

Briar•Cliff  
UNIVERSITY

the catholic franciscan learning place

# *Student Handbook*

*Updated August 2026*



The university insignia, work of the Briar Cliff University art program, sums up the goals of Briar Cliff. The cross proclaims that we are a Catholic university, dedicated to the love that gave all. The most important part of the Briar Cliff philosophy is reverence and concern for each person. This emphasis on the dignity of the individual fosters a friendly, democratic spirit that rejects class lines and racial barriers.

The wavy lines indicate the location of the university in Siouxland, with the Missouri River as the western boundary.

In the impressionistic eagle, the sign of the Sioux tribes who were a part of this area, we see strength and reaching for the heights.

Mater Gratiae, Mother of Grace, proclaims Mary, mother of the Savior, as patroness of Briar Cliff under her title of Lady of Grace.

Caritas, love, is the Franciscan call to the two great commands: love God with all your power; love your neighbor as yourself.

The star speaks of striving upward for knowledge and wisdom.

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# Part I.

# Welcome and Identity



# Welcome!

Dear Charger,

Welcome to Briar Cliff University, and welcome home.

Whether you are arriving on our hilltop campus in Sioux City for the first time or returning for another year, I am genuinely glad you are here. You have chosen a community that will challenge you intellectually, support you personally, and invite you to grow in ways you may not yet be able to imagine.

Briar Cliff is a Catholic university in the Franciscan tradition, a tradition rooted in the belief that every person carries inherent dignity and is of infinite worth. Saint Francis of Assisi saw the sacred in all living things and in every human encounter. That vision shapes who we are and how we learn together. Here, you will find a community committed to *respect* for the whole person, *care* for those on the margins, *humility* in the pursuit of truth, and *joy* in the journey of discovery. These are the values you will encounter in your classrooms, in the residence halls, in the dining hall, and in the relationships you build with faculty, staff, and your peers, all of whom want to see you thrive.

The Franciscan charism of *solidarity* calls us outward, beyond ourselves, toward one another, and toward the world. Our Siouxland community is as much a part of your education as any course you will take. For almost 100 years, Briar Cliff has had deep roots in this region, and we encourage you to engage with it through service, through internships, and through the friendships that cross every boundary of background and experience.

You belong here.

No matter where you come from, what you believe, what you are still figuring out, or what challenges you carry with you, there is a place for you on the Cliff. Our faculty and staff are committed to knowing you by name and walking alongside you. Our alumni note their time at Briar Cliff to be one of the defining chapters of their lives, and we want you to feel the same about yours.

This handbook is your guide to the resources, shared expectations, and rights that make our community work. Please read it, ask questions, and know that every policy within it exists in service of the same goal: creating the conditions in which everyone can learn, grow, and thrive together.

On behalf of everyone at Briar Cliff, welcome to this place and to this community.

*Pax et Bonum* — Peace and all good things.



Brian Peterson  
Provost and Vice President for Academic and Student Affairs

## **Briar Cliff University: Past and Present**

In 1929, only briar patches covered a 175-foot hill located on the western outskirts of Sioux City, Iowa. But two people - Sister Mary Dominica Wieneke, major superior of the Sisters of Saint Francis, and the Most Reverend Edmond Heelan, bishop of the Diocese of Sioux City - shared a vision. They saw that hill crowned with a Catholic college for women.

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

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

In 1937, the university's two-year program was expanded to four years. Fifty-five men were admitted to Briar Cliff in 1965, and coeducation was formalized in 1966 with the admission of 150 full-time male students. The innovative Weekend College program started in the fall of 1979, which became the basis for the university's successful adult degree completion programs. Master's programs were implemented in the summer of 2001. The college officially became a university on June 1, 2001. Online courses were first offered to students in 2006. The first doctoral degree, the Doctorate of Nurse Practitioner, was introduced in 2013.

