penalties can involve minimum imprisonment for periods of 5 or 10 years.
 - **Iowa Code § 124.407:** Sponsoring, promoting, aiding, or assisting with a gathering with knowledge that controlled substance will be distributed, used or possessed there. Where the controlled substance is other than marijuana this is punishable as a Class D felony. Where only marijuana is present, it will be punishable as a serious misdemeanor. Second or subsequent offenses of most of the above-referenced offenses may be punished by imprisonment for a period up to three times the term otherwise authorized and/or a fine of up to three times the amount otherwise authorized. Iowa Code § 124.411.
 - **Iowa Code § 124A.4:** Manufacture, delivery, or possession with intent to deliver an imitation controlled substance. Depending on the ages of the participants, this will be penalized as an aggravated misdemeanor or a Class D felony with applicable imprisonment and fines.
 - **Iowa Code § 124B.9:** Sale, transfer, furnishing, or receipt of a "precursor substance" with knowledge or intent it will be used unlawfully to manufacture a controlled substance will be penalized as a Class C felony with applicable imprisonment and fines.
- **Local Penalties**
 - **Sioux City Municipal Code § 8.16.010:** Consumption in public places- Intoxication. Imprisonment not to exceed 30 days and/or fine of at least \$65.00, not to exceed \$625.00.
 - **Sioux City Municipal Code § 8.16.020:** Operating, conducting, causing or allowing or suffering to be conducted or operated in a place where intoxicating liquor is illegally kept, sold or given away. Imprisonment not to exceed 30 days and/or a fine of at least \$65.00, not to exceed \$625.00.
 - **Sioux City Municipal Code § 8.20.050:** Possession of drug paraphernalia. Imprisonment not to exceed 30 days and/or a fine of at least \$65.00, not to exceed \$625.00.
 - **Sioux City Municipal Code § 8.20.060:** Manufacture, delivery, or offering for sale of drug paraphernalia. Imprisonment not to exceed 30 days and/or a fine of at least \$65.00, not to exceed \$625.00.
 - **Sioux City Municipal Code § 8.48.060:** Use of public property or public place for purposes of drug trafficking. Imprisonment not to exceed 30 days and/or fine of at least \$65.00, not to exceed \$625.00.

Note: Statutory references are current as of October 20, 2015, but are subject to change.

DRUG/ALCOHOL COUNSELING, TREATMENT, AND REHABILITATION PROGRAMS

Briar Cliff University recognizes drug and alcohol dependency as an illness and a major health problem. Students and employees who need help in dealing with such problems are encouraged to contact the Health/Wellness Office in Alverno Hall G4, or other on-campus/off-campus resources listed below. Consultation will be provided in a non-judgmental and confidential manner. Students or employees who can best be assisted by off-campus counseling/treatment facilities will be referred to as one of the off-campus agencies listed.

Employees and their families covered by the university's health plan may receive either inpatient or outpatient treatment as part of their health care benefits. For more information, contact the

Director of Human Resources, Noonan Hall (for insurance information).
Students need to check their individual insurance policies, either through their parents or their individually purchased policies.

On-Campus Resources

- Director of Campus Life and Safety, 712-898-1888
- Director of Student Health Services, 712-279-5436
- Director of Counseling Services, 712-279-5433
- Coordinator of Campus Ministry, 712-279-5227
- Director of Human Resources, 712-279-1633

Off-Campus Resources

- Siouxland Intergroup Central Office 614 Cook Street, Sioux City, IA 51106 (712) 252-1333
 - Provide information and times for AA meetings and locations of AA groups. Member contact with persons needing help with drinking problems. Emergency help for after-hours can be obtained.
- Associates for Psychiatric Services 600 4th Street, Sioux City, IA 51104 (712) 234-0200
- Catholic Charities 1601 Military Road Sioux City, IA 51104 (712) 252-4547
- Rosecrance Jackson Center 800 5th Street, Suite 200 Sioux City, IA 51101 (712) 234-2300, 1-800-472-9018
- Narcotics Anonymous Helpline (800) 913-2720
- Siouxland Community Health Center 1021 Nebraska Street, Sioux City, IA 51104 (712) 252-2477
- Siouxland CARES 401 Douglas Street STE 519, Sioux City, IA 51101 (712) 255-3188
- Siouxland Mental Health Center 625 Court Street, Sioux City, IA 51101 (712) 252-3871

D. NON-DISCRIMINATION & AFFIRMATIVE ACTION

Briar Cliff University is committed to providing an environment where all students feel valued and respected and are free from discrimination and harassment. Briar Cliff University complies with its legal obligations to prohibit discrimination in its admissions, educational programs, and activities, including employment in such programs or activities, based on age, race, creed, color, sex (including family or marital status and pregnancy), sexual orientation, national origin, ethnicity, religion, disability, or any other classification protected by law. As a religious institution, Briar Cliff University may consider certain classifications when such qualifications are related to the religious purpose of the University. Briar Cliff University will consider accommodation requests from qualified students with disabilities with the goal of providing reasonable accommodation.

Any student with concerns regarding discrimination or harassment under this policy should report those concerns so that the University can take appropriate action. For sexual harassment complaints, students should refer to the University's Policy on Sexual Violence and Sexual Harassment.

Any questions or reports related to this policy should be directed to either of the following: John Robertson,

- Provost/Vice President of Academic and Student Affairs: Phone: (712) 279-1648
- Director of Human Resources: Phone: (712) 279-1633

E. POLICY ON SEXUAL VIOLENCE AND SEXUAL HARASSMENT

Policy Overview

This policy sets forth Briar Cliff University's obligations under the 2024 Title IX Regulations

Our Title IX Coordinator is:

Daniel Jung, Associate Provost of Student Success and Life

Daniel.jung@briarcliff.edu

712-279-5393

Title IX Deputy Coordinators are:

David Arens, Director of Campus Life and Safety

David.Arens@briarcliff.edu

712-279-1715

Cyndi Hanson, Manager of Human Resources

humanresources@briarcliff.edu

712-279-1633

Questions about Title IX may be referred to the Title IX Coordinator.

Any person may report conduct prohibited by this policy to the Title IX Coordinator or Security.

Statement of Non-Discrimination

Briar Cliff University is committed to maintaining an educational environment that is free from discrimination and harassment. In accordance with federal and state law, including Title IX of the Education Amendments of 1972, Briar Cliff University does not discriminate on the basis of sex, race, color, national origin, age, disability, religion, sexual orientation, gender identity, pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, or any other characteristic protected by law in its educational programs, activities, admissions, or employment practices.

Title IX prohibits discrimination on the basis of sex in any educational program or activity operated by a recipient of federal financial assistance. Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. Discrimination on the basis of sexual orientation and gender identity is also explicitly prohibited under Title IX.

Title IX responsibilities extend to conduct that occurs off campus, including online behavior and conduct outside the United States, provided the university has disciplinary authority over the respondent's conduct.

The university must protect students, employees, and applicants from discrimination based on pregnancy, childbirth, termination of pregnancy, lactation, related medical conditions, or recovery. This includes providing reasonable modifications for pregnant students, reasonable break time for employees for lactation, and a clean, private lactation space for both students and employees.

Any person who believes that they have been subjected to discrimination or harassment in violation of this policy may file a complaint with the University's Title IX Coordinator:

Title IX Coordinator:

Daniel Jung, Ph.D.
Associate Provost of Student Success and Life
Briar Cliff University
3303 Rebecca Street
712-279-5393
Daniel.jung@briarcliff.edu

Briar Cliff University also provides for the prompt and equitable resolution of complaints alleging any action prohibited by Title IX. The University will take immediate steps to eliminate harassment, prevent its recurrence, and address its effects.

Retaliation against any individual for reporting discrimination or harassment or for participating in the investigation or resolution of a complaint is strictly prohibited. Briar Cliff University will take appropriate disciplinary action against individuals who engage in retaliatory conduct.

For further information on notice of nondiscrimination or to file a complaint of discrimination, please contact the Office for Civil Rights (OCR) of the U.S. Department of Education:

Office of Civil Rights:
U.S. Department of Education
Lyndon Baines Johnson Department of Education Building
400 Maryland Avenue, SW
Washington, DC 20202-1100
Phone: 1-800-421-3481
Fax: 202-453-6012
TDD: 800-877-8339
Email: OCR@ed.gov
Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>

Briar Cliff University is dedicated to fostering an inclusive and welcoming community and will take all necessary measures to ensure compliance with Title IX and other applicable nondiscrimination laws.

Scope

This policy applies to all students, faculty, and staff who experience prohibited sexual harassment in Briar Cliff University's education programs or activities. This includes locations, events, or circumstances over which Briar Cliff University exercised substantial control over both the Respondent and the context in which the sexual harassment occurs, and also includes any building owned or controlled by a student organization that is officially recognized by Briar Cliff University. Briar Cliff University has other policies and procedures that may be applicable if the conduct does not meet the definition of prohibited sexual harassment under this policy or otherwise fall within the scope of this policy.

Policy Requirements

I. Prohibited Sexual Harassment

In accordance with its obligations under the Title IX Regulations of 2024, Briar Cliff University prohibits sexual harassment, which is conduct on the basis of sex that satisfies one or more of the following definitions:

1. Quid Pro Quo Conduct. An employee of Briar Cliff University conditions the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;

2. Unwelcome Conduct. Unwelcome conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Briar Cliff University's education program or activity; or

3. Sexual assault. An offense classified as a forcible or nonforcible sex offense. This category of prohibited conduct includes the following:

- i. **Sex Offenses**—Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
- ii. **Rape**—(Except Statutory Rape) The actual or attempted carnal knowledge of a person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their temporary or permanent mental or physical incapacity.
- iii. **Sodomy**—Oral or anal sexual intercourse with another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- iv. **Sexual Assault With An Object**—To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- v. **Fondling**—The touching of the private body parts of another person for the purpose of sexual gratification, forcibly and/or against that person's will or not forcibly or against the person's will in instances where the victim is incapable of giving consent because of their youth or because of their temporary or permanent mental or physical incapacity.
- vi. **Incest**—Nonforcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- vii. **Statutory Rape**—Nonforcible sexual intercourse with a person who is under the statutory age of consent.

4. Dating violence. Violence committed by a person— (A) who is or has been in a social relationship of a romantic or intimate nature with the complainants; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

5. Domestic violence. A felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the Complainant, by a person with whom the complainant shares a child in common, by a person who is cohabitating with or has cohabitated with the complainant as a spouse or intimate partner, by a person similarly situated to a spouse of the complainant under the domestic or family violence laws of the state of Iowa or by any other person against an adult or youth complainant who is

protected from that person's acts under the domestic or family violence laws of the state of Iowa.

6. Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to— (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress.

II. Reporting Prohibited Sexual Harassment

- 1. Notice of Allegations.** Briar Cliff University has notice of sexual harassment or allegations of sexual harassment when such conduct is reported to the Title IX Coordinator or any official of Briar Cliff University who has authority to institute corrective measures on behalf of Briar Cliff University. However, all employees are *required* to report sexual harassment, as defined and prohibited by this policy, to the Title IX Coordinator, consistent with the requests of the Complainant.
- 2. Response to a Report.** With or without a Formal Complaint, upon a report of sexual harassment, the Title IX Coordinator will promptly contact the Complainant to discuss the availability of Supportive Measures, consider the Complainant's wishes with respect to Supportive Measures, inform the Complainant of the availability of Supportive Measures with or without the filing of a Formal Complaint, and explain to the Complainant the process for filing a Formal Complaint.
- 3. Information Packet.** Upon receipt of a report of sexual assault, dating violence, domestic violence, or stalking, Briar Cliff University shall provide an information packet that contains procedures to follow if a sex offense, domestic violence, dating violence, sexual assault, or stalking has occurred, including information in writing about—
 - i. The importance of preserving evidence as may be necessary to the proof of criminal domestic violence, dating violence, sexual assault, or stalking, or in obtaining a protection order;
 - ii. How and to whom the alleged offense should be reported;
 - iii. Options regarding law enforcement and campus authorities, including notification of the option to:
 - a. notify proper law enforcement authorities, including on-campus and local police;
 - b. be assisted by campus authorities in voluntarily notifying law enforcement authorities; and
 - c. decline to notify such authorities;
 - iv. Where applicable, their rights and the institution's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court;
 - v. Information about appropriate and available services both at the institution and in the community; and
 - vi. Options for, available reasonably available assistance and accommodations and how to request them.

Briar Cliff University's information packet for complainants of sexual assault, dating violence, domestic violence, and stalking is available from the Title IX Coordinator.

- 4. Implementation of Supportive Measures.** Briar Cliff University shall treat parties equitably by offering Supportive Measures to the Complainant, and by following a grievance process that complies with this policy before the imposition of any disciplinary sanctions or other actions that are not Supportive Measures against the Respondent. Briar Cliff University will maintain as confidential any Supportive Measures provided to the Complainant or Respondent, to the extent that maintaining such confidentiality would not impair the ability of Briar Cliff University to provide the Supportive Measures. The Title IX Coordinator is responsible for coordinating the effective implementation of Supportive Measures. The Title IX Coordinator should record and retain records regarding requests and provision of Supportive Measures in accordance with the requirements set out at XIV. Record Keeping, below.
- 5. Emergency removal.** Nothing in this part precludes a recipient from removing a Respondent from Briar Cliff University's education program or activity on an emergency basis, provided that Briar Cliff University undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the Respondent with notice and an opportunity to challenge the decision immediately following the removal.
- 6. Administrative Leave.** Briar Cliff University reserves the right to place a non-student employee Respondent on administrative leave during the pendency of a grievance process.
- 7. Confidential Reporting/ Support.** There are people on campus that complainants or witnesses can talk to confidentially. You can call or approach any of the following professional staff confidentially and tell them what happened. They will listen and explain options, including, where deemed appropriate, the option of reporting a crime on a confidential basis for the purposes of the University's annual crime report. Talking to a "Confidential Support Contact" listed below does not constitute reporting the incident to the University.

Confidential Support Contacts:

- Director of Counseling Services: Therese Copple
- Director of Health Services: Jacki Volz
- Campus Ministry Director

III. Grievance Procedures for Resolving Complaints of Prohibited Sexual Harassment and Sexual Discrimination

1. Informal Resolution

Consistent with the requirements of this section, at any time prior to reaching a determination regarding responsibility, Briar Cliff University may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication, provided that Briar Cliff University:

- i. Provides to the parties a written notice disclosing:
 - The allegations,
 - The requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a Formal Complaint arising from the same allegations, provided, however, that at any

time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance procedures with respect to the Formal Complaint, and

- Any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.
- ii. Obtains the parties' voluntary, written consent to the informal resolution process; and
- iii. Does not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.
- iv. Completes the informal resolution process within 60 days of receiving the Formal Complaint, unless unusual or complex circumstances exist.

Briar Cliff University does not require as a condition of enrollment or continuing enrollment, or employment or continuing employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of Formal Complaints of sexual harassment under this policy. Briar Cliff University shall not require the parties to participate in an informal resolution process and will not offer an informal resolution process unless a Formal Complaint is filed. Informal resolution cannot be used on complaints of employee-on-student harassment.

2. Formal Complaint

a. Filing a Formal Complaint.

The following people have a right to make a complaint of sex-based harassment, requesting that Briar Cliff University investigate and make a determination about alleged sex-based harassment under Title IX:

- i. A "complainant," which includes:
 - 1. a student or employee of Briar Cliff University who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX; or
 - 2. a person other than a student or employee of Briar Cliff University who is alleged to have been subjected to conduct that could constitute sex discrimination under Title IX at a time when that individual was participating or attempting to participate in Briar Cliff University's education program or activity;
 - 3. A parent, guardian, or other authorized legal representative with the legal right to act on behalf of a complainant; or
- ii. Briar Cliff University's Title IX Coordinator.

A Formal Complaint may be filed with the Title IX Coordinator in person, by mail, or by electronic mail, by using the contact information listed for the Title IX Coordinator above. Reports may be submitted through the Title IX webpage [here](#). A "document filed by a Complainant" means a document or electronic submission (such as by electronic mail or through an online portal provided for this purpose by Briar Cliff University) that contains the Complainant's physical or digital signature, or otherwise indicates that the Complainant is the person filing the Formal Complaint. Where the Title IX Coordinator signs a Formal Complaint, the Title IX Coordinator is not a Complainant or otherwise a party. A Formal Complaint shall trigger an investigation except as specified below.

- i. **Dismissal of a Formal Complaint.** Briar Cliff University shall investigate the allegations in a Formal Complaint, except as follows:
 - a. Briar Cliff University shall dismiss the Formal Complaint if the conduct alleged in the Formal Complaint
 - i. would not constitute sexual harassment and discrimination as defined by this policy, even if proved,
 - ii. did not occur in Briar Cliff University's education program or activity,
 - iii. or did not occur against Briar Cliff University's students or employees, regardless of whether they were on or off campus.
 - iv. This dismissal does not preclude action under another policy or procedure of Briar Cliff University.
 - b. Briar Cliff University may dismiss the Formal Complaint or any allegations therein, if at any time during the investigation or hearing:
 - i. A Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the Formal Complaint (voluntary withdrawal) or any allegations therein;
 - ii. The Respondent is no longer enrolled or employed by Briar Cliff University; or
 - iii. Specific circumstances prevent Briar Cliff University from gathering evidence sufficient to reach a determination as to the Formal Complaint or allegations therein.
 - c. Upon dismissal, Briar Cliff University will promptly notify the complainant in writing of the basis for the dismissal. If the dismissal occurs after the respondent has been notified of the allegations, then Briar Cliff University will notify the parties simultaneously in writing.
 - d. Briar Cliff University will notify the complainant that a dismissal may be appealed on the basis outlined in the Appeals section. If dismissal occurs after the respondent has been notified of the allegations, then Briar Cliff University will also notify the respondent that the dismissal may be appealed on the same basis. If a dismissal is appealed, Briar Cliff University will follow the procedures outlined in the Appeals section.
 - e. When a complaint is dismissed, Briar Cliff University will, at a minimum:
 - i. Offer supportive measures to the complainant as appropriate;
 - ii. If the respondent has been notified of the allegations, offer supportive measures to the respondent as appropriate; and
 - iii. Take other prompt and effective steps, as appropriate, through the Title IX Coordinator to ensure that sex discrimination does not continue or recur within Briar Cliff University's education program or activity.
- iii. **Consolidation of Formal Complaints.** Briar Cliff University may consolidate Formal Complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances. Where a grievance process involves more than one Complainant or more than one Respondent, references in this section to the singular "party," "Complainant," or "Respondent" include the plural, as applicable.

iv. Written Notice of Allegations

- i. Initial Notice of Allegations.** Upon initiation of these Title IX grievance procedures, Briar Cliff University will notify the parties in writing of the following with sufficient time for the parties to prepare a response before any initial interview:
- a.** Briar Cliff University's Title IX grievance procedures and any informal resolution process (this policy as a link or attachment).
 - b.** Notice of the allegations of sexual harassment potentially constituting sexual harassment as defined in this policy, including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include the identities of the parties involved in the incident, if known, the conduct allegedly constituting sexual harassment under this policy, and the date(s) and location(s) of the alleged incident(s), if known.
 - c.** A statement that the respondent is presumed not responsible for the alleged sex-based harassment until a determination is made at the conclusion of the grievance procedures. Prior to such a determination, the parties will have an opportunity to present relevant and not otherwise impermissible evidence to a trained, impartial decision-maker;
 - d.** Retaliation is prohibited.
 - e.** Notification to the parties that they may have an advisor of their choice, who may be, but is not required to be, an attorney.
 - f.** Notification to the parties that they may inspect and review evidence, as set forth in this policy.
 - g.** Any provision in Briar Cliff University's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.
 - h.** Describes the standard of evidence that will be used.
 - i.** Lists all possible sanctions the institution may impose.

- v. Amended Notice of Allegation.** If, in the course of an investigation, Briar Cliff University decides to investigate additional allegations about the Complainant or Respondent that are not included in the initial notice of allegations, Briar Cliff University must provide notice of the additional allegations to the parties whose identities are known.

vi. Principles for Grievance Procedures

Briar Cliff University has adopted grievance procedures that provide for prompt and equitable resolution of complaints made by students, employees, or other individuals who are participating or attempting to participate in its education program or activity, or by the Title IX Coordinator, alleging any action that would be prohibited by Title IX or the Title IX regulations.