Briar Cliff's academic growth required an expanding physical plant throughout the years. As time passed, more buildings have appeared on the briar-covered hill: a four-story addition to Heelan Hall in 1948; the library and the Chapel of Our Lady of Grace in 1959; Alverno Hall, a women's residence, in 1964; a gymnasium in 1966; Toller Hall, a men's residence, in 1967; Noonan Hall in 1968; Newman Flanagan Center in 1982; and the Baxter-DiGiovanni Living/Learning Center in 1988. The Bishop Mueller Library was renovated in 1993, the Stark Student Center opened in fall 2000, the McCoy/Arnold Center opened in spring 2004, a three-story addition to Heelan Hall was completed in 2013, and the acquisition of the Mayfair Center was finalized in 2015.

# Our Mission, Our Vision, and Our Values

## Mission

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

## Vision

The lifelong learning place preparing ethical world changers.

## Values

These values are not just the values of the Franciscan order that founded Briar Cliff University over 90 years ago, they are the foundation of everything we do and believe here at Briar Cliff University. We ensure that every single academic program and activity is centered on these ideals to help instill these Franciscan values in our community.

### *Building a Caring Community*

- We nurture healthy relationships.
- We value and respect the uniqueness of each person.
- We treat others with care, compassion, and kindness.
- We are welcoming and open to all we meet.

### *Peacemaking*

- We promote peace and non-violence, and work for justice.
- We encourage open dialogue.
- We accept and value differences.
- We resolve conflicts through respectful listening and negotiating.

### *Reverencing Creation*

- We see all life as sacred and relate to all of creation with a sense of reverence.
- We honor the goodness of God's presence in all of creation.
- We strive to live in harmony as sister and brother.
- We conserve and preserve our natural resources for future generations.

### *Connection with Joyful Service*

- We are open to gratefully receiving the gifts of others.
- We give as we have received and joyfully share our gifts with others, locally and globally.
- We recognize that every person can make a difference in another's life.
- We seek to serve those most in need.

# Community Life at Briar Cliff University

To fulfill the mission, Briar Cliff University

## As a Community of Learners

- provides an effective learning environment supported by quality instruction and active student participation
- broadens the individual's perspective through a liberal arts curriculum
- develops competencies appropriate to one's field of study
- promotes the ability to make responsible judgments in a changing world
- creates an atmosphere that inspires innovation and experimentation

## As a Community of Persons

- offers personal attention and equal opportunity to all
- creates an environment in which the person can mature intellectually, spiritually, aesthetically, emotionally, socially and physically
- sustains a climate that encourages candid dialogue among members of the community
- provides for participation of the university community in university governance

## As a Community Within the Catholic and Franciscan Tradition

- fosters respectful acknowledgment of God and acceptance of all persons
- supports the teachings and traditions of the Catholic Church
- encourages the Franciscan values of service, reverence for creation, simplicity, and peace
- nourishes Christian life through meaningful liturgical worship and other spiritual experiences
- promotes ecumenical dialogue and cooperation
- maintains a special relationship with the Sisters of Saint Francis, Dubuque, Iowa, and the Diocese of Sioux City

## As a Community Among Communities

- develops sensitivity and ways of actively responding to the needs of society
- demonstrates a leadership of service both on and beyond the campus
- interrelates a regional focus with global awareness cooperates with other institutions, including educational, church, governmental, business, and community service organizations

# Institutional Learning Outcomes

A Briar Cliff University graduate will be a person who

*Critically examines* knowledge as expressed in the liberal arts tradition;

*Mindfully contemplates* Franciscan values and their application to the self, others, and the realities of present-day life;

*Skillfully communicates* in multiple modes and platforms for a diverse, global audience;

*Creatively thinks and problem-solves*; and

*Ethically leads* in purposeful, loving service to creation.

## Accreditations and Approvals

Briar Cliff is accredited as a degree-granting institution by the Higher Learning Commission and is a member of the North Central Association of Colleges and Schools. The Higher Learning Commission of the North Central Association can be contacted directly at the following address:

The Higher Learning Commission  
North Central Association of Colleges and Schools  
230 South LaSalle Street, Suite 7-500  
Chicago, Illinois 60604  
(800) 621-7440  
[www.hlcommission.org](http://www.hlcommission.org)

The education program of the university is approved by the State Department of Education of Iowa for the certification of teachers.

The social work program is accredited by the Council on Social Work Education, 333 John Carlyle Street, Suite 400, Alexandria, VA 22314.

The baccalaureate degree program in nursing, master's degree program in nursing, Doctor of Nursing Practice program, and post-graduate APRN certificate program at Briar Cliff University is accredited by the Commission on Collegiate Nursing Education (<http://www.cneaccreditation.org>). The nursing programs are also approved by the Iowa Board of Nursing.

The Department of Physical Therapy at Briar Cliff University is accredited by the Commission on Accreditation in Physical Therapy Education (CAPTE), 3030 Potomac Ave., Suite 100, Alexandria, VA 22305-3085; telephone: 703-706-3245; email: [accreditation@apta.org](mailto:accreditation@apta.org); website: <http://www.capteonline.org>. To contact the program directly, please call 712-279-5500 or email [dpt@briarcliff.edu](mailto:dpt@briarcliff.edu).

The Department of Business and Communication is an Educational Member of the International Accreditation Council for Business Education (IACBE) located at 11960 Quivira Road in Overland Park, Kansas, USA. Educational members have not yet undergone accreditation reviews and do not have business programs that are accredited by the IACBE.

Documents relating to accreditation can be reviewed by contacting the Office of the Provost at [Provost@briarcliff.edu](mailto:Provost@briarcliff.edu).

## Who to Call — Key Contacts at Briar Cliff

You will not read this handbook from cover to cover, and for the most part you shouldn't need to. When something comes up, you need to know where to go for the answer and who to call. These next few pages are the answer to the latter.

### Emergencies

<b>Life-threatening emergency</b>	<b>Call 911 first. Then Campus Security: 712-898-1888</b>
<b>Campus Security (24/7)</b>	712-898-1888
<b>Suicide &amp; Crisis Lifeline (24/7)</b>	Call or text 988
<b>Crisis Text Line (24/7)</b>	Text HOME to 741741
<b>Sioux City Police (non-emergency)</b>	712-279-6960

### Health and Wellbeing

Office	Contact	For
<b>Counseling Services</b>	Teri Copple 712-279-5433 Alverno Hall G4 Mon – Fri 8:00 am - 4:30 pm	Mental health, emotional support, crisis
<b>Health Services</b>	Jacki Volz 712-279-5436 Alverno Hall G4	Medical care, immunizations, health questions
<b>Accessibility Services</b>	<a href="mailto:Accessibility@briarcliff.edu">Accessibility@briarcliff.edu</a> Heelan Hall 712-279-5562	Disability accommodation, ESA requests

### Academics

Office	Contact	For
<b>Your Academic Advisor</b>		Course planning, major questions, registration
<b>Provost</b>	<a href="mailto:Provost@briarcliff.edu">Provost@briarcliff.edu</a> Noonan 103 712-279-1614	Academic conduct questions, general academic affairs
<b>Registrar</b>	<a href="mailto:Registrar@briarcliff.edu">Registrar@briarcliff.edu</a> Noonan 107-108	Transcripts, records, FERPA, enrollment verification
<b>Financial Aid</b>	<a href="mailto:FinancialAid@briarcliff.edu">FinancialAid@briarcliff.edu</a> Noonan 118 712-279-5530	Aid questions, FAFSA, scholarships, SAP

<b>Student Accounts</b>	<a href="mailto:StudentAccounts@briarcliff.edu">StudentAccounts@briarcliff.edu</a> Noonan 104 712-279-5591	Billing, payment plans, student accounts
<b>Tutoring / Course Mentors</b>	Heelan Hall - HH040	Academic support, tutoring, course help
<b>Career Services</b>	Heelan Hall 020 and 030	Internships, résumés, job search, grad school