Under the grievance procedure, Briar Cliff University shall:

- a. Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on Briar Cliff University and not on the parties provided that Briar Cliff University cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless Briar Cliff University obtains that party's voluntary, written consent to do so for a grievance process under this section (if a party is not an "eligible student," as defined in 34 CFR 99.3, then Briar Cliff University must obtain the voluntary, written consent of a "parent," as defined in 34 CFR 99.3).
- b. Treat complainants and respondents equitably.
- c. Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- d. Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- e. Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the Complainant or Respondent in any meeting or grievance proceeding; however, Briar Cliff University may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- f. Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate.
- g. Require an objective evaluation of all relevant evidence—including both inculpatory and exculpatory evidence— and provide that credibility determinations may not be based on a person's status as a Complainant, Respondent, or witness.
- h. Require that any individual designated as a Title IX Coordinator, investigator, decisionmaker, or any person to facilitate an informal resolution process, not have a conflict of interest or bias for or against complainants or respondents generally or an individual Complainant or Respondent. Briar Cliff University may use internal personnel or external parties in the informal resolution process or the grievance process, provided that they meet this requirement.
- i. Include a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.
- j. Use the following standard of evidence to determine responsibility for allegations in a Formal Complaint of sexual harassment: the preponderance of the evidence standard. The standard of evidence shall be the same for Formal Complaints against students as for Formal Complaints against faculty and staff.
- k. Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

vii. Extensions of the Grievance Process

The Title IX Coordinator may grant or deny requests from either party to temporarily delay the grievance process or may issue a limited extension of time frames for good cause, with written notice to the Complainant and the Respondent of the delay or extension and the reasons for the action.

Good cause may include considerations such as the absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.

viii. Investigation of Formal Complaints

When investigating a Formal Complaint, Briar Cliff University shall, within 30 days of receiving the Formal Complaint, unless unusual or complex circumstances exist:

- a. Engage in fact-gathering of all relevant facts. Credibility resolutions and fact-finding shall be conducted in the live hearing phase of the grievance process.
- b. Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a Formal Complaint, including the evidence upon which Briar Cliff University does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation.
- c. Prior to completion of the investigative report, send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completion of the investigative report.
- d. Briar Cliff University will provide each party and the party's advisor, if any, with an equal opportunity to access the evidence that is relevant to the allegations of sex-based harassment and not otherwise impermissible, in the following manner:
 1. Briar Cliff University will provide an equal opportunity to access either the relevant and not otherwise impermissible evidence or the same written investigative report that accurately summarizes this evidence. Briar Cliff University will provide access to an investigative report: Briar Cliff University will further provide the parties with an equal opportunity to access the relevant and not otherwise impermissible evidence upon the request of any party.
 2. Briar Cliff University will provide a reasonable opportunity to review and respond to the evidence or the investigative report. In the live hearing as part of its grievance procedures, it will provide this opportunity to review the evidence in advance of the live hearing. Briar Cliff University may decide whether to provide this opportunity to respond prior to the live hearing, during the live hearing, or both prior to and during the live hearing; and
 3. Briar Cliff University will take reasonable steps to prevent and address the parties' and their advisors' unauthorized disclosure of information and evidence obtained solely through the sex-based harassment grievance procedures.

- e. Make all such evidence subject to the parties' inspection and review available at any hearing to give each party equal opportunity to refer to such evidence during the hearing, including for purposes of cross-examination; and
- f. Create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a hearing or other time of determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for their review and written response.

IV. Live Hearings Under the Grievance Procedure

1. Requirement of a Live Hearing for Fact-Finding and Determining Responsibility.

- a. Following the investigation, within 30 days of sending the final investigative report to the parties, unless unusual or complex circumstances exist, Briar Cliff University shall conduct a live hearing for the purposes of determining responsibility for allegations of sexual harassment in the Formal Complaint. The process from investigation through determining responsibility shall be resolved within a 60-day timeframe.
- b. The decision-maker(s) cannot be the same person(s) as the Title IX Coordinator or the investigator(s).
- c. If a party does not have an advisor present at the live hearing, Briar Cliff University shall provide, without fee or charge to that party, an advisor of Briar Cliff University's choice, who may be, but is not required to be, an attorney, to conduct cross-examination on behalf of that party. Briar Cliff University is obligated to ensure each Party has an advisor, either of the Party's or Briar Cliff University's choice, regardless of whether or not the Party is present at the hearing.
- d. Live hearings may be conducted with all parties physically present in the same geographic location or, at Briar Cliff University's discretion, any or all parties, witnesses, and other participants may appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other.
- e. At the request of either party, Briar Cliff University shall provide for the live hearing to occur with the parties located in separate rooms with technology enabling the decision-maker(s) and parties to simultaneously see and hear the party or the witness answering questions.
- f. Briar Cliff University shall create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the parties for inspection and review.

2. Questioning at the Live Hearing

Briar Cliff University will provide a process that enables the decision-maker to question parties and witnesses to adequately assess a party's or witness's credibility to the extent credibility is both in dispute and relevant to evaluating one or more allegations of sex-based harassment.

Briar Cliff University's process for proposing and asking relevant and not otherwise impermissible questions and follow-up questions of parties and witnesses, including questions challenging credibility, will allow the decisionmaker to ask such questions, and either:

- a. Allow each party to propose such questions that the party wants to be asked of any party or witness and have those questions asked by the decisionmaker,

subject to the procedures for evaluating and limiting questions discussed below;
or

- b. Allow each party's advisor to ask any party or witness such questions, subject to the procedures for evaluating and limiting questions discussed below. Such questioning will never be conducted by a party personally. If Briar Cliff University permits advisor-conducted questioning and a party does not have an advisor to ask questions on their behalf, Briar Cliff University will provide the party with an advisor of Briar Cliff University's choice, without charge to the party, for the purpose of advisor-conducted questioning. In those instances, Briar Cliff University will not appoint a confidential employee and may appoint, but is not required to appoint an attorney to serve as an advisor.
- c. Procedures for the decision maker to evaluate the questions and limitations on questions:
The decisionmaker will determine whether a proposed question is relevant and not otherwise impermissible before the question is posed and will explain any decision to exclude a question as not relevant or otherwise impermissible. Questions that are unclear or harassing of the party or witness being questioned will not be permitted. The decisionmaker will give a party an opportunity to clarify or revise a question that the decisionmaker determines is unclear or harassing. If the party sufficiently clarifies or revises the question, the question will be asked.
- d. Refusal to respond to questions and inferences based on refusal to respond to questions:
The decisionmaker may choose to place less or no weight upon statements by a party or witness who refuses to respond to questions deemed relevant and not impermissible. The decisionmaker will not draw an inference about whether sex-based harassment occurred based solely on a party's or witness's refusal to respond to such questions.
- e. Procedures for a Live Hearing
 - i. At the live hearing, the decisionmaker(s) must permit each party's advisor to ask the other party and any witnesses all relevant questions and follow-up questions, including those that challenge credibility.
 - ii. Only relevant cross-examination and other questions may be asked of a party or witness.
 - iii. Cross-examination at the live hearing must be conducted directly, orally, and in real-time by the party's advisor of choice and never by a party personally, notwithstanding Briar Cliff University's ability to otherwise restrict the extent to which advisors may participate in the proceedings.
 - iv. Before the Complainant, Respondent, or witness answers a cross-examination or other question, the decision-maker(s) must first determine whether the question is relevant. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.
 - v. Questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the Complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the Complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the Respondent and are offered to prove consent.

3. Use of Witness Statements

- a. If a party or witness does not submit to cross-examination at the live hearing, the

decision-maker(s) must not rely on any statement of that party or witness in reaching a determination regarding responsibility.

- b. The decision-maker(s) cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

4. Written Determination of the Decision-Maker

- a. Following an investigation and evaluation of all relevant and not otherwise impermissible evidence, the decision-maker(s) shall issue a written determination regarding responsibility. To reach this determination, the decision-maker must apply the standard of evidence required by this policy. The written determination must include:
 - i. Identification of the allegations potentially constituting sexual harassment as defined by this policy;
 - ii. A description of the procedural steps taken from the receipt of the Formal Complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, methods used to gather other evidence, and hearings held;
 - iii. Findings of fact supporting the determination;
 - iv. Conclusions regarding the application of Briar Cliff University's policy to the facts;
 - v. A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to Briar Cliff University's education program or activity will be provided to the complainant; and
 - vi. The procedures and permissible bases for the Complainant and Respondent to appeal, as set forth in this policy.
- b. Briar Cliff University shall provide the written determination to the parties simultaneously.
- c. If there is a determination that sex discrimination occurred, as appropriate, the Title IX Coordinator will coordinate the provision and implementation of remedies to a complainant and other people Briar Cliff University identifies as having had equal access to Briar Cliff University's education program or activity limited or denied by sex discrimination; Coordinate the imposition of any disciplinary sanctions on a respondent, including notification to the complainant of any such disciplinary sanctions; and take other appropriate prompt and effective steps to ensure that sex discrimination does not continue or recur within Briar Cliff University's education program or activity.
- d. The determination regarding responsibility becomes final either on the date that Briar Cliff University provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

5. Appeals

Within 10 days of receiving the written determination, either party may appeal from a determination regarding responsibility, and from Briar Cliff University's dismissal of a Formal Complaint or any allegations therein, on the following grounds:

- a. **Ground 1:** Procedural irregularity that affected the outcome of the matter;
- b. **Ground 2:** New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- c. **Ground 3:** The Title IX Coordinator, investigator(s), or decision-maker(s) had

a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to all appeals, the Title IX Coordinator (or designee) shall:

- i. Notify the other party in writing immediately when an appeal is filed and implement appeal procedures equally for both parties;
- ii. Ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, the investigator(s), or the Title IX Coordinator;
- iii. Ensure that the decision-maker(s) for the appeal comply with the standards set forth in this policy;
- iv. Give the non-appealing party an opportunity to submit a written statement in response to the appeal within 10 days of receiving the appeal, which shall be transmitted within 2 business days to the Appeal Officer;

Within 20 days of receiving the appeal and the response, the Appeal Officer shall issue a written decision describing the result of the appeal and the rationale for the result; and provide the written decision simultaneously to both parties.

6. Remedies and Sanctions

Remedies must be designed to restore or preserve equal access to Briar Cliff University's education program or activity. The University's decision to impose sanctions will depend on the nature and severity of the incident and whether or not it can be determined by a preponderance of the evidence that a policy violation has occurred. If it appears that a policy violation has occurred, the range of responses includes, but is not limited to:

- a. Intervention by supervisor or appropriate authority
- b. Individual meeting with the option of a support person in attendance
- c. Facilitated conversation or mediation (not available for sexual assault cases)
- d. Educational or University-sponsored activities
- e. No contact order between the complainant and respondent.
- f. Change in academic or work schedules or arrangements
- g. Change in living situation on an interim or permanent basis.
- h. Disciplinary action, including but not limited to:
 - i. Suspension
 - ii. Dismissal, termination, or expulsion.
 - iii. Discipline short of dismissal, termination, or expulsion such as verbal or written warnings or probation.
- i. Public Service.
- j. Referral to law enforcement when there is danger or threat to the community and/or when requested by the complainant.

The Title IX Coordinator is responsible for the effective implementation of any remedies.

7. Retaliation Prohibited

No one may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right established by this policy or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this policy.

Intimidation, threats, coercion, or discrimination, including charges against an individual for code of conduct violations that do not involve sex discrimination or sexual harassment, but arise out of the same facts or circumstances as a report or complaint of sex discrimination, or a report or Formal Complaint of sexual harassment, for the purpose of interfering with any right under this Policy constitutes retaliation. The exercise of rights protected under the First Amendment does not constitute retaliation prohibited under this section.

Complaints alleging retaliation may be filed with the Title IX Coordinator.

Charging an individual with a code of conduct violation for making a materially false statement in bad faith in the course of a grievance proceeding under this policy does not constitute retaliation prohibited under of this section, provided, however, that a determination regarding responsibility alone, is not sufficient to conclude that any party made a materially false statement in bad faith.

8. Title IX Amnesty Policy

The health and safety of every student at the University is of utmost importance. The university recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that prohibited conduct under these procedures occurs may be hesitant to report incidents due to fear of potential consequences for their own conduct. The University strongly encourages students to report such prohibited conduct. A student bystander or complainant acting in good faith who discloses any incident of prohibited conduct under these procedures to a Briar Cliff University official or law enforcement shall not be subject to action under the university's Campus Code of Conduct for violation of alcohol and/or drug use occurring at or near the time of the commission of the prohibited conduct. While no disciplinary action will be taken, Briar Cliff University reserves the right to take steps necessary to address health and safety concerns for the individual and the community, as well as the right to report truthfully to outside agencies.

9. Confidentiality

Consistent with the requirements of this policy, Briar Cliff University shall keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a Formal Complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by the FERPA statute, 20 U.S.C. 1232g, or FERPA regulations, 34 CFR part 99, or as required by law, or to carry out the purposes of 34 CFR part 106, including the conduct of any investigation, hearing, or judicial proceeding arising thereunder.

10. Required Trainings

The Title IX Coordinator, investigators, decision-makers, and any person who facilitates an informal resolution process (whether internal or external) shall receive training on the definition of sexual harassment under this policy, the scope of Briar Cliff University's education program or activity, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including by avoiding prejudgment of the facts at issue, conflicts of interest, and bias. These individuals shall receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking, and how to investigate

and the hearing process that protects the safety of complainants and promotes accountability.

Decision-makers shall receive training on any technology to be used at a live hearing and on issues of relevance of questions and evidence, including when questions and evidence about the Complainant's sexual predisposition or prior sexual behavior are not relevant.

Investigators shall receive training on issues of relevance to creating an investigative report that fairly summarizes relevant evidence.

Any materials used to train Title IX Coordinators, investigators, decision-makers, and any person who facilitates an informal resolution process will not rely on sex stereotypes and will promote impartial investigations and adjudications of Formal Complaints of sexual harassment.

11. Recordkeeping.

Briar Cliff University shall maintain for a period of seven years records of— (A) Each sexual harassment investigation including any determination regarding responsibility and any audio or audiovisual recording or transcript required under this policy, any disciplinary sanctions imposed on the respondent, and any remedies provided to the complainant designed to restore or preserve equal access to Briar Cliff University's education programs or activities; (B) Any appeal and the result therefrom; (C) Any informal resolution and the result therefrom; and (D) All materials used to train Title IX Coordinators, investigators, decisionmakers, and any person who facilitates an informal resolution process. A recipient must make these training materials publicly available on its website, or if the recipient does not maintain a website, the recipient must make these materials available upon request for inspection by members of the public.

Briar Cliff University shall create and maintain for a period of seven years, records of any actions, including any Supportive Measures, taken in response to a report or Formal Complaint of sexual harassment. In each instance, Briar Cliff University will document the basis for its conclusion that its response was not deliberately indifferent, and document that it has taken measures designed to restore or preserve equal access to Briar Cliff University's education program or activity. If Briar Cliff University does not provide a complainant with Supportive Measures, then Briar Cliff University must document the reasons why such a response was not clearly unreasonable in light of the known circumstances. The documentation of certain bases or measures does not limit Briar Cliff University in the future from providing additional explanations or detailing additional measures taken.

Definitions

- 1. Actual Knowledge** When the University receives notice of alleged misconduct that meets the definition of "sexual harassment" under Title IX regulations, and must respond appropriately.
- 2. Affirmative consent** means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that they have the affirmative consent of the other or others to engage in the sexual activity. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time.

- Lack of protest or resistance does not mean consent.
- Silence does not mean consent.
- The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

It shall not be a valid excuse that the Respondent believed that the Complainant affirmatively consented to the sexual activity if the Respondent knew or reasonably should have known that the Complainant was unable to consent to the sexual activity under any of the following circumstances:

- The Complainant was asleep or unconscious.
- The Complainant was incapacitated due to the influence of drugs, alcohol, or medication so the Complainant could not understand the fact, nature, or extent of the sexual activity.
- The Complainant was unable to communicate due to a mental or physical condition.

In addition, it shall not be a valid excuse to alleged lack of affirmative consent that the Respondent believed that the Complainant consented to the sexual activity under either of the following circumstances:

- The Respondent's belief in affirmative consent arose from the intoxication or recklessness of the Respondent.
- The Respondent did not take reasonable steps, in the circumstances known to the Respondent at the time, to ascertain whether the Complainant affirmatively consented.

3. **Allegation** An assertion that someone has engaged in sexual harassment.
4. **Complainant** means an individual who is alleged to be the victim of conduct that could constitute sexual harassment under this policy.
5. **Formal complaint** means a document filed by a Complainant or signed by the Title IX Coordinator alleging sexual harassment against a Respondent and requesting that Briar Cliff University investigate the allegation of sexual harassment. At the time of filing a Formal Complaint, a Complainant must be participating in or attempting to participate in the education program or activity of Briar Cliff University with which the Formal Complaint is filed.
6. **Grievance Procedures** means the fact-finding procedure from the time of the filing of the Formal Complaint through the final determination of an appeal (if any).
7. **Reporter: The person who reports sexual harassment to the university. May be the complainant, but may also be someone else (also known as a "third party" reporter).**
8. **Respondent** means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment under this policy.
9. **Supportive Measures** means non-disciplinary, non-punitive individualized services offered as appropriate, as reasonably available, and without fee or charge to the Complainant or the Respondent before or after the filing of a Formal Complaint or where no Formal Complaint has been filed. Such measures are designed to restore or preserve equal access to Briar

Cliff University's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or Briar Cliff University's educational environment, or deter sexual harassment. Supportive measures may include counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures. Supportive measures may also include written notification about available services both within the institution and the community and options for available assistance as required by the Clery Act. Supportive measures are not disciplinary measures.

Revisions

August 25, 2015	New Policy	Legal Reviewed and Approved
September 28, 2015	Updated Director of Counseling Services	
January 27, 2020	Updated Title IX Coordinator and terminology	
March 3, 2020	Updated Director of Counseling	
July 2020	Updated for compliance with New Regulations	Effective August 14, 2020
July 2021	Updated for compliance with New Regulations	Effective August 23, 2021
July 2024	Updated for compliance with New Regulations	
January 2025	Updated for compliance with New Regulations	

II. EMERGENCY PROCEDURES

Purpose

This quick reference guide has been developed for all members of Briar Cliff University Community to use in the case of an emergency. The goal of this guide is to prepare community before emergencies occur and to help ensure the safety of Students, Employees, and Campus Visitors.

Communications

For serious emergencies call **911** first then contact security at 712-898-1888.

Security will notify 911, and all pertinent parties. If a crime has been committed secure the area and preserve evidence if possible.

Get all personnel away from danger, and if needed, to appropriate shelter.

Remember: Time is critical in responding to any emergency--- and the safety of people always comes first before the protection of property.

Unlawful Activity Medical Incidents or Injury

- **Unlawful Activity**
 - Call 911 and Security at 712-898-1888
 - Remain calm
 - Note the event you saw, descriptions and names of people involved in the incident if possible.
 - Refer all media or external inquiries to Public Relations 712-279-5405.
- **Medical Incidents**
 - Call 911 then Security 712-898-1888
 - Make sure universal precautions are used for protection.
 - Do not move a non-ambulatory victim until qualified medical or first-aid personnel arrive.
 - Fill out Incident Report with Security as soon as possible.
 - Refer all media or external inquires to Public Relations 712-279-5405.

Threatening & Irate Person(s)

- **Person with Weapon**
 - Immediately call (911) then Security at 712-898-1888, give specific information (Bldg., Room # etc.)
 - When the Police arrive, obey all commands.
 - Do not respond to anyone, including someone identifying themselves as law enforcement, without visual verification.
 - **Weapon holder outside the buildings:** Run away from the threat if you can, as fast as you can.
 - **Weapon holder inside the buildings:** You should immediately lock or close doors and block them.
 - **REMAIN CALM:** Close blinds, turn off lights, stay away from windows, stay low and out of sight, Stay quiet!

Violent and Irate Persons

- Briar Cliff University Faculty and Staff are not expected to physically deal with violent workers, students, or visitors. If you are dealing with a violent or irate person, ask that person to leave the campus. If they fail to leave, have someone immediately call Security at 712-898-1888. It is a good idea for everyone in a common work area to pay attention to fellow employees in the event they encounter problems and need assistance in calling security.

Suspicious Mail or Similar Threat

- **Suspicious Mail**
 - If suspicious mail or packages are discovered, the package should be evaluated by security prior to notifying local law enforcement.
 - Personnel suspicious of a letter or parcel should take the following measures:
 - Be wary of unexpected packages and check the return address
 - Look for handwritten addresses, misspelled words, leaking contents, odors, or ticking
 - Ensure that all persons who have touched the mail piece wash their hands
 - List all persons who were in the vicinity when the piece arrived at the authorities
 - Shower with soap as soon as practical

- **Do not** handle, shake or bump the item
 - **Do not** open, smell, touch or taste
- **Bomb Threat**
 - All bomb threats should be taken seriously. REMAIN CALM.
 - Do NOT put the caller on hold. Do NOT transfer the call. Do NOT interrupt the caller, Do NOT hang up the phone, Do NOT touch any suspicious objects or packages, Do NOT use wireless technology (cell phones, or radios).
 - After the threat, notify Security at 712-898-1888 from another phone,
 - If instructed to evacuate, move a minimum of 500 yards away from the building.
 - Instructors and supervisors should account for the students, employees, and visitors in their areas.
 - Refer all media and external inquiries to Public Relations 712-279-5405.