## Student Life

Office	Contact	For
<b>Office of the Provost</b>	<a href="mailto:Provost@briarcliff.edu">Provost@briarcliff.edu</a> Noonan 103 712-279-1614	Student conduct questions, general student affairs
<b>Residence Life</b>	<a href="mailto:ResidenceLife@briarcliff.edu">ResidenceLife@briarcliff.edu</a> Should Dave or I be in this category also?	Housing issues, roommate conflicts, RAs
<b>Director of Campus Life &amp; Safety</b>	<a href="mailto:David.arens@briarcliff.edu">David.arens@briarcliff.edu</a> Alverno Hall G2 712-898-1888	Meal plans, housing questions, safety
<b>Campus Ministry</b>	<a href="mailto:Michael.Horka@briarcliff.edu">Michael.Horka@briarcliff.edu</a> 712-279-5227	Spiritual life, retreats, pastoral counseling
<b>Student Organizations</b>	<a href="mailto:Ashley.Pawlowski@briarcliff.edu">Ashley.Pawlowski@briarcliff.edu</a> Alverno 119 712-279-1721	Starting or joining a student organization
<b>Athletics</b>	<a href="mailto:Dan.McDermott@briarcliff.edu">Dan.McDermott@briarcliff.edu</a> 712-279-1646	Student-athlete questions, NAIA eligibility


## Rights, Conduct, and Legal Matters

Office	Contact	For
<b>Title IX Coordinator</b>	<a href="mailto:Daniel.jung@briarcliff.edu">Daniel.jung@briarcliff.edu</a> 712-279-5393	Sexual harassment, assault, discrimination
<b>Title IX Confidential Resources</b>	Counseling (712-279-5433) Health (712-279-5436)	Report confidentially, without triggering an investigation
<b>Student Conduct</b>	Office of the Provost <a href="mailto:Provost@briarcliff.edu">Provost@briarcliff.edu</a> Noonan 103 712-279-1614	Code of Conduct questions, disciplinary matters

<b>Student Grievance</b>	Office of the Provost <a href="mailto:Provost@briarcliff.edu">Provost@briarcliff.edu</a> Noonan 103 712-279-1614	Academic or administrative grievances
<b>Public Relations (media inquiries)</b>	<a href="mailto:Marketing@briarcliff.edu">Marketing@briarcliff.edu</a> 712-279-1704	Media or press — do not speak to reporters directly

## Practical Campus Services

Office	Contact	For
<b>Dining Services (BC Dining)</b>	Stark Student Center 712-279-1727	Meal plans, dietary needs, dining hours
<b>Campus Security / Parking Permits</b>	712-898-1888 (Security)	Parking permits, security escorts, lost and found
<b>Maintenance (urgent)</b>	712-898-1888 (Security)	Water leaks, heat failure, urgent repairs
<b>Maintenance (routine)</b>	712-279-5376 <a href="#">Request form</a>	Routine repair requests
<b>Bishop Mueller Library</b>	<a href="http://www.briarcliff.edu/library">www.briarcliff.edu/library</a> 712-279-5449	Research, databases, study rooms, interlibrary loans
<b>IT Help / Technology</b>	<a href="mailto:IT.HelpDesk@briarcliff.edu">IT.HelpDesk@briarcliff.edu</a> 712-279-5401	Wi-Fi, Brightspace, email, tech support

 **Note:** Phone numbers and contacts confirmed as of August 2026. For the most current information, visit [www.briarcliff.edu](http://www.briarcliff.edu).

# Part II. Getting Started



# Residential Life

## Your Residence Life Team

Living on campus is more than just having a place to sleep; it's one of the most valuable parts of your Briar Cliff experience. The Residence Life staff is here to help you.

The Assistant Director of Residence Life and Resident Assistants (RAs) are here for you. They help build community, organize events, connect you to campus resources, and support you when things get hard. They also help maintain a safe, welcoming environment for everyone. Don't hesitate to knock on their door. That's what they're there for.