Fire, Tornado Physical Plant Outages

- **Fire**
 - All students and employees will participate in fire drills and become familiar with the locations of exits, pull stations, and fire extinguishers.
 - To report smoke or fire call security at 712-898-1888.
 - When a fire alarm sounds everyone must leave the building.
 - The Fire Department, Security, or Physical Plant personnel will determine when it is safe to re-enter the building.
 - Move a minimum of 100 feet away from the building.
 - Instructors and supervisors should account for their students, employees, and visitors in their area.
 - Refer all external inquiries to Public Relations 712-279-5405.
- **Tornado**
 - All students and employees will participate in tornado drills and become familiar with the closest shelter to their workstations or classrooms.
 - A tornado warning means a tornado has been sighted near Sioux City.
 - All persons should remain in the designated shelter area until an all-clear signal has been received.
 - Keep away from open doors, windows, and large open areas.
 - Students, employees, and visitors are encouraged to stay on campus.
 - Instructors and supervisors should account for the students, employees, and visitors in their areas.
 - Do not move a non-ambulatory victim until qualified medical or first aid personnel arrive.
 - Refer all media and public inquiries to Public Relations 712-279-5405.
- **Physical Plant Outages and Emergencies**
 - Call Security at 712-898-1888
 - Students and employees are advised not to endanger their lives.
 - If instructed to evacuate, move a minimum of 500 yards away from the buildings. Instructors and supervisors should account for the students, employees, and visitors in their areas.

In the event of a gas leak, get out of the affected area immediately.

- **Do Not** light matches, run electrical equipment, or touch light switches. **Do Not** use wireless technology

CAMPUS SECURITY

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

AUTHORITY OF CAMPUS SECURITY OFFICE

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

REASONABLE SECURITY

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

LOCKING CAMPUS FACILITIES

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

REPORTING CRIMES AND OTHER EMERGENCIES

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

- **Crime Statistics**

Briar Cliff Security reports all on-campus crimes as defined by Uniform Crime Reporting System. Briar Cliff is in full compliance with this federal mandate, and our Safety and Security report is available by clicking following link: <https://www.briarcliff.edu/about/our-story/accreditation-and-policies/clery-act>

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

III. FINANCIAL AID

To help you reap the rewards of a quality education, Briar Cliff provides a full range of financial aid sources. If you demonstrate the ability to benefit from a Briar Cliff education, we will do everything in our power to ensure that you and your family can meet our costs. Our determination of your level of financial need is based on the results of your Free Application for Federal Student Aid (FAFSA), which takes into account total family income, number of members in the family, and other factors.

Every year, Briar Cliff awards more than \$20 million in financial assistance. One hundred percent of our first-time full-time student body receives some form of aid, including university scholarships and grants, state and federal grants, loans, and work-study opportunities.

Application for Financial Assistance

1. Students who wish to be considered for scholarships, grants, or loans must:
 - a. Complete the admissions application procedures outlined starting on page 12 of this catalog and be accepted for admission to Briar Cliff University.
 - b. Complete a Free Application for Federal Student Aid (FAFSA) form annually (<https://studentaid.gov/>) and submit it online to the Federal processor as early as October 1, annually.
 - i. Students submitting their FAFSA will be evaluated for Donor, BCU Annual and Endowed scholarships, with priority given to the earliest applicants.
 - ii. The FAFSA must be received by the Office of Financial Aid at Briar Cliff University before any Institutional, Federal or State Aid can be awarded.
 - c. Academic Achievement and Talent-Based Scholarships, which are based on merit/talent, are awarded based on your High School or College Transcript and by the recruiter for talent.

BCU Institutional Aid

BCU offers many different institutional scholarships and grants for students taking on-campus classes only.

1. Academic Scholarships for Undergraduate Freshmen and Transfer students based on merit.
2. Talent Scholarships for Undergraduate Freshmen and Transfer students based on Art/Music/Athletic talent.
3. Donor scholarships/grants are based on Donor's intent for the funds.
4. In general, students must meet the following criteria to be eligible for these scholarships:
 - a. Full-time (12 or more credits per term)
 - b. Maintain at least 2.0 BCU CGPA (some scholarships require a higher CGPA)
 - c. Total of all BCU Institutional Aid and Iowa Tuition Grant cannot exceed the full-time tuition cost, with the exception of BCU Residence Assistance Grant and BCU Campus Employment
5. BCU Scholarships and Grants are not awarded for the summer term.

[Learn more about scholarships and grants.](#)

State and Federal Programs

Eligibility for the following programs is determined through need analysis provided by filing a Free Application for Federal Student Aid (FAFSA).

1. Iowa Tuition Grant (ITG)

The ITG is available to qualified Iowa residents who are enrolled in at least three credit hours or more at a private institution in Iowa. Eligibility for ITG is determined by the FAFSA.

- a. Students must be an Undergraduate student in an associate or bachelor's program.
- b. FAFSA must be submitted to the Federal Processor by July 1.
- c. Have a calculated and eligible Student Aid Index (SAI) on the FAFSA (SAI can't be blank). The eligible SAI range for 2025-26 is (-1,500) - 16,000.

The maximum ITG is \$7,500 for the 2025-26 academic year, this amount may be reduced due to less than full-time enrollment or a reduced tuition rate. If available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award.

[Learn more about this grant.](#)

2. All Iowa Opportunity Scholarship (IOS)

The All Iowa Opportunity Scholarship Program is a statewide need-based grant program that assists high-need Iowa residents who are enrolled in at least three credit hours or more. Eligibility for the IOS is determined by the FAFSA and the State of Iowa.

- a. Students must enroll at an eligible institution for the first time as a regular student within two academic years of high school graduation.
- b. Students must be an Undergraduate student in an associate or bachelor's program.
- c. FAFSA must be submitted to the Federal Processor by April 1.
- d. First-time applicants must submit the Iowa Financial Aid application by March 1.
 - i. Continuing (renewing) students do not have to submit the Iowa Financial Aid Application each year, but must continue to submit the FAFSA by April 1 each year.
- e. SAI (Student Aid Index) from the FAFSA must be at or below 10,669. The maximum IOS is \$5,334 for the 2025-26 academic year, this amount may be reduced due to less than full-time enrollment or a reduced tuition rate. In the event that available state funds are insufficient to pay the full amount of each approved grant, the Iowa College Student Aid Commission has the authority to administratively reduce the award.

[Learn more about this scholarship.](#)

3. Iowa National Guard Service Scholarship (INGSS)

The Iowa National Guard Education Assistance Program provides funds for eligible members of the Iowa National Guard to help with the cost of attending Iowa colleges and universities. The FAFSA and Iowa Financial Aid Application must be completed on or before July 1, for the Fall semester.

[Learn more about this program.](#)

4. Iowa Education and Training Voucher Program (IETV)

The Iowa Education and Training Voucher (IAETV) Program is a federally funded program to provide post-secondary education and training opportunities to students who are currently in or who have been in foster care. The FAFSA and Iowa Financial Aid Application must be completed on or before December 1, for the Fall semester.

[Learn more about this program.](#)

5. Federal Pell Grant

The Federal Pell Grant provides financial assistance that does not have to be repaid by eligible students. An application is made by completing the Free Application for Federal Student Aid (FAFSA). The Federal Pell Grant program provides grants to full-time and

part-time undergraduate students and may be used at any eligible college or university. The award may vary according to the number of credit hours you are enrolled. You must be enrolled for at least twelve hours per semester to receive a full award. The maximum award for the 2025-26 academic year is \$7,395. Federal Pell Grant eligibility is based on need and the funding level approved by Congress.

Students are limited to the equivalent of 12 semesters of full-time Pell Grant (Lifetime Eligibility).

[Learn more about this grant.](#)

6. Federal Iraq/Afghanistan Service Grant (IASG)

If a student's parent or guardian died as a result of military service in Iraq or Afghanistan after the events of 9/11, and the student was under 24 years old or enrolled in college at least part-time at the time of their parent's or guardian's death, they may be eligible for further Grant funding.

[Learn more about this grant.](#)

7. Federal Supplemental Education Opportunity Grant (SEOG)

The Federal SEOG program is for students who show exceptional financial need. Students who show exceptional need, who are Pell Grant eligible, and who have filed FAFSA early after October 1, with the highest priority given to exceptional need. These limited federal funds are dependent on Congressional appropriations and are awarded by the University in varying amounts.

[Learn more about this grant.](#)

8. Teacher Education Assistance for College and Higher Education (TEACH) Grant

The Federal TEACH Grant is for students who will be teaching in a low-income school and a high-need field of study. The student could receive a grant of up to \$4,000 for four years as an undergraduate and two years as a graduate.

To qualify for a TEACH Grant you must:

- a. Be a U.S. citizen or eligible non-citizen
- b. Complete the FAFSA; however, financial need is not a requirement
- c. Score above the 75th percentile on ACT/SAT or maintain a GPA of at least 3.25
- d. Be enrolled as an undergraduate or a graduate student
- e. Be enrolled in coursework that is necessary to begin a career in teaching in an identified high need field
- f. Each year complete TEACH Grant Counseling prior to receiving their first disbursement of TEACH Grant for the year
- g. Each year sign a TEACH Grant Agreement to Serve (ATS) to teach in a low-income school and in a high need field full-time for four academic years within eight calendar years after completion or withdrawal from the academic program for which the TEACH Grant was received. ATS is located at www.teach-ats.ed.gov and low-income schools at <https://studentaid.gov/tcli/>

If the service obligation is not met, the grant funds will be converted to a Federal Direct Unsubsidized Loan that must be repaid with interest charged from the date of each TEACH Grant disbursement.

[Learn more about this grant.](#)

9. Federal Work-Study

Students seeking employment can work on campus and earn a paycheck. If you are eligible for Work Study, it will appear in your Charge Stable under your award offer. You will need to accept your Work Study offer if you plan to seek employment on campus.

Work-Study funds are earned through work and paid to students as paycheck.

- a. Work-Study funds are not posted to a student's BCU bill.
- b. Most campus positions and off-campus non-profit or governmental positions can be paid through the Work-Study Program.
- c. BCU receives a limited amount of Work-Study funds from the federal government each year.
- d. BCU does not assign Work-Study positions – students need to secure their own Work-Study jobs.
- e. Work-Study students cannot work during a scheduled class time.
- f. A student's total earnings from Work-Study cannot exceed the amount awarded.
- g. Federal Work-Study employees will earn at least minimum wage; however, wages will vary by the employer.
- h. Work assignments are usually 10 to 20 hours per week.

Briar Cliff hosts a job fair during the first week of the academic year. Students may sign up and visit with interested employers on that day.

Employment earnings are paid twice each month for hours worked. Students may have their pay directly deposited to their student account to pay their BCU bill, directly deposited to their own bank account, or a combination of both.

[Learn more about this program.](#)

10. Federal Direct Loans

A Federal Direct Loan (subsidized and unsubsidized) is a low-interest loan made to students by the U.S. Department of Education. The interest rate for the Federal Direct Subsidized and Unsubsidized Loan for undergraduate students is fixed for the life of the loan at 6.39% for loans first disbursed on or after July 1, 2025. The interest rate for a Federal Direct Unsubsidized Loan for graduate students is 7.94% for loans first disbursed on or after July 1, 2025. Annual borrowing limits vary based on the student's year in school and FAFSA dependency status.

Direct Subsidized and Unsubsidized Loans have an Origination Fee on the loan, which is removed from the gross amount of the loan, prior to the loan being disbursed to the school. The origination fee is as follows:

- a. 1.057% for loans first disbursed on or after October 1, 2022

Loans amounts may be limited by a student's total cost of attendance and Federal Need.

Year	Dependent Students (except students whose parents are unable to obtain PLUS Loans)	Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
First-Year Undergraduate Annual Loan Limit	\$5,500-No more than \$3,500 of this amount may be in subsidized loans.	\$9,500-No more than \$3,500 of this amount may be in subsidized loans.
Second-Year Undergraduate Annual Loan Limit	\$6,500-No more than \$4,500 of this amount may be in subsidized loans.	\$10,500-No more than \$4,500 of this amount may be in subsidized loans.
Third Year and Beyond Undergraduate Annual Loan Limit	\$7,500 per year-No more than \$5,500 of this amount may be in subsidized loans.	\$12,500-No more than \$5,500 of this amount may be in subsidized loans.
Graduate or Professional Student Annual Loan Limit	Not Applicable (all graduate and professional degree students are considered independent).	\$20,500 (unsubsidized only).
Subsidized and Unsubsidized Aggregate Loan Limit	\$31,000-No more than \$23,000 of this amount may be in subsidized loans.	\$57,500 for undergraduates-No more than \$23,000 of this amount may be in subsidized loans. \$138,500 for graduate or professional students-No more than \$65,500 of this amount may be in subsidized loans. The graduate aggregate limit includes all federal loans received for undergraduate study.

Dependent students whose parents are denied the Parent PLUS Loan due to credit may be awarded Direct Loans on an Independent Student level.

Students must be enrolled in a degree-seeking program and attending at a half-time or greater status each term to be eligible for Federal Direct Loans:

- b. Undergraduate-6 or more credits per term
- c. Graduate and Professional Certificate-5 or more credits per term

To receive a Federal Direct Subsidized/Unsubsidized Loan, on <https://studentaid.gov>, using your FSA ID and password (same as the FAFSA):

- a. Complete Subsidized/Unsubsidized Entrance Loan Counseling
 - i. Done only once
- b. Complete the Master Promissory Note
 - ii. Done only once, expires after 10 years

You are offered the maximum amount for which you are eligible. If they wish to

borrow less, or to cancel the loans they have been awarded, they can email their request to the Financial Aid Office at Financial.Aid@briarcliff.edu.

Subsidized Loans

The interest on the loan is paid by the Federal Government while the student is enrolled at least half-time, during the student's 6-month grace period, and during periods of deferment.

Unsubsidized Loans

The interest on the loan is not paid by the Federal Government. The student has the option to make interest-only payments while attending college. If the student chooses not to make interest payments while attending college, the interest may be capitalized (added to the principal).

Repayment of principal and interest begins 6 months after the student graduates, withdraws, or drops to less than half-time enrollment status.

[Learn more about Federal Direct Loans.](#)

11. Federal Direct PLUS Loan

For Parents or Graduate/Professional Students

A Federal Direct PLUS Loan is an excellent option for families who need to borrow beyond the Federal Direct Loan Subsidized/Unsubsidized Loan limits.

A credit check is required and performed by the U.S. Department of Education. The interest rate for the Federal Direct PLUS Loan is fixed for the life of the loan at 8.94% for loans first disbursed on or after July 1, 2025 and before July 1, 2026.

Direct PLUS Loans have an Origination Fee on the loan, which is removed from the gross amount of the loan, prior to the loan being disbursed to the school.

- a. 4.228% for loans first disbursed on or after October 1, 2025

Eligibility is limited to the cost of attendance (as determined by Briar Cliff) minus any other financial aid the student is receiving.

To apply for a Federal Direct PLUS Loan, on <https://studentaid.gov>, using your FSA ID and password (same as the FAFSA):

- a. Apply for a PLUS Loan (this is where you state how much you want to borrow and the time period for which you are borrowing)
 - i. Must be done for each new loan
- b. Complete the Master Promissory Note
 - ii. Done only once, expires after 10 years

[Learn more about Federal Direct PLUS Loans.](#)

12. Financial Aid Adjustments

Adjustments to a student's financial aid can be related to several factors:

- a. Receipt of new information concerning the student's aid application
- b. Clarification of existing information
- c. Change in enrollment status
- d. Complete withdrawal from the University

e. Additional financial aid

During the first week of each semester, called "Validation Week" or "Census date" students will have an opportunity to change their enrollment status/registration or room/meal plan with no financial penalty. After Validation Week, there will be no adjustment to tuition or financial aid if the student drops a class or changes to a different room/board plan.

If a student adds a class later in the semester (change in enrollment status), he or she will be charged the appropriate tuition and fee, but may not receive an increase in financial aid.

It is extremely important that students validate their enrollment during the first week of each term to receive the maximum financial aid for which they are eligible.

Students who withdraw completely before the end of the refund period will have their financial aid adjusted on the basis of federal regulations governing Title IV funds. Aid will be returned to the proper programs according to the percent of refund calculation based on the date of withdrawal.

Financial aid sources such as outside scholarships, state grants, and institutional aid are not included in the Return of Title IV Funds calculation. However, if a student who receives these types of awards withdraws before completing 60% of the semester, these funds may be subject to reduction or full return. After the 60% point, the student may retain 100% of these funds—provided that the return of any Title IV aid does not trigger a refund of outside, state, or institutional aid. If a refund occurs, institutional aid will be reduced accordingly, as students are not eligible to receive refunds from these sources upon withdrawal.

13. Return to Title IV (Federal) Aid Policy

If you receive federal funds as part of your financial aid package and you either officially or unofficially withdraw from all classes during an academic semester, you may be required to return all or a portion of those federal funds. This is called the Return to Title IV Policy (Title IV is a federal statute that relates to federal financial aid). Funds will be returned in the following order: Direct Unsubsidized Loan, Direct Subsidized Loan, Grad PLUS Loan, Direct PLUS Loan, Pell Grant, Supplemental Education Opportunity Grant, and other Title IV programs.

Withdrawing or Ceasing Attendance: Implications for Federal Financial Aid

It is very important that you attend and complete your classes. If you withdraw from school **officially** (drop all courses) or **unofficially** (fail to attend courses or stop attending and do not successfully complete ANY classes with a letter grade of either "A," "B," "C," "D," or "P") before the semester is completed, and you have already received federal financial aid funds, the U.S. Department of Education will initiate a **Return of Funds Calculation**. This calculation may result in all, or a portion of, your financial aid for that semester being returned to the U.S. Department of Education. This means you will owe those funds back to Briar Cliff University. It will be your responsibility to repay these funds in a timely manner.

Repaying Financial Aid Received

If the Return of Funds Calculation determines that you must repay all or a portion of the

financial aid you received, you will receive a letter from the BCU Office of Financial Aid notifying you of the amount that was returned to the Department of Education.

The Return of Funds Calculation does not consider the *reasons* for your withdrawal. It is simply a calculation of how much you must repay. If you are notified to repay all or a portion of the financial aid you received for a semester, the decision is final. The U.S. Department of Education provides no appeal process for the amount you are required to repay. The amount is based on the Return of Funds Calculation due to your withdrawal from classes.

Satisfactory Academic Progress

At Briar Cliff University all students applying for federal, state, or institutional financial aid must meet the satisfactory academic progress guidelines as established and in accordance with regulations. Students should be aware that their entire academic record will be considered when determining eligibility for financial aid, regardless of whether aid has previously been awarded. However, once a degree is earned, a student's previous academic record will not be considered when determining academic progress.

Academic transcripts will be reviewed at the end of each period of enrollment (Fall, Spring, and Summer semesters). The University's satisfactory academic progress guidelines have all the elements and components of the regulation. This policy is as follows:

Satisfactory academic progress for financial aid purposes is defined as meeting **all** of the following:

- a. Successful completion of 67% of all credits attempted.
- b. Minimum grade point average as follows:
 - i. Undergraduate: 2.00 GPA
 - ii. Graduate: 3.00 GPA
- c. Requirements for the degree must be completed within a specified time frame. This time frame cannot exceed 150% of the program as measured in credit hours attempted.

"W", "I", and "F" grades will be calculated into the GPA as credits attempted with zero quality points earned. Courses passed with "P" grades will be counted into courses attempted but not into the GPA.

Financial Aid Appeals

The first time a student does not meet these guidelines, a letter will be sent explaining that the student has been placed on warning status. Students will have one preceding semester, to achieve the minimum satisfactory academic progress standards. If a student is unable to meet the minimum standards by the end of the one semester, the student will then be suspended from federal, state and institutional financial aid programs, until they can achieve meeting these standards on their own, without the use of federal and state financial programs, or the student can submit a successful and approved financial aid appeal. Students who feel there are extenuating circumstances that may have affected the suspension of financial aid have the right to appeal in accordance with the Financial Aid Appeal Process.

Submitting an Appeal

Students can submit a Satisfactory Academic Progress (SAP) Appeal to request

reinstatement of their federal and state aid eligibility.

Federal regulations limit circumstances for which a suspension of financial aid may be appealed to the following: death of a family member; illness or injury to the student; or other special circumstances beyond the student's control.

To appeal a financial aid suspension, a student must submit a completed SAP appeal form to the University Financial Aid Office. The student must explain the mitigating circumstances that caused the student to fail to meet the SAP standards and must describe what has changed in the student's situation that will allow the student to meet SAP standards by the next evaluation period.

Appeal Review and Outcomes

Students may submit appeals prior to or during the semester for which they are requesting financial aid. Students are encouraged to submit appeals prior to the start of the term or as early in the term as possible. The Financial Aid Office will attempt to review all appeals received for a term prior to the end of that term, however, appeals should be submitted **at least six weeks prior to the end of the term** to ensure the Financial Aid Office has time to review and process the appeal and for financial aid to be awarded for approved appeals. Students awaiting the outcome of their appeals are not eligible for Financial Aid Holds to prevent late fees for past-due balances.

Students cannot appeal financial aid suspension for a term that has already ended or that they are no longer attending. Appeals are to be submitted to the Financial Aid Office and then will be reviewed by the Appeal Committee. The Financial Aid Office may request additional information or documentation as needed. Appeal outcomes are final and cannot be appealed.

If a student's appeal is approved, the student will be placed on either financial aid probation or an academic plan. This means that the student will be awarded financial aid for the current or subsequent academic term, contingent upon the student meeting the conditions specified in the approval letter. The university does not grant appeals for prior terms.

Students who are expected to meet SAP standards by the end of the one academic term will be placed on probation.

Students who the Financial Aid Office determines are unlikely to meet the standards by the end of the term will be placed on a student academic plan that specifies what the student needs to do to meet standards at a specific point in time.

For students who were suspended due to GPA or completion rate, the academic plan will include the number of credits a student must successfully complete and/or the GPA the student must achieve each term of the plan. For students who are suspended because they cannot complete their programs of study before reaching the maximum timeframe, the academic plan will include the specific courses the student will take to complete the program of study.

A SAP review is conducted at the end of each term attended for all students on probation or an academic plan.

- Students on probation who succeed at meeting the SAP standards at the end of

- the probationary academic term will be reinstated to full financial aid eligibility.
- Students on academic plans who meet the requirements of the plan for that term will be allowed to receive financial aid for the subsequent term attended.
- If at any time during the academic plan the student meets all of the SAP standards, the student will be removed from the plan and reinstated to full financial aid eligibility.
- Students who, at the end of the probationary term, continue to fail to meet the SAP standards will be suspended from financial aid eligibility.
- Students on an academic plan will be suspended from financial aid at the end of any term where they fail to meet any of the requirements of the plan.

Students who are suspended at the end of the probationary term or for not meeting the term requirements of the academic plan may submit a new appeal to the Financial Aid Office. The student must, however, document a different reason than the reason listed in the prior appeal(s).

Denied Appeals

Students whose appeals are denied may consider non-federal sources of student financial aid.

A student whose appeal is denied may submit a subsequent appeal covering the same mitigating circumstance as long as the new appeal includes additional documentation that was not provided in a prior denied appeal. A student may also submit subsequent appeals based on different mitigating circumstances.

The Financial Aid Office reviews and makes determinations on all appeals. Students do not have the option to appeal financial aid suspension to any other entity, including the U.S. Department of Education or any other University office.

Reinstatement of Eligibility

Suspended students who subsequently meet all three (3) of the SAP standards and are in good standing regain their eligibility for financial aid.

Transfer Students

Transfer students will be assumed to be maintaining satisfactory academic progress at the time of admission. Transfer credits that are accepted at Briar Cliff are counted toward the total attempted credits in determining satisfactory academic progress compliance. Transfer credits are not included in the Cumulative Grade Point Average (CGPA).

Repeated Coursework

When students repeat a course, the most recent grade received is used in the calculation of the cumulative GPA unless the student performs worse. In that case, the better of the two grades is counted toward the cumulative GPA. The Department of Education limits the number of times a student can repeat a course and continue to receive financial aid.

- Once the student has successfully passed a course with a grade of a D or better, the student may repeat the course only once to improve their grade and receive financial aid
- If the student repeats a successfully passed course more than once, the student will

not receive financial aid for the second or subsequent repetitions of the class

Non-Credit Coursework

Non-credit coursework is not counted towards a student's enrollment status for financial aid purposes.

Resumption of Study with a Suppressed Academic Record (Undergraduate)

Briar Cliff University allows students who have not attended the university for five or more years, to elect to suppress their previous Briar Cliff academic record. The student resumes study with a blank academic record for transcript purposes only.

For Satisfactory Academic Progress purposes, the grades the student earned during previous attendance must be calculated in the cumulative GPA, and the corresponding credit hours must be calculated in the successful completion rate, even though they are suppressed for the transcript.

IV.RESIDENTIAL LIFE AND AUXILIARY SERVICES

A. Residence Life Staff

- a. The Residential Life staff consists of live-in professional and student staff members. The staff works cooperatively to help students capitalize on the academic, cultural, spiritual, and social opportunities that are inherent to residential living. The staff, along with residential students, strive to maintain academically centered, safe, and comfortable living conditions within the residence halls.
- b. Area Coordinators and Resident Assistants live in each building to serve residential students. Staff members' major roles include facilitating the development of the residential community, serving as a resource to students, providing support to students who have personal concerns, planning and participating in social and educational events with students, managing administrative tasks, and supporting a safe and comfortable living environment through community adherence to University policy and procedures.

B. Residence Life Policy:

Policy Statement

Briar Cliff University believes living on campus is a vital part of the college experience. The best college experience is one where the curriculum and the co-curriculum are seamlessly integrated. Given that the educational benefits of a residential education are many and well-documented, Briar Cliff University enforces the following residency policy in accordance with the ***Briar Cliff University Student Handbook***:

It is the policy of Briar Cliff University that all full-time undergraduate students are required:

1. To live in on-campus housing during the regular academic year (August-May), and
2. To be enrolled in an on-campus meal plan until a student has completed at least 91 credit hours (as determined by the Registrar) prior to August 1 of the applicable academic year in which the exemption is requested. Note that on-campus residency and on-campus meal plans are for an entire academic year and are not handled on a per-semester basis.

3. Should you be granted living off-campus, the student's scholarship will be adjusted to the commuter rate.

This agreement is valid for the academic year as published in the University Calendar.

- **Move-In:**
 - *All residential students must pay a deposit before their room assignment is confirmed.*
 - *New students:* May move in up to three (3) days before classes begin.
 - *Returning students:* May move in one (1) day before classes begin.
 - *Early arrivals:* May be approved and charged a daily fee.
- **Move-Out:**

Students must vacate their assigned space by 6:00 PM on the last day of final exams for the spring semester or the semester in which they will not return to the same room.

Any violation of the Residential Living Policy or the Student Code of Conduct may result in disciplinary measures, including warnings, behavioral agreements, relocation, or removal from campus housing. The Office of Residence Life will oversee the disciplinary process and communicate outcomes with affected students.

Policy Requirements

1. Eligibility and Housing Assignments

a. Deposit

- i. A housing deposit is assessed to residential students for every academic year they reside on campus. The specific amount is determined annually and must be paid before a room assignment is confirmed.
- ii. Deposits are collected through the student's Charger Stable account.
- iii. Deposits are refundable only upon graduation, an approved housing exemption, or upon withdrawal or dismissal from the University, provided no housing damages, fines, or outstanding balances remain.
- iv. Deposits automatically roll over year to year while a student remains in University housing.
- v. Deposits may be partially or fully applied toward housing-related charges if damages or unpaid balances occur.
- vi. Refunds for eligible deposits will be processed within 60 days after the end of the term or finalization of the student's account.
- vii. Students may appeal charges deducted from their deposit within 10 business days by submitting a written request to the Office of Residence Life.

b. Housing Costs and Payments

- i. Room rates are based on the assigned room type and will be billed to the student's University account.

c. Room Assignment and Occupancy

- i. Students may reside only in the room assigned to them by Residential Life.
- ii. Unauthorized room changes are prohibited.

d. Transfer and Subletting

- i. This agreement is non-transferable.
- ii. Subletting is not allowed.

e. Room Changes

- i. Changes are allowed during designated periods only.

- ii. Unauthorized moves will incur a fine.
 - iii. Moves outside designated periods may be subject to a room change fee.
 - iv. No changes are permitted during the first two weeks of the semester.
 - f. **Room Consolidation & Vacancies**
 - i. The University reserves the right to assign students to vacant spaces.
 - ii. Students in partially occupied rooms must keep the space ready for a new roommate or incur a fee.
 - iii. Assignments, including overflow housing and triples, may be made as needed.
 - g. **Agreement Cancellation**
 - i. If a student initiates a cancellation before the end of the semester:
 - 1. Charges are pro-rated through the third week.
 - 2. After the third week, 100% of housing charges apply.
 - ii. The University may initiate a cancellation of the agreement for failure to comply with policies, disruptive behavior, or criminal activity.
 - 1. No refund will be issued in these cases.
 - iii. If housing becomes uninhabitable due to causes beyond the control of the student or University, the student will be reassigned or the agreement terminated without penalty.
- 2. Move-In, Move-Out, and Check-Out Procedures**
- a. **Room Condition**
 - i. Students are responsible for their room's condition and contents.
 - ii. A Room Condition Inventory (RCI) must be completed within 24 hours of move-in.
 - 1. Damage or loss caused by the student or their guests will result in charges.
 - iii. Cleanliness standards
 - 1. Residents are responsible for maintaining clean and sanitary conditions in their rooms and shared spaces.
 - 2. Regular inspections may be conducted, and residents will be given notice and opportunity to correct any issues.
 - 3. Repeated violations or unsafe conditions may result in fines or other consequences.
 - iv. Maintenance & Repair Requests
 - 1. Students should promptly report any maintenance concerns or facility issues to the Briar Cliff Facilities Department.
 - 2. Emergency issues (e.g., water leaks, loss of heat) should be reported immediately to Campus Security or Residence Life staff.
 - 3. Response times may vary based on urgency and availability.
 - b. **Room Modifications**
 - i. All room modifications must be pre-approved by Residential Life and Facilities.
 - c. **Check-Out Procedures**
 - i. Students must follow formal check-out procedures at the end of each semester or when vacating their room.
 - ii. This includes removing all belongings, cleaning the room, returning keys, and completing a Room Condition Report with staff.
 - iii. Failure to complete check-out properly may result in additional charges.
- 3. Community Standards and Expectations**
- a. **Quiet Hours**
 - i. Sunday–Thursday: 10 PM – 10 AM

- ii. Friday–Saturday: 12 AM – 10 AM
 - iii. 24-hour quiet hours during finals.
 - iv. Courtesy hours apply at all other times.
 - b. **Room Use**
 - i. Window coverings must be fire-resistant.
 - ii. No indoor sports or disruptive behavior is allowed in residence halls.
 - c. **Personal Property**
 - i. The University is not liable for loss or damage to personal property.
 - ii. Students are encouraged to maintain renter's or homeowner's insurance.
 - d. **Community Property**
 - i. Students are expected to respect all community spaces.
 - ii. Damage to common areas may result in group billing if no responsible party is identified.
 - iii. Possession of common area property in student rooms is prohibited.
 - iv. Student may not put their personal belongings within the community spaces.
 - e. **Alcohol Policy**
 - i. Students 21+ may possess and consume alcohol in private rooms only.
 - ii. Alcohol displays (e.g., empty bottles) are not allowed.
 - f. **Dry Halls:** Toller and Alverno Halls prohibit all alcohol.
 - i. Alcohol may not be consumed in public areas.
 - g. **Meal Plans**
 - i. A University meal plan is required during all academic semesters.
- 4. Safety and Security**
- a. **Building Security**
 - i. All exterior doors are monitored by card access.
 - ii. Tampering with security systems is prohibited.
 - iii. Lock doors and windows when unattended.
 - b. **Fire & Safety Regulations**
 - i. No live Christmas trees or metal-tip darts.
 - ii. Electrical appliances must be UL certified and have low wattage.
 - iii. Prohibited items include hot plates, toasters, deep fryers, and halogen lamps.
 - iv. Mandatory fire drills are held each semester.
 - c. **Security & Emergency Protocols**
 - i. Residents are expected to follow all emergency protocols as directed by University officials. This includes evacuation during fire alarms, shelter-in-place during severe weather events, and compliance with any campus-wide emergency communication.
 - ii. Emergency instructions are posted on each residential floor. Failure to comply with emergency procedures may result in disciplinary action.
 - d. **Safety Restrictions**
 - i. No waterbeds or water-filled furniture.
 - ii. Roofs, ledges, mechanical rooms, and opposite-gender bathrooms are off-limits.
 - e. **Prohibited Items**
 - i. Smoking is banned on all University property.
 - ii. Firearms, explosives, candles, fireworks, incense, and other dangerous items are prohibited.
 - iii. Possession will result in a fine (see below).
- 5. Roommate and Community Relationships**

- a. **Conflict Resolution & Roommate Agreements**
 - i. Roommates are encouraged to complete a roommate agreement upon move-in.
 - ii. In the event of conflict, students should first attempt direct communication.
 - iii. If resolution is not achieved, Resident Assistants or Residence Life staff are available to mediate. Persistent unresolved conflicts may lead to reassignment based on availability.
 - b. **Sales & Solicitation**
 - i. No businesses or solicitations are allowed in housing without written permission.
- 6. Disciplinary Procedures**
- a. **Financial & Academic Impact/Housing Eligibility**
 - i. On-campus housing is reserved for full-time undergraduate students in good academic and behavioral standing.
 - ii. Students dropping below full-time status or on academic probation may be required to vacate campus housing unless otherwise approved by Residence Life.
 - b. **University Summons**
 - i. Students must respond to official University requests within 3 days or face disciplinary action.
 - c. **Policy Awareness**
 - i. Students are responsible for knowing all policies, including those communicated via email, bulletin boards, or publications.
 - d. **Additional Policies**
 - i. The University reserves the right to restrict any item, activity, or behavior that may be deemed harmful or not in the best interest of the community.
- 7. Break Periods and Special Housing**
- a. **Guests & Overnight Policies**
 - i. Guests must be escorted at all times.
 - ii. Opposite-gender visitation: not allowed between 2:00 AM – 8:00 AM in rooms.
 - iii. Guests may stay up to 2 nights per visit, 6 nights per month.
 - 1. No opposite-gender overnight guests unless family.
 - b. **Minors**
 - i. Guests under 18 must be accompanied at all times and comply with guest policies.
 - c. **Summer, Extended Stay, and Break Housing**
 - i. Summer housing may be available to students who are enrolled in summer courses, working on campus, or completing local internships. Applications for summer housing must be submitted through Residence Life. Additional charges apply.
 - ii. Housing is not included during Thanksgiving, Christmas, Easter, or Spring Break.
 - 1. Additional fees apply.
 - 2. Meals are not provided.
 - iii. Late requests or unapproved occupancy will incur additional fees.
 - d. **Storage Options**
 - i. **Breaks**
 - 1. The University does not provide storage for personal belongings over summer break or between housing assignments.

2. All items must be removed at the time of check-out unless otherwise arranged.
 3. Abandoned items will be discarded.
 4. In the event storage of items is permitted, a fine to store items will be charged.
- ii. **Bicycles**
 1. May be stored in student rooms or outside racks only—not in hallways or stairwells.
- 8. Accessibility and Accommodations**
- a. **Accessibility**
 - i. Students with disabilities who require specific housing accommodations should contact the Office of Accessibility Services.
 - ii. Reasonable accommodations will be made in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.
 - b. **Emotional Support Animals** and **Service Animals** permitted with proper documentation. See the Emotional Support Animal policy for more information.
- 9. Communication and Support Services**
- a. **Hall Meetings**
 - i. Mandatory for all residents to attend floor/building meetings.
 - b. **Room Inspections**
 - i. Routine health/safety inspections each semester with 24-hour notice.
 - ii. Rooms may be entered at any time for emergencies or policy violations.
 - c. **Pets**
 - i. Only non-aggressive fish in ≤10-gallon aquariums are allowed.
 - d. **Guard Cards**
 - i. Provides residence hall access.
 - ii. Lost or damaged card will result in a fee (see fees below).
 - iii. Lending or borrowing cards is prohibited.
 - e. **Keys**
 - i. Lost key/lock change will result in a fee (see fees below).
 - ii. Keys may not be copied or shared.
 - f. **Special Room Requests**
Permission must be granted through a separate application.
 - i. **Lofts**
 1. Only freestanding, bolt-constructed lofts allowed.
 2. Additional fees apply.
 - ii. **Air Conditioning**
 1. Only approved portable AC units are allowed (no window units).
 2. Must meet University specifications.
 3. Additional fees apply.
 - g. **Technology Services**
 - i. WiFi access is provided for each room.
 - ii. No personal modems are allowed.
 - iii. No rewiring or cable extensions permitted.

Residential Fees

Department	Reason	Purpose	Type	Frequency	25-26
Residence Life	Singles	Noonan, Toller	Fee	Annual	\$6,761
Residence Life	Large Privates	Noonan, Toller	Fee	Annual	\$7,229

Residence Life	Doubles	Noonan, Toller	Fee	Annual	\$5,403
Residence Life	Quads	Baxter	Fee	Annual	\$6,093
Residence Life	Singles	Alverno	Fee	Annual	\$7,006
Residence Life	Large Privates	Alverno	Fee	Annual	\$7,491
Residence Life	Doubles	Alverno	Fee	Annual	\$5,597
Residence Life	Triples	Alverno	Fee	Annual	\$6,025
Residence Life	Deposit	All Residence Halls	Fee	Annual	\$150.00
Residence Life	Tuition	Commuter Rate Difference	Fee	Annual	\$3,000
Residence Life	Room Assignment Change	Missing Authorization	Citation	By Violation	\$100.00
Residence Life	Room Assignment Change	Outside of Designated Room Move Period	Citation	Daily	\$50.00
Residence Life	Furniture Moves	Missing Authorization	Citation	By Violation	\$100.00
Residence Life	Improper checkout	Room not cleaned out/dirty, furniture left behind	Citation	By Violation	\$125 flat rate; \$25/bag
Residence Life	Break & Vacation	Staying on Breaks Daily Rate	Fee	Daily	\$25.00
Residence Life	Break & Vacation	Late Request to Stay	Citation	Daily	\$25.00
Residence Life	Fire Safety	Refusal to Evacuate	Citation	By Violation	\$200.00
Residence Life	Guard Cards	Replacement	Fee	As Needed	\$20.00
Residence Life	Room Keys	Replacement	Fee	As Needed	\$90.00
Residence Life	Lofts	Rental	Fee	Annual	\$129.00
Residence Life	Air Conditioning	Use, Installation, and Removal	Fee	Annual	\$150.00
Residence Life	Damaged Room Furniture	Desk, Nightstand, Bed, Mattress, Chair, etc.	Citation	By Violation	\$50-200
Residence Life	Damaged Common Space Furniture	Couches, TV, etc.	Citation	By Violation	\$50-1,000
Residence Life	Damaged Shared Kitchenette, Laundry, or Bathrooms	Appliances, Fixtures, etc.	Citation	By Violation	\$50-100+
Residence Life	Vandalism	Intentional Defacement	Citation	By Violation	\$100-500+
Residence Life	Excessive Cleaning	Biohazards or Neglect	Citation	By Violation	\$25-100+
Residence Life	Broken Exit Sign, Light Fixture, etc.	Intentional Damage	Citation	By Violation	\$75-150
Residence Life	Noise Violation	Quiet Hours or Disruption	Citation	By Violation	\$30.00
Residence Life	Unauthorized Guest	Guest Policy Violation	Citation	By Violation	\$50.00

Residence Life	All Other Violations	Misc.	Citation	By Violation	\$20+
Safety & Security	Other Transportation	Improper Use of Roller Skates, Roller Blades, or Skateboards	Citation	By Violation	\$25.00
Safety & Security	Other Transportation	Bicycle or Other Transportation Improperly Parked	Citation	By Violation	\$10.00
Safety & Security	Tampering with Safety Equipment	Smoke Detector, Extinguisher, etc.	Citation	By Violation	\$250-500
Safety & Security	Pet Violation	Unauthorized Animal in Residence Hall	Citation	By Violation	\$100.00
Safety & Security	Items in Hallways/Common Areas	Trash or Personal Items	Citation	By Violation	\$25-50
Safety & Security	Smoking/Vaping	On Campus	Citation	By Violation	\$150-250
Safety & Security	Participation Failure	Mandatory Safety Drills	Citation	By Violation	\$100.00
Safety & Security	Firearms, Explosives, Fireworks, and Inflammables	Possession or Use	Citation	By Violation	\$500-1,000
Safety & Security	Knives, Tasers, Paintball/BB Guns, etc.	Possession or Use	Citation	By Violation	\$200-500
Safety & Security	All Other Violations	Misc.	Citation	By Violation	\$20+

Scope

This policy applies to all students at Briar Cliff University.