## Who Is Required to Live on Campus

We believe that living on campus deepens your education in ways that can't happen in a classroom alone. For that reason, all full-time undergraduate students are required to:

- Live in on-campus housing during the academic year (August through May), and
- Be enrolled in a campus meal plan until they have completed at least 91 credit hours (as confirmed by the Registrar before August 1 of that academic year).
- Housing and meal plans are set for the full academic year, not semester by semester. Apply to live on campus at the following link: [www.briarcliff.edu/future-chargers/residence-life/apply-for-housing](http://www.briarcliff.edu/future-chargers/residence-life/apply-for-housing)

### *Housing Contract*

Living on campus means agreeing to the [University Housing Contract](#). Violations of that contract are subject to the same disciplinary processes, sanctions, and penalties outlined in the Student Code of Conduct section of this *Handbook*.

**⚠ Heads up:** If you are approved to live off campus, your scholarship will be adjusted to the commuter rate. Be sure to factor that into your financial planning.

### *Exemptions: Who Can Live Off Campus*

You may be eligible to live off campus if you fall into one of the following categories. All exemption requests must be submitted before August 1 and approved in writing by the Director of Housing.

- You live with a parent or legal guardian within 30 miles of campus. You'll need to provide proof of residence (and guardianship, if applicable). The address on the most recent tax return is what's used.
- You have established independent student status by meeting at least one of these criteria: you are 23 or older; you are married; you are a parent of biological or legally adopted children; you are a veteran; or you qualify as an independent under federal financial aid guidelines (verified by the Director of Financial Aid).
- You have already earned an associate degree or higher from an accredited institution. Note: degrees earned through dual enrollment while still in high school do not qualify.

**!! Important:** Do not sign a lease for off-campus housing until your exemption has been approved in writing. Signing a lease before approval does not guarantee you will be released from your housing contract.

## Your Housing Deposit

A housing deposit is required every year you live on campus. The amount is set annually and must be paid before your room assignment is finalized.

- Your deposit is collected through your Charger Stable account.
- It rolls over automatically each year if you remain in University housing.
- It's refundable when you graduate, receive an approved housing exemption, or withdraw or are dismissed from the University, as long as there is no outstanding damage in your room, or balance on your account.
- If you have housing-related charges, the deposit may be partially or fully applied to cover them.
- Eligible refunds are processed within 60 days after the end of the term or once your account is finalized.
- If charges are deducted from your deposit and you disagree with them, you have 10 business days to submit a written appeal to the Director of Housing.

### *Moving In*

Before your room assignment is confirmed, you must pay your housing deposit through your Charger Stable account.

- New students: You may move in up to three days before classes begin.
- Returning students: You may move in one day before classes begin.
- Early arrivals: Early move-in may be approved on a case-by-case basis and comes with a daily fee.

Once you arrive, you have 24 hours to complete your Room Condition Inventory (RCI). This is an important step, as it documents the condition of your room when you move in. This protects you from being charged for damage that was already there. Don't skip it.

## Room Assignments and Changes

### *Your assigned room*

You are required to live in the room assigned to you by Residence Life. Moving to a different room without authorization is not allowed and will result in a fine.

### *Requesting a room change*

Room changes are only permitted during designated periods. Here's what you need to know:

- No room changes are allowed during the first two weeks of the semester.
- Moving without authorization will result in a \$100 fine.

- Moving outside the designated period may result in an additional daily fee of \$50 until the situation is resolved.
- Your housing agreement is non-transferable, and subletting your room is not allowed.

### ***Vacancies and consolidation***

If your roommate moves out and your room has an open space, the University reserves the right to assign a new roommate. You'll need to keep the vacant side of the room accessible and ready. If you don't, you may be charged a fee. The University may also place students in overflow housing or convert rooms to triples when needed.

### ***Cancelling Your Housing Agreement***

If you need to cancel your housing agreement mid-semester:

- Charges are pro-rated if you cancel within the first three weeks of the semester.
- After the third week, you are responsible for 100% of housing charges for that semester.

The University may also cancel your housing agreement if you fail to comply with policies, engage in disruptive behavior, or are involved in criminal activity. In those cases, no refund will be issued.

If your housing becomes uninhabitable for reasons outside your control (or the University's), you'll be reassigned or released from the agreement without penalty.