Related Policy Information

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

Exclusions

Exceptions to this housing policy include:

1. students living with their parents or legal guardians within commuting distance (40 miles) of campus. Proof of residence (and proof of guardianship, if applicable) must be submitted to the Assistant Dean of Student Development prior to August 1 of the applicable academic year. The address listed on the most recent tax return for the parents of the student (if claimed as a dependent for tax purposes) or for the independent student will be the determining address for the purpose of this policy.
2. Individuals who have established independent student status. To establish independent student status, a student must meet one (or more) of the following guidelines and provide proof of same:
 - a. is at least 23 years of age; or
 - b. is married; or
 - c. is a parent of biological or legally adopted children; or 59

- d. is a veteran; or
 - e. achieves independent status in accordance with current federal financial aid guidelines as verified by the Director of Financial Aid.
3. Students who have earned an associate's or higher degree from an accredited institution may be eligible for a housing exemption. However, students who earned a degree while simultaneously completing high school (e.g., through dual enrollment or early college programs) may not qualify for this exemption and will be reviewed on a case-by-case basis.

All Housing Exemption Request forms must be submitted prior to August 1 of the applicable academic year and be approved in writing by the Assistant Dean of Student Affairs.

NOTE: Do not sign a lease for off-campus housing unless and until your Housing Exemption Request has been approved in writing as set forth above.

Responsibilities

The Office of Residential Life

Forms & Procedures

- [Housing Application](#)
- [Accreditation and Policies](#)
- [Emotional Support Animals](#)
- [Title IX & Sexual Misconduct](#)
- [Request a Meal Change](#)
- [Loft and Air Conditioner Request](#)
- [Extend Your Stay](#)
- [Incident Reporting Form](#)
- [Break Occupancy](#)
- [Housing Contract](#)
- [Campus Living Application](#)
- [CARE Team](#)

V. Student Health Requirements and Immunization Exemption Policy

Briar Cliff University requires submission of health information and proof of immunization compliance prior to moving into residence halls, attending in-person classes, or participating in athletics. These requirements are outlined in the BCU Student Handbook. Students enrolled in healthcare-related programs (e.g., Nursing and Doctor of Physical Therapy) must also comply with additional department-specific health and immunization policies.

In accordance with Iowa House File 299 (HF-299), the University also provides clear information on exemption processes for required immunizations. Students may request a medical exemption, certified by a licensed healthcare provider, or a religious exemption, based on sincerely held beliefs. Details and appropriate forms for both exemption types are available through the Health and Wellness Office.

residence halls, attending in-person classes, and participating in athletics. For information on the

University requirements, please refer to the BCU Student Handbook. Healthcare students (Nursing and Physical Therapy) must also follow their own department requirements.

A. ALL STUDENTS ATTENDING IN-PERSON CLASSES OR LIVING ON CAMPUS

a. Medical History Form

b. Immunization Record must include:

- i. Measles, Mumps, & Rubella (MMR)- Two doses given after the 1st birthday and at least 30 days apart
OR
- ii. Positive Measles (rubeola) IgG antibody titer (history of disease does NOT meet requirement)
- iii. Meningitis Vaccine (A, C, W, Y)- One dose given after age 16 (applies to all students 21 and under)
- iv. Tdap Vaccine (Tdap)- One dose of adult Tdap vaccine
- v. Polio-Primary Series completed
- vi. Varicella (Chicken Pox)- Two doses Varicella vaccine
OR
- vii. Verification of chicken pox disease or positive Varicella IgG antibody titer

B. INTERNATIONAL STUDENTS

a. Medical History Form

b. Immunization Record (in English) -Meet requirements for ALL STUDENTS listed above

c. Tuberculosis Screening Form

- i. If high risk per TB Screening form, must have TB Skin Testing or QuantiFERON Gold (IGRA) testing within the previous 12 months. Chest x-ray completed within previous 12 months for students with a history of a positive PPD Skin test or IGRA blood test (QuantiFERON Gold) who have not completed tuberculosis treatment.

C. RECOMMENDED FOR ALL STUDENTS

a. Health Insurance

b. Immunizations

- i. Covid-19 Vaccine
- ii. Influenza Vaccine
- iii. Meningitis B Vaccine for students with certain health conditions ([CDC Guidance on Meningococcal B Vaccine](#))
- iv. Hepatitis A-2 doses
- v. Hepatitis B-3 doses
- vi. Human Papilloma Virus Vaccine (HPV)- 3 dose series for both male and females 18-26 years of age

VI. Other University Policies

Missing Resident Student Policy

If a member of Briar Cliff University has reason to believe that a student is missing, all possible efforts are made to locate the student to determine his or her state of health and well-being through the collaboration of Campus Security, the Office of Academic and Student Affairs, and the missing student's family and friends. If not located within 24 hours, appropriate family members, associates, or a university official will make an official missing person report with the law enforcement agency with jurisdiction. Anyone who believes a student to be missing should report their concern to the Office of Academic and Student Affairs or Campus Security.

Depending on the circumstances presented to college officials, the parents of or the designated

confidential contact of the missing student will be notified. In the event that parental notification is necessary, a university official will place the call. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

Mailroom

Stark Student Center (East End), 712-279-5276

Hours: Monday through Friday from 9:00 am to 3:00 pm

All students residing on campus will receive a mailbox number and combination at the time of check-in. Packages that will not fit in a student's mailbox are held in the mailroom. (Notices that are received from UPS, PO, and FedEx reflect the time the package arrives in town, not necessarily on campus.) A notification will be e-mailed to the student to alert him/her when the package arrives on campus. Students residing off-campus also may request a mailbox by coming to the mailroom during normal business hours. The mailroom has a drop box for outgoing mail near the student mailboxes for after-hour drops.

Mailing address assigned to students:

Student's First/Last Name

Briar Cliff University

3303 Rebecca Street

Sioux City, IA 51104

Dining Services

Stark Student Center, Cafeteria, 712-279-1727

BC Dining Services offers breakfast, lunch, and dinner, Monday through Friday with brunch and dinner served on Saturday and Sunday. Meals are not served between semesters, over holiday periods, or during the summer. Hours of operation are posted at the beginning of each school year. Also available for your convenience are the Briar Grill and CHARGED Coffee Shop where declining balance funds can be used. More information about dining services, meal plans, locations, hours of service, and nutritional information can be found online at [Clifftop Eats](#)
Residential Meal Plans

All resident students living on campus are required to be on a meal plan. Meal plans may be changed only during the first ten days of each semester. Meal plan change forms are available. Students need to Contact the Director of Campus Life and Safety at David.arens@briarcliff.edu for forms to complete. Students living on campus choose from one of four semester meal plans which include: 135 meals + \$500 (for juniors and seniors only), 180 meals + \$500 (Only Available to 2nd, 3rd, 4th year students, 250 meals + \$350, or the 300 meals + \$300 per semester. The meals and declining balance dollars do not transfer from one semester to the next. Please consult the Director of Dining Services at 712-279-1727, with help or questions regarding choosing the right plan.
Commuter Meal Plans

Students who live off campus but want to enjoy the convenience of on-campus dining may purchase a Commuter Meal Plan. Three plans are available including 10, 25, and 50 meals/semester with declining balance dollars also available. These plans do transfer from one semester to the next. For more information on Commuter Meal Plans, please visit our BC Dining website [Clifftop Eats](#). To purchase a Commuter Meal Plan, contact the Director of Dining Services at 712-279-1727.

Meal Plan Cancellations

If a student cancels a meal plan before the end of a semester, meal charges will be assessed based on the total number of full and partial weeks completed through the third week of each semester. If a student cancels a meal plan after the third week, students will be assessed 100% of the meal plan charges for the semester. This applies only to students who have terminated their enrollment during a semester.

Contract Terms

All students living in campus housing must purchase a meal plan. This policy is waived only for serious medical issues directly related to diet, providing that dining services cannot meet those dietary requirements. This condition must be verified by a physician. Contact the Director of Campus Life and Safety and the Director of Food Service at 712-279-1727.

For detailed information regarding residence hall policy and procedures, please refer to the [housing contract](#), or contact the Director of Campus Life and Safety at 712-279-1715.

Maintenance and Custodial Services

Maintenance Building (712) 279-5376

Facilities team is divided into housekeeping, maintenance, and grounds. These crews work together to ensure that our buildings and campus remains a cared for and well-maintained home to all who enter our community.

[Submit a request.](#)

ACADEMIC

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

[Access the Academic Catalog.](#)

ALCOHOL

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

COPYRIGHT

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

DISORDERLY CONDUCT

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

DISRUPTIONS OR PROTEST

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

DRESS CODE

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

DRUGS

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

ELECTRONIC HARASSMENT

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

EXPLOSIVES

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

FAILURE TO COMPLY

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

FIREARMS & WEAPONS

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

FIRE ALARMS

When the fire alarm sounds, all occupants must evacuate. Complete evacuation of buildings is a matter of law. Tampering with fire equipment or alarms is a serious safety issue and is subject to severe disciplinary action including loss of campus housing, suspension, or prosecution under Iowa law. All residents of the building may be held responsible judicially and financially for misuse of fire equipment. **Failure to leave a building when fire alarms sound will result in a fine.**

FIRE PERMIT

Sponsoring groups may request a fire permit through the Sioux City Fire Department. Permit

requests require a minimum of 30 days' notice prior to the event. If a permit is granted, the fire department will send a copy of the permit to the sponsoring organization. Copies need to be left with the Director of Facility Services, and the Office of Academic and Student Affairs.

Even though Briar Cliff University has a valid fire permit, the police, fire department, and campus security have the discretion to revoke the permit at the event.

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

FIRE REGULATIONS AND PROCEDURES

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

GUESTS

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

HARASSMENT

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

HAZING

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

HOUSING CONTRACT

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

IDENTIFICATION CARDS

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

INTERNATIONAL STUDENT CONDUCT POLICY STATEMENT

International students have a unique relationship with the University, and their individual visas and other statuses as students can be impacted by a great number of variables.

International students are expected to exhibit high standards of personal conduct. The University expects all international students to know and follow all campus policies, local laws, state laws, and federal laws and guidelines. Failure to do so on even one occasion, either on or off the campus may result in immediate action or discipline at the discretion of the Provost/Vice President for Academic Affairs or his/her staff designee, including, but not limited to, revocation

of a visa, removal from campus, suspension, or expulsion from the University.

KEYS AND STUDENT ID/GUARD CARDS

Unauthorized possession, use, or duplication of keys or ID/guard cards is prohibited. Lending key and guard cards to another person is prohibited. There's a replacement cost for a keys.

MILITARY DUTY

Briar Cliff pledges full support to members of our military and/or the spouse of a member (*if the member has a dependent child*) of the Iowa National Guard or reserve forces of the United States, and those members who are ordered to state military service or federal service, or duty.

- Academic:
If members of the military and/or the spouse of a member (*if the member has a dependent child*) are called to active duty within an academic semester, Briar Cliff will arrange for them to:
 - Complete courses for which they are registered at an accelerated pace;
 - Receive “delayed” grades so that these courses can be completed at the conclusion of active duty; or
 - Withdraw with a grade of “w” from one or more of the courses for which they are registered.
- Student Fees:
Military members and/or spouses of a member (*if the member has a dependent child*) will receive a full refund of tuition and fee charges for the academic semester in which they completely withdraw from the institution due to a call to active duty. Room and board charges will be refunded based on the percentage of the semester completed.
- Campus Jobs:
Return of campus jobs will be guaranteed to students upon conclusion of their active duty.
- Athletics:
Briar Cliff pledges its support to work with the NAIA to restore a full season of athletic eligibility to any student-athlete who was unable to complete an athletic season because of the call to active duty.

NOISE AND SOUND AMPLIFICATION PERMIT

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

PARKING POLICIES GENERAL INFORMATION

Briar Cliff University provides parking for students, employees, and visitors of the university. Permits are required to park on campus at all times, including spaces designated for disabled persons. Distinct permits will be issued to employees, resident students, and commuter students. All permits will be valid from August 1st to July 31st of each academic year.

Note: Purchasing a permit does not guarantee the availability of an immediate parking space. Please take this into consideration when planning to park on campus.

Application for a BCU parking permit constitutes the applicant's agreement to comply with all

University parking policies as set forth herein. The permit remains the property of BCU, and may not be copied, re-sold, or transferred.

Briar Cliff University accepts no responsibility for loss or damage to any vehicle or its contents, however caused, while parked in any University parking lot or anywhere on campus.

PARKING REGULATIONS

Parking at Briar Cliff University is by permit only. Permits are good for the respective academic year and replacement is required each year. A new and/or replacement permit will not be issued until all parking fines, if any, have been paid in full. A valid parking permit must be displayed at all times to park anywhere on the Briar Cliff University campus.

Permits must be affixed to the lower left-hand corner of the back window of the vehicle. The permit must be fully visible. Failure to properly display a valid permit will result in a citation. Students and employees may not park in designated visitor parking spots for any reason.

Motorists parked (without proper authorization) in a space designated for disabled persons, in a fire lane, or in a no parking area will be ticketed and fined, and may be booted and or towed at the motorist's expense.

Vehicles parked in a restricted lot without a proper permit will be ticketed and fined, and the vehicle may be booted and/or towed at the owner's expense. (See "Restricted Lots").

Short-term parking (30 minutes or less) is permissible for loading/unloading only, indicated by activating the vehicle's hazard (flashing) lights.

Violators of the above regulations will be ticketed and fined as set forth herein.

PARKING DESIGNATIONS

Permits are required for all BCU employees and students for all lots and all campus parking. Failure to comply with Briar Cliff University parking rules and regulations will result in parking citations. Parking in the following lots is restricted as follows: A campus map depicting parking lot designations is available at the Security Office.

Any BCU Permit Allowed: The following lots are open to any permitted BCU vehicle only, where designated.

Lot C (back of Noonan)

Lot E (upper pit)

Lot F (lower pit)

Lot G (gravel lot)

Lot I (Newman Flanagan Center (NFC)/Lower Baxter – up to the bend in front of the NFC)

Lot J (lower Toller)

Lot K (north side of the McCoy Arnold Center)

Lot L (Toller-Alverno)

Lot M (east side of The McCoy Arnold Center)

Lot N (Alverno)

Employees Only: The following lots are reserved for permitted BCU employee vehicles only, where designated.

Lot B (lower level Noonan)

Lot H (Heelan-Theater)

South of Heelan (directly in front of Heelan)

Employee & Event Parking Only: The following lots are open to any permitted BCU employee vehicle & Event Parking only, where & when designated.

Lot I (Newman Flanagan Center (NFC)/Lower Baxter – parking area after the bend directly in front of the NFC)

Employee & BCU Maintenance Parking Only: The following lots are open to any permitted BCU employee vehicle & BCU Maintenance only, where designated.

Lot D Lower Theater

Employees & Visitors Only: The following lots are reserved for permitted BCU employee vehicle and visitors only, where designated.

Lot A (front of Noonan)

Charger Blvd (the hill)

San Damiano Drive (the campus road) B/w Heelan & Library

Clare Court (the road)

PARKING VIOLATIONS, FINES & FEES

Student-incurred parking fines and/or fees will be billed to student accounts, subject to student account policies and guidelines.

Employee-incurred parking fines and/or fees will be deducted from the employee's next BCU paycheck.

Any vehicle that has been ticketed and fined three times in an academic year will be towed, or booted, as appropriate (said appropriateness determined at BCU Security's sole discretion), and student violators may be subject to discipline in accordance with the Briar Cliff University Student Code of Conduct.

Department	Reason	Purpose	Type	Frequency	2025-2026
Safety & Security	Parking Permit	Resident Student	Fee	Annual	\$95.00
Safety & Security	Parking Permit	Commuter Student	Fee	Annual	\$95.00
Safety & Security	Parking Permit	Employee	Fee	As Needed	\$ -
Safety & Security	Parking Permit	Replacement	Fee	As Needed	\$5.00
Safety & Security	Parking Violation	Register & Display Permit	Citation	By Violation	\$80.00
Safety & Security	Parking Violation	Unauthorized in Handicapped	Citation	By Violation	\$200.00
Safety & Security	Parking Violation	Unauthorized Use of a Parking Permit	Citation	By Violation	\$150.00
Safety & Security	Parking Violation	Illegal Parking	Citation	By Violation	\$50.00
Safety & Security	Parking Violation	Failure to Display ID	Citation	By Violation	\$35.00
Safety & Security	Parking Violation	Unauthorized Zone	Citation	By Violation	\$50.00

Safety & Security	Parking Violation	Blocking Sidewalk	Citation	By Violation	\$35.00
Safety & Security	Parking Violation	Loading Zone	Citation	By Violation	\$40.00
Safety & Security	Parking Violation	Grass Area	Citation	By Violation	\$35.00
Safety & Security	Parking Violation	Reserved Stall	Citation	By Violation	\$35.00
Safety & Security	Parking Violation	Unattended Vehicle	Citation	By Violation	\$35.00
Safety & Security	Parking Violation	Improper Parking	Citation	By Violation	\$35.00
Safety & Security	Parking Violation	Reckless Driving, Wrong Way	Citation	By Violation	\$60.00
Safety & Security	Parking Violation	Failure to Have Control, Excess Speed	Citation	By Violation	\$60.00
Safety & Security	Parking Violation	Parking in Fire Lane or Driveway	Citation	By Violation	\$100.00
Safety & Security	Parking Violation	Failure to Stop for Pedestrians in Crosswalk or at Stop Signs	Citation	By Violation	\$60.00
Safety & Security	Parking Violation	Immobilization/Boot Fee	Citation	By Violation	\$100.00
Safety & Security	Parking Violation	Second and Subsequent Violations Double the Fine	Citation	By Violation	\$70.00
Safety & Security	Parking Violation	Towing	Citation	By Violation	Tow Charge
Safety & Security	Parking Violation	Failure to Display Permit	Citation	By Violation	\$5.00

APPEALS PROCESS

Parking tickets may be appealed in writing to the Director of Campus Life and Safety or Assistant Director of Security within 7 calendar days of the ticket issuance date. Students and employees will be notified of the status of their appeal in writing within 30 days of the filing of said appeal. E-mail correspondence shall satisfy the “in writing” requirements set forth herein.

NOTE: Ignorance of these regulations or inability to find a “convenient” or “acceptable” parking spot is unacceptable as grounds for said appeal.

VISITOR PARKING

Visitors may only park in designated spots. Visitors may only park in Handicapped Parking stalls if they are displaying a valid Handicapped Parking permit.

An overnight visitor/guest and host will need to obtain a Guest Parking Permit from the Security Office after they have received permission from the Residence Life Coordinator for the guest to be on campus. The visitor/guest must park in the same lot as his/her host. All visitor/guest vehicles are subject to all parking regulations. Any tickets issued to a visitor/guest must be paid for in full at the Briar Cliff University Business Office within 7 calendar days of issuance or they will be added as a charge to the host student’s account.

Only registered residential students may park overnight on BCU’s campus. Prior approval from the Security Office must be obtained for any visitor or employee to park overnight on campus.

DISABLED PERSONS PARKING

Students and employees parking in a Handicapped Parking stall must visibly display both their state-issued Handicapped Parking permit and BCU parking permit at all times.

OBTAINING A BCU PARKING PERMIT

To obtain a BCU parking permit, visit the Security Office to complete the requisite form. No permit will be issued without a complete form on file. Permits will not be mailed.

The total price for a student permit will be billed to student accounts. Employee permits are free of charge but require the completion of the aforementioned requisite form, available at the Security Office.

TEMPORARY PERMITS

If a student or permitted BCU employee is driving a different vehicle for a day, or a temporary period of time, a temporary parking permit must be obtained from the security staff. Temporary parking permits must be visibly displayed on the driver's side of the dashboard. Temporary permit holders are subject to all university parking rules as set forth herein.

PARKING PERMIT FEES - ANNUAL

Student and Employee permits are for the academic year (August 1st to July 31st of each academic year).

REPLACEMENT PARKING PERMITS

Replacement decals for permanent parking permits can be obtained in the Security Office. You must bring in your old permit, or know the number. To obtain a replacement permit, contact the Security Office. Replacement permits are \$5.00. All fines must be paid in full before a replacement permit will be issued.

NOTE: Please remember to remove your permit before selling or trading in your vehicle.

PROPERTY DAMAGE

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

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

SECURITY

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

SKATEBOARDS

The following activities are prohibited: acrobatics (e.g., jumping on or over steps, benches, walls, rails, bike racks, etc.); excessive speed; blocking pedestrian paths, skateboarding near doorways, sidewalks, ramps, malls, hallways, etc.); and any activity which reasonably presents a risk of injury to persons or damage to property. All traffic, including pedestrians, has the right of way. Furthermore, any participant who is involved in an accident on University property may be held liable for causing physical injury or property damage. Students are encouraged to wear helmets. The following forms of transportation are included in this policy roller skates,

rollerblades, heelee skates, longboards, scooters, etc.

SEARCHES

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

SEGWAYS/HOVERBOARD/RECREATIONAL DRONE DEVICES

The use and/or possession of hands-free Segway (Swagway), Hoverboards, self-balancing scooters, and recreational drones are **banned** on the Briar Cliff University campus. This includes all buildings, sidewalks, and public areas. If you use or possess any of these devices on any Briar Cliff University property, the device will be confiscated by Campus Security and/or Residence Life and held until the device can be safely removed from University property. Subsequent violations will be subject to disciplinary action, which may include monetary fines.

SERVICE AND ASSISTANCE ANIMAL POLICY

Policy Statement

It is the policy of Briar Cliff University to comply with the Fair Housing Act and other applicable Federal and State laws that prohibit discrimination based on an existing disability. In keeping with this obligation, Briar Cliff University has adopted this policy concerning **Emotional Support Animals (ESAs)**. This policy sets forth the procedures for requesting an ESA and the responsibilities of students who have ESAs in University Residence Halls.

Purpose

An ESA is an animal providing emotional or other support to ameliorate one or more identified symptoms or effects of an existing disability. An ESA is not a “service animal” as defined by the ADA Amendment Act; nor is it a pet.

Anyone requesting an ESA must have an identifiable disability as determined by a physician or mental health professional. The animal must be necessary to afford the person with a disability an equal opportunity to use and enjoy campus housing. There must be an identifiable relationship between disability and the assistance the animal provides.

Each request for an ESA will be evaluated on a case-by-case basis outlined in this policy considering the individual request and the rules of the University community.

Scope

Briar Cliff University reserves the right to immediately correct potentially harmful situations, including entry into the student’s private residential area and removal of an ESA. In connection therewith, Briar Cliff University retains the right to remove and board the animal at the student’s expense.

ESA application and documentation must be completed each year a support animal is

requested.

Briar Cliff University reserves the right to amend this policy as circumstances require.

Definitions

Emotional support animals are companion animals who help their owners cope with the challenges associated with emotional and mental health conditions (such as depression and anxiety) by providing comfort with their presence. Unlike service and therapy dogs, emotional support animals are not expected to perform specific tasks related to their owner's condition, nor must they adhere to any behavior standards or training. Their presence alone is what is thought to provide their owner with solace and therapeutic benefits. Emotional support animals are not allowed in public places, except for air travel, which requires special documentation. The Fair Housing Act requires that most housing units accommodate emotional support animals with appropriate documentation.

Policy Requirements

Requesting Accommodation for an ESA

A person desiring the assistance of an ESA must first provide the following verification to the Office of Residence Life that they have a qualifying disability and that the animal is needed. The person's health care provider, who is familiar with the professional literature concerning the assistive and/or therapeutic benefits of ESAs for people with disabilities, must submit a signed letter on professional letterhead, expressing the following:

1. The provider's recommendation based on the person's condition.
2. The provider's opinion that the condition qualifies as a disability under federal law, including the major life activities which are substantially limited by the disability.
3. The provider must give their professional opinion of how the person's documented disability relates to the necessity of the animal's presence in university housing.
4. The provider's description of what function(s) the animal will specifically provide.

Examples of a "health care provider" may be a licensed therapist/counselor, psychologist, psychiatrist, or primary care provider and must be either from the student's hometown or who has a standing relationship with the student. The letter must be dated less than one year from the request.

1. In addition to the above documentation from a health care provider, the person must provide the following documentation before being considered for the accommodation of an ESA: BCU's Application for an ESA, including an emergency contact person who does not live on-campus at BCU.
2. BCU's ESA Medical Documentation.
3. BCU's ESA Veterinary Documentation.
4. Record of up-to-date Vaccinations of the ESA.
5. BCU's Roommate Agreement Form (below) can be either emailed or attached to the application.
6. BCU's Emergency Contact Form (below) can be either emailed or attached to the application.
7. A clear full-bodied photograph of the ESA (jpg., png., etc.).

The required documentation may be scanned/emailed or delivered (as one full document) in

person to The Office of Residence Life. Pictures of documents will not be accepted. Contact information is as follows:

Office of Residence Life
3303 Rebecca Street
Sioux City, Iowa 51106
Phone: 712-279-1715
Email: Residence.Life@briarcliff.edu

Submission of an ESA application must be submitted at least 60 days prior to the student's desired approval date.

The ESA Committee will review documentation and, if the office determines that an ESA will be approved, the Director of Residence Life shall meet with the person requesting that ESA. This policy will be carefully reviewed with the person at that time and an interactive dialogue will take place to determine whether the animal is a reasonable accommodation and the impact of the animal in university housing. If approved, the owner will need to sign a Statement of Acknowledgement of The ESA Agreement. **The Director of Residence Life reserves the right to request additional clinical information from the professional who provided the initial letter of recommendation for the ESA.**

If you have questions about the requirement for documentation, please contact the Office of Residence Life. Approvals are given for the same academic year as requested. If continued assistance is needed by an ESA, a follow-up application will need to be submitted yearly.

If the request is denied, the student may appeal the decision, in writing, to the Associate Provost for Student Success and Student Life or their designee, within five days of the decision.

Expectations

For a student to have an ESA reside with them in on-campus housing for a documented disability need, the student must comply with the following expectations listed below.

Age Requirements

- Age requirements for the following types of animals are in place.
 - Dogs must be at least 2 years old.
 - Cats must be at least 3 months old.
- Please inquire about the age requirements of other animals.

Animal Behavior

- An exception to the animal and pet policy is granted for approved animals provided that their behavior, noise, odor, and waste do not exceed reasonable standards for a well-behaved animal and that these factors do not create unreasonable disruptions for other residents. If the noise (especially when the resident isn't around) from the animal is heard in the room, it can be grounds to terminate the ESA Agreement.
- If the noise (crying, barking, meowing, etc., especially when the student is not around) is excessive, as judged by residence life staff, it is grounds to rescind permission for the specific ESA to be in campus housing.
- There must be a prior relationship with the animal for at least 6 months so that the owner is able to attest to the animal's temperament and behavior around other people and

animals.

- The exception to the university pet policy is limited to the specified residence hall that the resident resides in. The ESA cannot be taken into classrooms, facilities (football stadium, soccer field, softball/baseball complex, etc.), or other buildings on campus. When a student leaves campus for weekends, breaks, or any other long period of time (approximately more than 4 hours) the ESA must go with the student. ESAs may not be left with friends or roommates who live on campus to take responsibility while gone. Arrangements should be made with a local boarding facility to care for the animal while the owner is away.

Animal Health and Well-Being

- Students must comply with all state laws and local animal ordinances. The animal must have all veterinarian-recommended vaccinations to maintain its health and prevent contagious diseases. Proof of vaccination is required before moving the animal into the residence halls. Any new vaccinations or boosters that the ESA needs throughout the academic year should be submitted to the Office for Residence Life within 2 weeks of being obtained. The university reserves the right to request an updated verification of vaccinations at any time during the animal's residency.
- The Office of Residence Life may place other reasonable conditions or restrictions on the animal depending on its nature and characteristics of the animal.

Animal Cleanliness

- Dogs as ESAs must be "housebroken" and cats as ESAs must be litter box trained. The student is responsible for properly containing and disposing of all animal waste. Animal litter must be placed in a sturdy plastic bag and tied securely before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats, preferably on hard-surfaced floors, so that feces and urine are not tracked onto carpeted surfaces. Other smaller animals (i.e. gerbils, rabbits, guinea pigs, etc.) are not to be left running loose in the student's room.
- The student's residence may be inspected for fleas, ticks, or other pests once per semester or as needed. The Office of Residence Life staff will schedule the inspection. If fleas, ticks, or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a university-approved pest control service. The resident will be billed for the expense of any pest treatment above and beyond normally required pest management.

Student Responsibilities

- The student is responsible for assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for residents who reside there. Sensitivity to residents with allergies and to those who fear animals is important to ensure the peace of the residential community.
- The student must put the animal in a kennel or crate whenever the owner leaves the room. This is to ensure the safety of not only the pet itself (to keep from running out when someone walks in) but also to protect students and staff.
- The student is financially responsible for the actions of the animal including bodily injury or property damage including but not limited to any replacement of furniture, carpet, window, wall covering, etc. The student is expected to cover these costs, when and if incurred.
- The student is responsible for any expenses that are required due to costs incurred for cleaning which are above and beyond a normal cleaning or for repairs to university

premises. The university shall have the right to bill the resident's account for unmet obligations.

- The student must effectively always control the animal. Those that are taken out of the residence hall room must be always on a physical leash (no longer than 6 feet in length), including when outside of the residence halls. The animal cannot pose a threat to the health or safety of others. If the student cannot effectively control the animal, or if the animal poses a direct threat to the health or safety of others, the permission to keep that animal in university housing will be rescinded.
- The student is responsible for the behavior of the ESA. Any biting or other aggressive behaviors on the part of the ESA will not be tolerated. This behavior could result in removing the ESA from Briar Cliff University.
- Only one ESA is allowed per resident. ESAs in residence halls must be able to tolerate the small room size and other unique aspects of residence hall living and not disrupt the learning environment of the residence halls, or the safety and comfort of other residents. ESAs are not allowed in community lounge areas.
- The student must notify the Office of Residence Life in writing if the animal is no longer needed as an ESA or is no longer in residence. To replace the animal with a different animal, the student must file a new request.
- The Office of Residence Life has the right to relocate the student and the animal as necessary per current contractual agreements.
- All other residential policies apply.
- Any violation of the above rules may result in a fine of \$100 per incident and/or immediate removal of the animal from the university. The incident will be reviewed through the student conduct process and the student will be afforded all rights of due process and appeal as outlined in that process.
- Should the animal be removed from the premises for any reason, the student is required to fulfill one's housing obligations for the remainder of the housing contract. If a single room is being requested, please contact the Office of Residence Life at Residence.Life@briarcliff.edu.

Unregistered Animals

- Unregistered animals found in Briar Cliff housing must be removed immediately and taken home or boarded at the owner's expense. Animal owners will be given a \$500.00 fine.
- If owners would like to pursue officially having an ESA they must follow policy procedures and documentation, and await the next scheduled ESA committee meeting for approval.

Responsibilities

Department of Residence Life

Forms & Procedures

[Emotional Support Animal Application](#)

Emotional Support Animal Provider Documentation

Licensed Health Care Provider Official Referral Letter

Emotional Support Animal Veterinary Documentation

Briar Cliff University Emotional Support Animal Roommate Agreement Form

Emergency Contact Consent for Emotional Support Animal

Related Policy Information

[Student Handbook](#)

[Family Educational Rights and Privacy Act \(FERPA\)](#)

[Fair Housing Act](#)

SMOKING\TOBACCO

In compliance with Iowa state law, Briar Cliff University is a smoke-free campus. In addition, the use of chewing tobacco, electronic cigarettes, and vapor cigarettes/devices are also prohibited.

SOLICITATION

In general, the University prohibits unauthorized solicitation on the Briar Cliff main campus and all properties. The following statements govern individuals, groups, and outside organizations that wish to solicit students and/or employees, sell products and/or services, and promote these products and services.

- Off-Campus Representatives:
 - Off-campus Individuals or companies wishing to distribute or sell their services or products must be authorized to do so by the Vice President of Administration.
 - A company representative, seeking students for employment part-time or full-time, must see the Compass Career Navigator for authorization to post advertising and to schedule a visit to the campus.
- On-Campus Organizations:
 - Selling, soliciting, or promotion of services or product sales must be coordinated with the Vice President of Administration. If an organization is selling or soliciting services or products to raise money for the organization, the request must also be coordinated by the Vice President for University Advancement.
 - Selling or soliciting by recognized Briar Cliff organizations must occur only in campus building lobbies and does not include residence halls. Door-to-door selling in any campus building is prohibited.
- Individual Selling:
 - Individual students selling services or products cannot sell door-to-door in any campus building or set up displays for individual gain. Acceptable notices (posters, newspaper ads) may be used to promote sales. Posters must be approved in the Office of Student Affairs. Briar Cliff University resources (i.e., residence hall rooms, campus network resources) cannot be used for commercial selling or solicitation. Any questions concerning the above policy should be directed to the Office of Student Affairs.
- Fundraising:
 - All solicitation, fundraising, and related events must be approved by the Vice President of University Advancement. When University facilities are requested, the event must also be approved by the Vice President for Administration.

STATEMENTS ON AIDS

Statement on AIDS

Current knowledge affirms that persons testing Human Immunodeficiency Virus (HIV) positive do not pose a health risk to others in an academic setting. The American College Health

Association (ACHA) states that there is no risk created by casual contact with an infected person. Briar Cliff University supports the ACHA recommendation that institutions do not adopt blanket policies concerning students with AIDS-related conditions, but rather respond to each case specifically. The Director of Health Services and Associate Provost of Student Success and Life will:

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

ADDITIONAL CONSIDERATIONS FOR PREVENTION OF AIDS

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.

Toothbrushes, razors, and other implements that may become contaminated with blood should not be shared.

STUDENT ORGANIZATIONS GUIDELINES AND PROCEDURES

Responsibility for Coordination

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

Official Recognition

To gain official recognition as an organization or to start a new organization a group needs to fill out a Student Organization Form, which is available from the Assistant Director of Residence Life. Once completed, this form needs to be returned to the Assistant Director of Residence Life, and a review of the application will be done by members of the Office of Academic and Student Affairs. The new organization will then be asked to give a short presentation on the mission of their group to the Briar Cliff Student Government (BCSG). Following the recommendation from BCSG, members of the Academic and Student Affairs staff, including the Associate Provost of Student Success and Life will rule on the official recognition of the new organization.

Maintaining Official Recognition

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

- Updated roster of officers and advisors, with signatures must be on file with the Assistant Director of Residence Life.
- A current constitution for the organization must be on file at all times.

Loss of Recognition

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

General Guidelines

All organizations will comply with the Equal Opportunity Policy of Briar Cliff University.

Additionally, organizations must be open to all BCU students.

Advisors

- **Selection of Advisor**
Each student organization is required to have at least one advisor, who will be either appointed by Briar Cliff University or otherwise chosen by the members of the group itself. The appointment, usually for one year, may be renewed and continued as long as it is the desire of the group and is acceptable to the advisor. The principal advisor must be a member of the faculty or administrative staff. Additional advisors may be faculty spouses, alumni, or interested members of the Siouxland community.
- **Role of Advisor**
An advisor should play major roles in the organization:
 - Leadership – participation without domination.
 - Counseling advice as a resource person.

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

Advisors' Responsibility Statement

Every organization must have an advisor who is on the BCU faculty or professional staff. The advisor serves as an ally, a resource, and a liaison between the University and the organization.

Organizations should give advisors copies of their charters and by-laws. Advisors should have a clear understanding of the organizations' goals and objectives.

Advisors must be informed of organizations' meetings and attend as often as possible. Advisors should receive minutes of meetings.

Advisors should attend the organization's social functions on and off campus. Advisors are the official spokespersons for BCU at the function.

Constitution

Minimal requirements for Constitutions Name of the organization

- A statement of goals, purposes, and activities
- The organization and its activities, including membership eligibility, will be in line with BCU's Equal Opportunity Policy
- Procedure for succession of officers
- A statement that no elected or appointed officer and member will be allowed to participate if they no longer are officially enrolled full-time at Briar Cliff University or are on social probation or have below a minimum 2.00 cumulative grade point average. Seniors in the final semester are exempt from the full-time requirement if they need fewer hours to graduate.
- Impeachment proceedings given and explained clearly
- An explanation of general membership requirements and qualifications for officers and members

- Provision for an advisor, selection procedures, and specified duties
- List of standing committees and committee procedure, if applicable
- Procedure for amending the constitution

SIGNPOSTING POLICY

Policy Statement

The following guidelines have been developed to govern the handling of posters and flyers around campus. This is to comply with the fire code, prevent damage to walls and surfaces, and ensure that signs align with Briar Cliff University's values and expectations as a Catholic Franciscan institution. All parties wishing to post signs on campus are expected to adhere to this policy.

Policy Requirements

All signs must be approved by Marketing and must have the BCU stamp of approval. Email a PDF, JPG, or PNG version of your sign to Marketing@briarcliff.edu or stop by Noonan Hall, University Relations – Marketing, with pre-printed signs (i.e. promoting external events such as Sioux City Symphony). Please allow up to five business days for approval.

All signs must include the following to be approved for posting on the Briar Cliff University campus:

1. Title of event/program.
2. Date of event/program.
3. Time of event/program/deadline to enroll.
4. Location of event/program/location to submit registration.
5. University office/department or student organization sponsoring event/program.
6. All signs/posters must have the University stamp of approval before being hung on campus.

Please adhere to the following hanging guidelines:

- The hanging and printing of internal posters are limited to 14 (6 not including residence halls). If you are hanging posters off campus, please make a note in the [marketing request form](#) with how many you would like printed.
- Posters are only allowed in the following public areas:
 - Stark
 - Brick wall across from admissions
 - Heelan
 - Ground floor entrance wall by the “new” elevator (inside the frame)
 - Under the old stairs (overflow of elevator wall)
 - Ground through 3rd-floor water fountains and bathroom walls
 - Office doors
 - Department boards
 - Residence Halls
 - Limited to 2 posters per hall
- No signs are to be posted on the stairwell doors or the interior of elevators.
- Signs may not be derogatory to individuals or groups.
- Signs may not promote alcohol or drug use.
- Signs should be carefully proofread for spelling and grammatical errors. If mistakes are found, you will be asked to correct them.
- Signs falling, outdated, or in poor condition will be removed.
- Masking tape/painter's tape should always be used to keep surfaces clean and

- undamaged. No duct, packing, or scotch tape is allowed.
- University departments and student organizations are responsible for maintaining their signs and removing them after the event. The approval stamp includes a date the posters must be taken down. Failure to adhere to this policy may result in the loss of posting privileges.
- Poster approval is limited to one academic year. Posters must be resubmitted at the beginning of each year and may not be carried out year-over-year.
- Posters, pictures, and other signage on the outside of residence hall room doors or windows are subject to these guidelines.
- Signs will be removed if they do not follow these guidelines.
- Failure to adhere to these guidelines will result in possible revocation of posting privileges.

To request additional marketing for your event, make a note on the [marketing request form](#) on the employee portal. At the discretion of the marketing department, in collaboration with the event host, the advertisement will be shared through multiple social platforms including Snapchat takeovers, Instagram stories, Facebook events, and social posts, as mutually agreed upon.

Purpose

This policy is intended to help streamline advertisements within Briar Cliff University facilities. Doing so allows for the campus to maintain non-expired materials, cleaner facilities, and less damage to non-approved areas.

Scope

Any requestee of advertising materials on the Briar Cliff University campus.

Related Policy Information

- [Student Handbook](#)
- Advertising:
 - [Marketing request form](#)
 - Social Media Policy
- Solicitation Policy

Exclusions

- Any communication approved by the college Incident Response Team and/or Public Safety Authorities.
- Any communication related to campus closure.
- Any communication related to enrollment approved by the Vice President of Enrollment Management.
- Department bulletin boards do not abide by the printing limitations as noted.

Definitions

Posters are material with information on them. This includes posters in the traditional sense, table tents, and fliers.

Responsibilities

University Relations – Marketing & Communications

Appendices

Briar Cliff University defends the right to free speech and expression on campus and actively

promotes the civil exchange of ideas. In the spirit of the latter, the community is urged to reconsider creating and distributing posters or flyers containing material or language that could be construed as malicious toward or dangerous to other responsible members of the community.

Unauthorized posters may, at the discretion of staff, be removed.

RESPONSIBILITY STATEMENT FOR STUDENTS SERVING ON CAMPUS COMMITTEES

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

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

ESTABLISHING A NEW ORGANIZATION

Students interested in establishing a new student organization should contact the Assistant Director of Residence Life for further guidelines.

STUDENT RECORDS

Student Records Policy and Notification of Rights under FERPA

The federal Family Educational Rights and Privacy Act (FERPA) provides eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day Briar Cliff University receives a request for access. A student should submit to the registrar, Provost/Vice President of Academic and Student Affairs, Chair of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to request an amendment to a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the University decides not to amend the record as requested, the student will be notified in

writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

1. The right to provide written consent before the University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, Briar Cliff will maintain a record of disclosures. Students have a right to inspect and review the record of disclosures. Briar Cliff University may disclose PII from a student's education records without obtaining prior written consent of the student –

- To "school officials" with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the University who performs an institutional service or function for which the University would otherwise use its own employees and who is under the direct control of the University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University.
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State- supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State- supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as “directory information” under §99.37. (§99.31(a)(11)) The University has designated the following as directory information:

Briar Cliff University has designated the following types of information as Directory Information:

Student’s name, parents’ name(s), date and place of birth, high school or previous educational institution attended, local and permanent address, university email address, identifiable video and photographs, including those used for marketing purposes, telephone listing, enrollment status and classification, student employment information, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received.

To review the Directory Information Notice and understand your rights regarding Release of Student Information, please visit <https://www.briarcliff.edu/legal-and-consumer/directory-release-rights/>

- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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

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

Directory Information Notice
[Release of Student Information]

- The Family Educational Rights and Privacy Act (FERPA), a Federal law, provides certain privacy protections for a student’s education records.
- Most information in a student’s education record is considered confidential and is not

released without the student's prior written consent. However, there are some exceptions to that rule. The Student Records policy in the Student Handbook explains in further detail the types of disclosures that the University may make without a student's consent. One such disclosure is of information referred to as "Directory Information." Directory Information is information contained in a student's education record which would not generally be considered harmful or an invasion of privacy if disclosed.

- Briar Cliff University has designated the following types of information as Directory Information:
Student's name, parents' name(s), date and place of birth, high school or previous educational institution attended, local and permanent address, university email address, identifiable video and photographs, including those used for marketing purposes, telephone listing, enrollment status and classification, student employment information, dates of attendance, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received.
- A student who does not want his or her directory information to be disclosed by the University must complete a "Request to Withhold Directory Information" form and submit it to the Registrar's Office, Noonan Hall Room NO-107 or 108. The deadline for submitting this form **within the first 3 weeks of each semester**.
- A student may direct the withholding of any or all of the types of information listed as Directory Information above.
- The effect of submitting a "Request to Withhold Directory Information" form may be to:
 - Prevent the release of attendance, withdrawal or graduation information even after the student leaves the University. To deactivate the hold, the student would need to submit a new written authorization.
 - Prevent the release of directory information on official Briar Cliff University websites, or publications, such as honor rolls, graduation programs, playbills, roster information for athletic teams, and similar types of publications.
 - Prevent the University from releasing student contact information.
- Any questions concerning this policy, or these procedures should be directed to the Registrar's Office.

THEFT

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

VANDALISM

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

NAIA Required Day Off

Definition of Day Off:

During the academic year (fall and spring semesters), all countable athletic related activities shall be prohibited at least one day per 7-day period. In the case where the normal day off is not Sunday, another day must be given off during the week. Exceptions are permitted during any vacation periods indicated in the University academic calendar (semester breaks, holidays).

Definition of Countable Athletic Related Activities:

Any required activity with an athletics purpose that involves student-athletes and is directed or supervised by any person on the coaching staff, including strength and conditioning coaches.

Countable Athletic Related Activities (not permitted on the day off):

- Competition (Varsity and JV)
- Scrimmages, exhibitions (Varsity and JV)
- Practice
 - Includes activities such as: shoot arounds, 7 v 7, scouting practices, mandatory open gyms/fields, and recovery days
- Individual or small group workouts/practices, skill instruction
- Strength and Conditioning activities
- Team, small group, or individual film sessions
- Team, small group, or individual meetings
- Team travel unless deemed necessary (see below in Noncountable Athletic Related Activities)
- Workouts/practices with recruits
- Required participation in camps/clinics
- Any use of Briar Cliff University facilities when activities are supervised by a member of the coaching staff

Noncountable Athletic Related Activities (permitted on the day off):

- Study halls, tutoring
- Community service
- Team building activities
- Fundraising activities
- Medical examinations, treatment, and/or rehabilitation with the sports medicine staff
- Meetings with a coach initiated by a student-athlete as long as no countable athletic-related activities occur
- Meetings and tours with recruits
- Team travel if deemed necessary (no countable athletic-related activities can occur during the travel day if it is the designated day off during that 7-day period)
 - Travel on the designated day off during a 7-day period must be approved by the Executive Athletic Director or Associate Athletic Director

Circumstances That Do Not Require a Day Off During a 7-day period:

- Preseason practices/activities that occur before the first day of first semester classes in August
- Postseason competition schedule that spans a period equal to or greater than 7 days
- Special trips such as winter or spring break trips where a team is away for equal to or greater than 7 days
- Multi-sport athletes may not be guaranteed the mandatory day off if their sports' schedules overlap
- Extenuating circumstances may arise that require an exemption. These circumstances will be reviewed with the Head Coach, Executive Athletic Director, and Associate Athletic Director

Political Candidates Policy

Policy Statement

Briar Cliff University supports civic engagement and recognizes the educational value of political discourse. As part of our mission to foster informed and responsible citizenship, the University may host political candidates in a manner that is consistent with our status as a 501(c)(3) tax-exempt, nonpartisan institution.

Purpose

The primary goal of candidate appearances on campus is to educate students and the campus community on political processes, issues, and platforms. These events are not intended to endorse, support, or oppose any candidate or political party.

Policy Requirements

General Guidelines

- The University maintains strict neutrality in all political matters and does not endorse or oppose candidates for public office.
- Any candidate's appearance must be educational in nature and must not involve campaigning or fundraising.
- Candidates, or their official designees, may only be invited to campus through approved processes outlined below.

Sponsorship and Approval

- Recognized student organizations and individual faculty or staff members may sponsor a political candidate's visit, pending approval.
- All student group invitations must be pre-approved by the organization's advisor.
- The Vice President for Academic and Student Affairs must review and approve all candidate visits prior to scheduling. The Vice President will ensure the request complies with University policy and IRS regulations.

Appearances Without a Campus Sponsor

If no faculty member or student organization is available to sponsor a candidate:

- The Vice President for Academic and Student Affairs may consider an exception if the event serves a legitimate educational purpose and can be conducted in a nonpartisan, neutral format.
- In such cases, the University will act as host and must ensure equal opportunity is allowed to other candidates for the same office upon request.
- All exception requests must be reviewed in consultation with the Office of the President, if necessary.

Equal Access and Nonpartisanship

- If one candidate for a particular public office is invited to speak, other qualified candidates must be allowed a comparable opportunity to appear upon request.
- Political events must not be structured as campaign rallies, endorsements, or fundraising efforts.
- The sponsoring employee or student representative must attend and serve as host.
- University employees may not introduce candidates or appear to endorse them in their official capacity.

Use of Campus Facilities and Resources

- All political candidate events must comply with facility use policies.
- Candidates or their representatives must pay the full published rental rate for any space or services used.

- Facilities may not be provided in-kind, discounted, or donated, as doing so may violate federal law governing nonprofit institutions by creating the appearance of political favoritism.
- Campaign materials may not be distributed using University resources or platforms.
- Candidates may not rent space for campaign events unless approved through this process and in accordance with all University and IRS policies.
- Fundraising is strictly prohibited during any event involving a political candidate.
- Student political groups may use campus communication systems to promote educational events, but not to endorse candidates or solicit donations.

Scheduling Limitations

- Political candidate appearances are not permitted during University breaks, final exam periods, or summer months, unless approved as an exception by the Vice President for Academic and Student Affairs.
- All logistics (room reservation, security, facilities, etc.) must be coordinated through appropriate University channels only after final approval is granted.

Public Communication

Any press releases or external announcements regarding a political candidate's appearance on campus must include the following disclaimer:

"Briar Cliff University does not endorse or support any candidate for political office."

Scope

This policy applies to all Briar Cliff University faculty, staff, students, recognized student organizations, and external parties seeking to host, sponsor, or invite political candidates or their representatives to campus. It governs all University-controlled facilities, platforms, and resources, regardless of the candidate's level of office, political affiliation, or the nature of the event.

Definitions

Political Candidate: An individual who has publicly declared their intent to run for public office, is actively campaigning, or has qualified for placement on a ballot at the local, state, or federal level.

Campaign Activity: Any action that promotes or opposes a candidate for public office, including fundraising, endorsements, distributing campaign materials, or organizing rallies.

Official Designee: An individual authorized by a political candidate to speak or appear on their behalf, including campaign staff, surrogates, or representatives.

Sponsoring Organization or Individual: A currently enrolled student organization, faculty member, or staff member who formally requests and assumes responsibility for hosting a political candidate event in accordance with University policy.

Equal Access: Providing comparable opportunities for all qualified candidates for the same public office to appear on campus under the same terms and conditions.

Fundraising: Any solicitation of financial contributions, ticket sales, donations, or in-kind support for a political candidate, party, or campaign-related cause.

Responsibilities

- Academic and Student Affairs
- University Relations
 - Marketing & Communications
 - Events

Student Location & Professional Licensure Disclosure Policy

Policy Statement

In compliance with federal regulations (34 CFR 668.43) and state requirements, Briar Cliff University must determine each student's state or territory of residence at the time of initial enrollment, the point when admitted but not yet registered in the program. This determination supports:

- Accurate state-specific professional licensure disclosures,
- Appropriate compliance with distance education and state authorization rules.

Purpose

In compliance with federal regulations (34 CFR 668.43) and state requirements, Briar Cliff University must determine each student's state or territory of residence at the time of initial enrollment, the point when admitted but not yet registered in the program. This determination supports:

- Accurate state-specific professional licensure disclosures,
- Appropriate compliance with distance education and state authorization rules.

Policy Requirements

Determining Student Location

Student location is determined by Briar Cliff University at the time of initial enrollment in a degree program and is used to assess whether state-specific professional licensure disclosures are required. The University defines student location as follows:

1. On-Campus Students

Any applicant to or student enrolled in an on-campus degree program will be considered to be located in Iowa, regardless of their permanent or mailing address.

2. Distance Education Students

An applicant to or student enrolled in a distance education program (online or hybrid) will be considered to be located in the U.S. state or territory associated with their residing address as reported to the University and recorded in the student information system.

- If an applicant's residing address is in a state where their intended program does not meet educational requirements for licensure, they will be contacted individually in accordance with federal regulations.
- In such communication, the applicant will be asked where they intend to reside during the first term of enrollment. If this differs from their current address, the intended address will be entered into the student information system and used for the purposes of this policy.

3. International Students

Any student whose residing address does not include a U.S. state or territory (i.e., is living outside of the United States) will be considered to be located in Iowa for the purposes of professional licensure disclosure.

If none of the above apply, the student's location is deemed the U.S. state or territory recorded as their Legal/Home/Permanent Address at initial enrollment.

Professional Licensure Disclosure

For degree programs that lead to professional licensure or certification, Briar Cliff University will provide students with state-specific information if licensure requirements differ based on their location. This includes:

- Whether the curriculum meets licensure requirements.
- Any additional steps needed to obtain licensure.

States Not Meeting Professional Licensure Requirements

If you are from a state that “does not meet” the requirements, there are two steps students need to take.

1. Research the requirements of the state you wish to practice.
2. Read and complete a written attestation understanding that your program “does not meet” requirements in the state you intend to seek licensure/employment upon graduation by [clicking here](#). If left undone, this could result in a registration hold for the following semester until completed.

Disclosure Notification

- **Individual**

Individual disclosures must be in writing (email, letter, or printed on program documents) and be provided to current and prospective students in the following circumstances:

- The program does not meet the educational requirements for initial licensure or certification.
- For current students, if the program is determined to no longer meet the educational requirements of the professional licensure program, the student is to be notified within 14 days of the institution discovering the program no longer meets the licensure requirements.

Following the start of each term (Fall and Spring), the Registrar’s Office will identify current students who have submitted a change of location or change of major and provide written disclosure if the program does not meet the educational requirements for initial licensure/certification in the state which the student is located in, or if the program has not made a determination regarding whether the program meets the educational requirements for initial licensure/certification.

- **Public Disclosure**

Briar Cliff University will publicly disclose all professional licensure and certification requirements for each program that is designed to meet educational requirements for licensure. These disclosures will be maintained and accessible on the University's official website and will include whether the program meets, does not meet, or has not yet been determined to meet the educational requirements for professional licensure in each U.S. state and territory. This information will be updated regularly and is provided to ensure transparency and to help prospective and current students make informed decisions about their educational pathways and professional goals.

Scope

Responsibilities & Process

- **Admissions:** Collects accurate residing address at application and provides initial disclosure notifications. Collects attestations and notifies Academic Affairs/Program Directors.

- **Registrar's Office:** Confirms each student's location at initial enrollment, flags professional programs requiring disclosures. Notifies the student of required disclosures as appropriate.
- **Academic Affairs/Program Directors:** Ensure licensure disclosures are compiled and updated per state regulations. Notifies Admissions, Marketing, and Registrar immediately upon any changes.
- **Marketing:** Updates disclosures on website. Assists with annual disclosure notices.

Related Policy Information

This policy will be reviewed annually or upon changes in federal/state regulations to ensure accuracy and compliance.

Definitions

Initial Enrollment: When a student has been formally admitted to a degree program/major but has not yet begun registering for courses. For a student already enrolled at the university but transferring into a professional licensure program, this is the time at which the student first declares the program as their primary program of study.

Student Location: The U.S. state, territory, or foreign status in which a student is considered to be residing when first enrolling.

Professional licensure program: An academic program that is designed to meet and/or advertised as meeting the educational requirements for a specific professional license or certification awarded by a U.S. jurisdiction.

Student enrolled in distance education ("distance student"): In accordance with guidance from the U.S. Department of Education, a "distance student" is or will be enrolled via online instruction and living in a U.S. jurisdiction outside the state where the institution is located during their first term of enrollment in the program.

On-campus program: An academic program that is located at Briar Cliff University, is primarily offered via face-to-face instruction, and in which it is not possible or not permitted for a student to be enrolled via online instruction and living in a U.S. jurisdiction other than Iowa during their first term of enrollment in the program.

Distance program: An academic program that is offered entirely or substantially via online instruction; or, for purposes of this policy, any program in which it is possible and permitted for a student to be enrolled via distance education and living in a U.S. jurisdiction other than Iowa during their first term of enrollment in the program.

Responsibilities

- Academic Affairs
 - Behavioral Analysis
 - Education
 - Nursing
 - Physical Therapy
 - Social Work
- Registrar
- Admissions
- Marketing

Forms & Procedures

[Accreditation and Policies](#)

[Nursing Accreditation](#)

[Physical Therapy Accreditation](#)

[Social Work Accreditation](#)

VI. APPENDIX A – GRADUATE STUDENT INFORMATION

Application Process to Graduate Programs

The Office of Admissions at Briar Cliff University administers the application process for graduate programs. Each graduate department determines eligibility and acceptance for the program. When the Office of Admissions receives an application and all proper documentation, the applicant will be sent an acknowledgment that these items have been received. The respective graduate department will review all applications, determine acceptance and notify applicants of their status. Each graduate department may opt to have admissions deadlines, as well as interviews. All applicants who meet the minimal admissions requirements will be approved for the pool of the specified graduate program. From this pool of approved applicants, those who (a) best exemplify the admission requirements, and (b) are most likely to benefit from the program, will be admitted until the program is full. Once the program is full, the approved applicant may be placed on a waiting list.

Before a decision is made regarding admission to the graduate program, the following must be received by the Office of Admissions, unless a centralized application system is utilized by the Department:

- One copy of the formal application for admission.
- A minimum cumulative grade point average (GPA) of 3.0 (on a 4-point scale) from the undergraduate program from which one received his/her degree.
- An official transcript from all prior undergraduate and graduate study documenting a baccalaureate degree from an accredited program.
- Two letters of reference/recommendation from individuals within the profession.

Additional admission requirements may be made by each graduate program.

Transferable Credits

Nine credit hours of graduate course work with a minimum grade of 3.0 on a 4.0 scale in each course may be transferred into the graduate program from another accredited institution if they meet the requirements of the graduate program and have been completed within five years of acceptance into the program.

Courses taken from a non-accredited institution will not be accepted.

Admissions Process

- Once an applicant's application folder is complete, the file will be transferred to the office of the graduate program.
- Each graduate program will determine and publish the mode for evaluating applications, including whether or not interviews will be part of the process, as well as the maximum number to be admitted, waiting list procedures, and application deadlines.
- Notification of admission to the graduate program is made by the respective department. After the department notifies the applicant of admission to the graduate program, the

student will have a defined amount of time to accept or decline admission to the program. If accepting admissions, the student must pay a minimum \$250 non-refundable deposit (exact amount of deposit is dependent on program) that will be applied to the tuition for the first semester. Upon accepting placement and paying the deposit, the student will receive a packet of required documents to complete and return. Students must return the completed paperwork prior to starting classes. Students may be required to complete background checks and/or drug screens based on the graduate program and/or clinical placements. Outcomes of these tests may affect the admission status for the applicant.

Conditional Acceptance

An applicant may be conditionally accepted to a program if he/she has not completed all prerequisite requirements, completed department specific requirements, etc. All conditional requirements must be completed, with appropriate documentation provided, prior to starting the program.

If the applicant does not meet the minimum grade point average (GPA) requirements, but meets all other requirements, the applicant may be conditionally approved for admission to the program. In order to continue enrollment, the student must achieve a 3.0 grade point average on a 4.0 scale for the first semester of courses, excluding the first summer. The student will then change to regular acceptance status and be allowed to register for additional courses in the program.

Health Status

A health appraisal may be required for certain graduate programs. For those programs, a completed Briar Cliff University health form must be on file in the health office prior to beginning the program. It is the policy of Briar Cliff University not to admit to these programs any applicant whose health, in the judgment of the University, might impair the ability to render safe care.

The student may also be required to submit a record of immunizations, including a second MMR if the student was born after 1957. Certain graduate departments may require that students who have not had clinical evidence of chicken pox receive the Varicella vaccine and/or titer. Students may also be required to submit validation of a Hepatitis B vaccine or sign a waiver releasing the agency and Briar Cliff University of responsibility prior to beginning clinical experiences. Additional requirements for certain graduate programs include a Mantoux Test (TB) or report of chest X-ray, which should be submitted at admission to the major and every year prior to beginning the clinical experience. If the Mantoux is positive, the student must be followed up by a physician. Students may not progress within the program and/or clinical courses unless appropriate tests and vaccinations are completed.

Additionally, various graduate programs may have essential functions and technical standards which students must meet in order to progress in the respective program.

Background Check

In order to maintain the highest standards possible and protect the safety of the public, certain graduate programs may institute a mandatory background check. Students participating in programs that require such checks will be required to submit data for a certified background check at their expense. Individual departments will determine the type of background check that must be completed and when they must be completed by.

Students each have confidential access to the results of their own background check status but

will be reviewed by each graduate program. Should there be a negative background check finding, the department will determine if a student is eligible to participate in the program and/or clinical courses. Eligibility is based on the nature of the finding, clinical site requirements, and licensure board rules. Students may submit an appeal and supply additional data that may have benefit. Appeal decisions will be judged on documented factual issues. Students may be dismissed from the program in which they are enrolled for not being truthful on an application and/or a negative finding before or during the program of study.

Health Insurance

All students carrying nine or more credit hours on the Briar Cliff University campus are required to carry health insurance. Coverage may be through the student's parents or through insurance students carry on their own. Policy information is requested during the validation process and is maintained as a part of the student's university record.

Additional Certifications

A certain graduate programs may require additional certifications or trainings prior to matriculation into the program. This may include but is not limited to completion of training for child and dependent adult mandatory reporters, as well as CPR and AED for the Health Care Provider Certification. Students participating in programs that require such trainings must do so at their own expense.

Financial Information Tuition

Tuition is subject to change annually for each graduate program.

Fees

\$100.00 Non-refundable graduation fee

Additional fees may be set by each graduate program, including, but not limited to library/technology, audit, clinical/practicum, books, other required materials, placement services, and transcripts. Fees are subject to annual change.

Payment

Briar Cliff's payment policy requires all semester charges to be paid or payment arrangements made by the first day of class per semester. A bill may be paid through personal resources, Federal Direct or Private loans, participation in the Automatic Bill Payment Plan or a combination of the above.

To assist students and families in meeting their financial obligations, a wide range of Federal Direct or Private Loans are available. Wise use of these loan programs can make payment of the family share of college costs much more manageable. Briar Cliff endorses the use of these loan program because the stress of large monthly payments is reduced both for parents and students.

Briar Cliff offers an Automatic Bill Payment Plan through the Business Office. This plan allows a student to make automatic payments, via auto-debit, on his or her student account. The payment plan is set up for a semester at a time. Fall plans can begin in May and Spring plans in November for five months to cover each semesters balance.

The university also accepts most major credit cards. Payment by credit card may be made online, in person, by telephone or by mail. Credit card service fees of 2.5% are passed on to the credit card holder. Checks and money orders should be made payable to Briar Cliff University. Accounts not paid in full by the date shown on the billing statement will be assessed finance

charge of 1.5% per month on the unpaid balance. Student accounts that are not paid in full within 60 days of the start of each term will be assessed a non-refundable late fee. This fee will not apply to students who are enrolled in and actively maintaining an approved payment plan.

All charges are subject to change at the beginning of any semester or on 30 days' notice.

Returned Payment Policy

In the event an ACH (electronic check), paper check, or credit card payment is returned due to insufficient funds, declined authorization, or any other reason, a non-refundable fee will be assessed to the student's account.

Financial Assistance

In efforts to help reap the rewards of a quality education, Briar Cliff provides a full range of financial aid resources. Please refer to the Briar Cliff University Catalog for a more detailed account of financial assistance available and resources to contact.

Assistance may be applied for by completing the Free Application for Federal Student Aid (FAFSA) available at www.studentaid.gov and listing Briar Cliff University's Title IV School Code 001846. This allows students the opportunity to be considered for federal financial aid. The federal financial aid programs BCU has available to students include:

- Federal Pell Grant
- Federal Supplemental Opportunity Grant (FSEOG)
- Federal Direct Subsidized and Unsubsidized Loans Federal
- Perkins Loan
- Federal Work Study

Guidance for applying for graduate-specific grants and scholarships is available from the Program Director or Advisor. Students who have questions regarding the financial aid process can contact the Financial Aid Office at 1-800-662-3303, ext. 1614 or 712-279- 1614.

Refunds

If a student totally withdraws from all classes before the end of the semester, charges for tuition are made on the following basis:

- Withdrawal during the first seven days of the semester will result in no charge for the student in Fall or Spring semester.
- Withdrawal during the first three days in the Summer semester will result in no charge for the student.
- Withdrawal from classes any time after the first seven days in the Fall or Spring semester will result in a pro-rated charge based on the number of days the student attended class up to the 60% completion date of the semester.
- Withdrawal after the 60% completion date will result in no refund
- Other fees, such as general, activity, or laboratory, are assessed and payable at registration; they are not refundable.
- If a student withdraws from an online class prior to logging into the class, the refund is 100%. Once a student has logged in to take the class, there is no refund.

Progression Requirements Development of a Plan of Study

At the time of admission, the graduate student is assigned an academic advisor. The student should make an appointment to meet the academic advisor in order to become acquainted and to determine the student's plan of study.

Academic Advising

Once admitted, the graduate student will meet with their assigned academic advisor who will serve as the academic advisor until graduation. Each student should meet with his/her respective academic advisor at least once each semester to discuss professional behavior and progression within the graduate program; more frequent meetings may be required by the advisor and/or department. Students should submit to their advisor the signed form at the front of this handbook denoting that they have read and understand what has been presented in the handbook.

Plan of Study Changes

Any change in an approved plan of study is to be initiated by the student in consultation with the academic advisor. The student and the academic advisor will fill out the Change of Plan of Study Form and submit the form to the Director of the respective graduate program. The Graduate Program Director will review the form and inform the student and the advisor of its acceptance or rejection. This must be adhered to even in the substitution of courses.

Program Length/ Time Limits

Once admitted, graduate students have a specified number of years, as determined by each program, in which to complete the program. Should the completion be delayed beyond this time, initial coursework will be outdated and will require an update in order to apply towards fulfilling degree requirements.

Outdated Courses on Plan of Study

Courses on the Plan of Study taken 6 years prior to the completion of the graduate degree are considered outdated unless they have been used for another degree. Students may petition to update courses but may only update 50% of the total coursework. Such petitions begin with the department in which the course is now being offered. The student must obtain documentation from that department verifying that her/his knowledge is current. If the course is to appear on the Plan of Study for the student, approval from the respective Graduate Program Director is required.

Procedure for Updating Outdated Course Work

The following guidelines are designed to assist the student, advisor, and instructor in completing the update process:

- During the semester preceding the semester of the update, the student initiates the process with her/his academic advisor. The advisor will notify the current instructor of the course needing updating at the student's request.
 - The advisor will notify the student of the name of the instructor who has agreed to complete the update. It is the student's responsibility to contact the instructor. The student must complete arrangements the semester preceding the update. Delay in arrangements may result in delaying the updating process, as the agreement is based on time and faculty assignment in that particular semester.

It is the responsibility of the instructor to determine the requirements for a successful update, based on the current course requirements.

Course Offerings

Graduate program courses will be offered as adequate enrollment, faculty, and available resources permit. Due to conditions beyond the control of Briar Cliff University, the University reserves the right to modify, consolidate, or cancel courses. Graduate study may include

required activities on campus and in off-campus locations for degree completion.

Satisfactory Academic Progress

At Briar Cliff University all students applying for federal, state, or institutional financial aid must meet the satisfactory academic progress guidelines as established and in accordance with regulations. Students should be aware that their entire academic record will be considered when determining eligibility for financial aid regardless of whether aid has previously been awarded. However, once a degree is earned a student's previous academic record will not be considered when determining academic progress.

Academic transcripts will be reviewed annually at the end of the Spring semester. The University's satisfactory academic progress guidelines have all elements and components of the regulation. This policy is as follows:

Satisfactory academic progress for financial aid purposes is defined as meeting **all** of the following:

- Successful completion of 66.67% of all credits attempted;
- Minimum grade point average as follows:
 - Undergraduate: 2.00 GPA
 - Graduate: 3.00 GPA
- Requirements for degree must be completed within a specified time frame. This time frame cannot exceed 150% of the program as measured in credit hours attempted.

"W", "I", and "F" grades will be calculated into the GPA as credits attempted with zero quality points earned. Courses passed with "P" grades will be counted into courses attempted but not into the GPA.

Grade Point Average

Students must maintain a cumulative GPA of at least a 3.0 for progression within a program. If a cumulative GPA falls below a 3.0, the student will be placed on academic probation for the following semester. A student who obtains a semester GPA of at least a 3.0 during a probationary semester but fails to achieve a cumulative GPA of at least a 3.0, may continue in the Program, but will remain on academic probation until at least a 3.0 cumulative GPA is obtained. While on probation, if both the semester and cumulative GPAs are below a 3.0 at the end of a probationary semester, the student may be dismissed from the program. Students must have a cumulative GPA of at least a 3.0 in order to graduate. Graduate programs may have other requirements for progression based on their specific needs.

Grading

Any course in which a student receives a grade below a "C-" must be retaken at the student's expense. With permission, students may repeat one graduate course in which a "D+", "D," or "F" was earned. Upon failing a second graduate course or failing a graduate course twice, the student is dismissed from the program. A student who needs to retake a failed course may be enrolled in the course on a spaced available basis. The course may be taken at another college or university, up to a total of 9 transferable credits, but the course should be approved for the appropriateness of the transferability by the program director prior to enrolling in the course. Specific programs may have additional grade requirements for core, specialty, and clinical courses.

The quality of the student's work is indicated by the following grades and quality points:

Grade Rating	Status	Quality Points
A	Superior	4.00
A-		3.67
B+		3.33
B	Above Average	3.00
B-		2.67
C+		2.33
C	Average	2.00
C-		1.67
D+		1.33
D	Below Average	1.00
F	Failure	0.00

The mark "I" signifies that work in a course is incomplete because of illness or circumstances beyond the control of the student or because an instructor feels further evaluation is needed before the grade can be determined. A student who receives an "I" at the end of a course must complete the necessary work within three weeks, or in the time specified by the instructor, or the "I" will automatically become an "F."

The mark "N" signifies that a student's grade has been delayed, not because the work is incomplete, but because the learning experience extends beyond the end of the semester. The grade is typically used for internships and field experiences. The "N" grade will not affect placement on the dean's list or the probationary status of a student. All "N" and "I" grades must be cleared prior to graduation.

The mark "W" signifies withdrawal from a course and is given when a student officially withdraws from a course in the registrar's office with the approval of the advisor.

Students may not withdraw from a course after the end of the 70% point of the course. If they do so after the 70% point, they will earn a grade of "F," unless they are completely withdrawing from the university.

The mark "X" signifies that a student has audited a class. No credit is earned when a class is audited. Students should consult with faculty members before registering to audit a class in order to determine the expectation member may have of an auditing student. Full-time students may audit a course without additional charge. A student must register to audit prior to attending the course.

Grades are available through the BCYOU Student Portal on the Briar Cliff University web page (www.briarcliff.edu).

Repeated Courses

All courses taken appear on the student's academic record, but when a course is repeated, only the most recent grade is calculated into the cumulative GPA. Students may repeat one failed graduate course with permission. Upon failing a second graduate course or failing a graduate course twice, the student is dismissed from the program. A student who needs to retake a failed course is re-enrolled in the course on a spaced available basis.

Dropping a Course

Students may drop a course if done so during the first 5 days of the course with a 100% refund.

No refund is given for withdrawing after 5 days. Students may withdraw up until the 70% point of the course and receive a "W." If the student withdraws after the 70% point a punitive grade of "WP" for withdrawal passing or "WF" for withdrawal failing. The "WF" calculates as an "F" when figuring cumulative GPA. Please note certain graduate programs require that students pass certain courses prior to progressing in the program.

Dismissal from the Program

A student may be dismissed from the program at any time for failure to meet the program's standards of academic performance and progress. A student may be denied admission or be dismissed from the program for such things as:

- Poor academic performance,
- Conduct which violates the ethical or professional standards of the program.

Graduation

Students must have a minimum overall GPA of 3.0 and have completed the plan of study to satisfaction within six years of the student's initial admission into the program.

Various graduate programs may also have other requirements for graduation, including, but not limited to a scholarly paper, defense, oral, written, and/or practical cumulative examination.

Intent to Graduate

The student must file an "Application for Graduation" form with the Registrar's Office in the semester prior to intended graduation. Graduation requirements will be determined by the respective graduate departments.

Professional Behavior

All graduate students are expected to adhere to the professional documents that guide their profession. Failure to adhere to the standards of professional behavior while a registered student in the program can lead to dismissal from the program. This includes, but is not limited to unethical, dishonest, and illegal conduct.

In the Classroom

If a student's behavior in a course is considered to be unsafe or disruptive by the faculty member, it is the responsibility of the faculty member to inform the student of the unsafe or disruptive behavior as soon as possible and provide guidance and direction for improvement. Should a student's behavior continue to be unsafe or disruptive, the faculty member has the right to remove the student from the course. The student must be informed of reason for removal and must be presented with a written learning contract within two working days. The written learning contract must include:

- A description of the unsafe behavior.
- The criteria that must be met for return to the classroom/lab area
- The date by which the criteria must be met
- The consequences of not meeting the criteria by the due date.

The written learning contract is signed by the faculty member and the student, and a copy is forwarded to the Graduate Program Director. The student is accountable for the terms of the contract.

Unsafe or Unacceptable Behavior during Clinical Courses/ Professional Experiences

If a student's behavior is considered to be unsafe in the clinical setting, it is the responsibility of

the faculty to talk with the student about the behavior and to provide guidance and direction for improvement. The guidance may include a learning contract. The following are examples of unsafe or unacceptable performance. However, this is not an inclusive list, and the final determination of unsafe behavior is based on the faculty member's professional judgment:

- Inability to complete care within the established time frame.
- Inappropriate or untimely communication.
- Evidence of behaviors that reflect an impaired state.
- Evidence of inadequate preparation for clinical activities.
- Incorrect or inadequate assessment or intervention.
- Failure to follow dress code guidelines.
- Dishonesty.
- Failure to arrive on time for clinical activities.

In consideration of faculty guidance, should a student's behavior continue to be unsafe in a clinical course and the student has chosen not to drop the course, the faculty member can choose to remove the student from the clinical area. The faculty should advise the student that they will fail the course; however, the student has the ultimate responsibility to drop the course.

Please refer to specific graduate department handbooks for further information about expectations.

Behavior on University-Related Trips

Behavior during University-related trips reflects on the University, the School, the Department, and yourselves. Professional behavior is expected at all times. Students will respect the property and personal rights of others in all lodging, eating, meeting, and educational facilities. If a faculty member witnesses inappropriate behaviors on trips, they are obligated to submit a written report to the department chair on such behavior, which may result in departmental disciplinary action and/or dismissal.

Changes in Professional Status

It is the responsibility of the student to notify the respective graduate department of any changes in the status in the background check or potential licensure status as soon as possible.

Class Absences

Attendance at all classes is a university expectation. All students are held accountable for attaining the course outcome criteria despite absences. Although individual departments may have additional standards, the norm is that students are required to notify the course professor of all absences prior to the absence or immediately thereafter, in the case of an emergency. Students hold the responsibility for making up missed content and are required to submit proposed plans to make up the missed class activities no later than the next class period unless granted special permission in writing from the course professor. Individual instructors have the right to decide if graded activities that occurred during class may be made up. Online course expectations will be set out in the syllabi.

There are activities that are regarded by individual graduate departments as approved events for excused absences from classes, labs, or practicum. In order to be an excused absence, students must be attending these events either in conjunction with their participation in a professional organization, as a class assignment, or as a professional board or committee member. Students must arrange in advance with the course faculty member to request an

excused absence from class and/or lab or practicum experience to attend approved events. The student is responsible for any missed course content.

Academic Integrity

Honesty is highly valued at Briar Cliff University. You must always submit work that represents your original words or ideas. If any works or ideas used in a class posting or assignment submission do not represent your original work or ideas, you must cite all relevant sources and make clear the extent to which such sources were used. Works or ideas that require citation include, but are not limited to, all hard copy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source. Please see the Academic policy section of Briar Cliff University's Student Handbook more information about academic integrity, including the consequences of academic dishonesty.

Scholarship Integrity

Students must adhere to integrity standards that pertain to research, including, but not limited to, proper submission and updates to Institutional Review Boards, obtaining proper informed consent, ethical treatment of subjects, appropriate record retention, upholding confidentiality, and appropriate dissemination of findings. Failure to do so may result in consequences up to and including expulsion from the program.

Grievance Procedures Appealing Grades

Please refer to Briar Cliff University's Student Grievance Procedures above.

Complaints Outside of Due Process (Graduate Clinical Experiences/Practicums)

The following procedures will be followed in order to respond to complaints that fall outside of due process, such as those that may be submitted by clinical personnel, patients, or other stakeholders:

1. The Department Chair is responsible for handling complaints that fall outside of due process. In the event the Department Chair is not available or if it is inappropriate for the Department Chair to handle the complaint (e.g., the complaint involves the Department Chair), the complaint will be forwarded to the Vice President for Academic Affairs or to the Director/coordinator of Clinical Education in their program.
2. Complaints should be submitted in writing.
3. The Department Chair or his/her designee must respond to the complainant within 3 weeks of receiving the complaint. When appropriate, the Program Director or his/her designee may consult with other University offices and personnel in addressing the complaint.
4. Documentation regarding the complaint and any actions taken are maintained in a locked file in the Departmental office. In order to be accessible to stakeholders that are not covered by due process, a copy of these procedures is sent to the clinical sites and maintained on the program website.

Protective Policies

Family Educational Rights and Privacy Act of 1974

Briar Cliff University is in full compliance with the federal law pertaining to student records. A complete statement of the Family Education Rights and Privacy Act of 1974 is available in the Office of Student Affairs. Please see the Student Records Section of Briar Cliff University's Student Handbook above.

Students who request to release of information or letters of recommendation that include personally identifiable information from one's educational record (GPA, grades, etc.) must provide a written and signed statement that gives authorization to a faculty member(s) to access and release information in one's educational record. The document must specifically state what items may be accessed and shared (grades for all classes, grades for specific classes, GPA, class rank, etc.). This document will be kept in the student's permanent academic record.

Human Subjects Protection

Various graduate students may be required to participate in research involving human subjects, and faculty members are encouraged to make learning opportunities in research or service available to graduate students outside of class. The student's involvement must be clearly outlined prior to the student being involved. Proposals should be submitted to the student's primary project advisor by a designated date. If human subjects are involved in the project, the application must be sent to the appropriate Human Subjects Committee for approval. Data collection using human subjects cannot be initiated until approval from the committee has been received in writing. The project advisor will also help the student determine whether or not other approvals are necessary before data collection begins.

Students who participate in any research involving human subjects are required to successfully complete a university or program-approved training and obtain informed consent from individuals (or their guardians) who participate as subjects in research.

Occupational Exposure to Blood-borne Pathogens

If graduate students may be at risk for exposure to blood-borne pathogens, students will be given instruction in precautionary and infection control measures prior to the student's first contact with patients, clients, human tissue, blood products, and body fluids. This includes instructing students on what constitutes an exposure and the protocol to follow in the event of an exposure.

In the event of an occupational exposure to blood or body fluids, the student is responsible for immediately reporting the incident to a faculty member, supervisor, employee health, or infection control official, as well as following up with an appropriate health care provider for post-exposure management. Aftercare is provided, the student must document essential information and report to the Program Director as soon as possible. The student is responsible for payment of all post-exposure testing and follow-up.

Health Insurance Portability and Accountability Act (HIPAA)

Various graduate students may be involved with electronic healthcare transactions and health data. Graduate students involved with activities that may fall under national standards of HIPAA must successfully complete a course to ensure competency of this information prior to any clinical activity. All students are expected to adhere to HIPAA standards in all settings. Failure to do so may result in disciplinary action up to and including dismissal.

Additional Student Information Identification Cards

Students enrolled at Briar Cliff University are expected to carry a current student identification card. The card is the official university identification and may be used to gain admission to Briar Cliff University activities and facilities.

The card must be validated at the beginning of each year of enrollment at Briar Cliff by the Registrar's office. Alteration of a Briar Cliff University identification card, except by university officials, is prohibited and will result in disciplinary action.

All students are held responsible for all uses of their card until its loss is reported in writing to the Director of Campus Life and Safety office. There will be a charge for replacing the card. Lending this card or failure to present it when requested by authorized university personnel, i.e., student leaders, faculty members, or official members of the university staff, violates university regulations and will result in disciplinary or legal action.

Parking

For safety and security reasons, all cars parked on the main campus Briar Cliff property must have a valid parking permit. (Parking on the Mayfair campus ONLY is excluded from this policy and does not require a permit) This includes students, faculty, staff, and visitors.

Parking permits must be obtained from the Security Office (Alverno Hall, 279-1715) at the time of orientation.

The responsibility of finding authorized parking spaces rests with the motor vehicle operator. Lack of a parking space, mechanical problems, or other disabilities are not considered valid excuses for failure to comply with these regulations.

Continuous violations of parking regulations as well as student vehicles found unregistered may result in referral by campus security for university disciplinary action. Frequent parking violators will be subject to towing or the application of the Denver Lock (boot) to their vehicle. The Security Office reserves the right to utilize these measures when deemed appropriate.

Library Services

The Bishop Mueller Library is available for students on campus and by the World Wide Web.

Photocopying Services

Students are responsible for the expenses of photocopying related to class presentations and other course assignments.

Student Health Care

A registered nurse coordinates the health services. In addition, the nurse practitioner provides medical care during regularly scheduled hours on campus at no cost to the student. The Health Office provides educational programs and activities to encourage a healthy lifestyle. If a student is unable to see the nurse practitioner on campus, the nurse will assist the student in scheduling appointments with primary care providers off campus. The student may need to use insurance or pay an office fee.

Two excellent medical centers are in close proximity to the campus. Community health resources and a consulting staff of specialists are available through referral by the campus Health Office.

Travel

Graduate students are responsible for their own transportation to class, labs, and practicum placements. Unique assignments that involve group arrangements may be negotiated with the course professor. Travel time does not count as clinical/ practicum time and mileage will not be reimbursed.

Use of University Vehicles

Compliance with policies concerning the use of Briar Cliff University vehicles is critical. Violation

of these policies will not be tolerated and could lead to those involved being dismissed from the program. Vehicles are for official use only. The driver must be a faculty member or student. Faculty, if present, command the vehicles and should be in possession of the keys.

A student driver is responsible for all aspects of the sentence when convicted of, or pleading guilty to, a traffic law violation. Passengers in the vehicle have a moral responsibility to help prevent traffic violations.

Inclement Weather

If weather or another emergency warrants cancellation of classes, announcements will be made on local radio and television stations. An e-mail or text alert may also be sent out. When inclement weather interferes with scheduled class meetings because the University is closed, Department faculty may require students to make up the lost time by attending evening or Saturday classes. On-campus classes should not be held if classes on the University are canceled.

If a student is on an internship/ preceptorship cancellation policy will be determined by the internship/ preceptorship site unless a program issues a universal cancellation.

Emergency Procedures

Fire evacuation and tornado emergency procedures are located in each building. Please review these procedures and discuss them with the faculty if you have questions. Periodically there will be emergency drills to review these safety procedures. Students are expected to follow instructions and participate in the drills.

Faculty Office Hours

Each faculty member will post office hours specific to their schedule. Students are expected to schedule face-to-face appointments within the set office hours. If a student requires a meeting time different than the scheduled office hours, the faculty member will make every attempt to accommodate the needs of the student. However, the student must be mindful of faculty workload and other responsibilities.

Transcripts

Transcripts can be obtained from the Registrar's Office (provided all financial obligations to the university have been met) by completing the "Request for Transcript" form and paying the appropriate fee.

Commencement

Candidates are urged to attend departmental, and University commencement exercises.

Opportunities for Student Participation in Decision-Making

Briar Cliff University offers a number of ways in which graduate students can participate in the decision-making related to their respective graduate programs, such as sitting on committees, attending faculty meetings, and providing input related to program effectiveness and suggestions for change and improvement.

In order to evaluate the ongoing effectiveness of teaching and learning in the graduate program, students are invited to participate in the assessment process at the completion of each course, at the end of the program, and as alumni. Student input is vital to continual quality improvement of the program. The feedback provided is utilized by faculty in an ongoing process of curriculum development and revision.

Departmental Student Handbooks

Graduate departments and programs may have student handbooks with additional policies and/or policies that further define expectations set forth in this handbook. Students are expected to adhere to policies set forth in the University, and Departmental and graduate program Student Handbooks.