## **Taking Care of Your Room**

### ***Cleanliness and condition***

You're responsible for keeping your room clean and in good condition. Residence Life conducts routine health and safety inspections each semester, with 24 hours' notice. If an issue is found, you'll have a chance to correct it. Repeated or serious violations can result in fines.

Any damage or loss caused by you or your guests will be billed to you. This is another reason the move-in RCI matters, so document everything when you arrive.

### ***Maintenance and repairs***

If something in your room needs fixing, scan the QR code on the inside of your door frame or report it promptly to the RA who will contact the Briar Cliff Facilities Department. For urgent issues like water leaks or loss of heat, contact Campus Security or your Residence Life staff member right away. Response times will vary depending on the severity of the issue.

### ***Room modifications***

Want to rearrange the furniture or make any changes to your room? Rearranging is fine, removing furniture is not allowed. All modifications must be approved in advance by Residence Life and Facilities. Don't make changes without asking first.

## **Moving Out**

When it's time to leave, whether at the end of the semester or whenever you're not returning to the same room, you must be fully checked out by 6:00 PM on the last day of final exams. Check-out involves more than just grabbing your stuff. You'll need to:

- Remove all your belongings from the room
- Clean the room thoroughly
- Return your room key(s)
- Complete a Room Condition Report with a Residence Life staff member

Skipping any part of this process can result in additional charges, including improper checkout fees.

## **Community Standards — Living Together Well**

### ***Quiet hours***

Respecting your neighbors' need to sleep and study is part of living in community. Here are the quiet hour guidelines:

- Sunday through Thursday: 10:00 PM – 10:00 AM
- Friday and Saturday: 12:00 AM – 10:00 AM
- Finals week: 24-hour quiet hours throughout

Outside of quiet hours, “courtesy hours” are always in effect, so you should be considerate of others at all times. Noise violations carry a \$30 fine.

### ***Room use***

A few ground rules for how you use your room:

- Window coverings must be fire-resistant.
- Indoor sports and other disruptive activities are not allowed in the residence halls.

### ***Personal property***

The University is not responsible for lost, stolen, or damaged personal property. We strongly encourage you to get renter's or homeowner's insurance to protect your belongings. Check whether you're already covered under your family's policy.

### ***Community spaces***

Lounges, laundry rooms, study areas, and other shared spaces belong to everyone. Please treat them with care:

- Respect and maintain all community spaces.
- Do not take furniture or other items from common areas into your room.
- Do not store personal belongings in community spaces.

- If damage occurs in a shared area and no one is identified as responsible, costs may be split among residents of that floor or building.

### ***Alcohol in the residence halls***

The University's full alcohol policy is outlined later in the *Handbook*. Here's the quick version for residential students:

- Students who are 21 or older may possess and consume alcohol in their private rooms only — not in hallways, lounges, or common areas.
- Alcohol displays (like empty bottle collections) are not allowed.
- Toller Hall and Alverno Hall are completely alcohol-free, regardless of age.

### ***Meal plans***

All residential students are required to be on a campus meal plan during the academic year. Meal plans can only be changed during the first ten days of each semester. Contact the Director of Campus Life and Safety at [David.arens@briarcliff.edu](mailto:David.arens@briarcliff.edu) for the change form.

## **Safety and Security**

### ***Building access***

All exterior residence hall doors are accessed by card. Keep your guard card with you and keep doors closed and locked when you leave. Never prop open exterior doors or let in people you don't know. If you see a propped door or broken lock, report it to Campus Security immediately at 712.898.1888.

Lending or borrowing guard cards is prohibited. If your card is lost or damaged, you'll need to pay a \$20 replacement fee.

### ***Fire safety***

Fire safety is serious, and violations carry significant consequences:

- All residents must participate in mandatory fire drills each semester. Failure to evacuate during a drill carries a \$100 fine. Failure to evacuate during an actual alarm carries a \$200 fine.
- When the fire alarm sounds, everyone must leave the building immediately — no exceptions.
- Tampering with smoke detectors, fire extinguishers, or other fire safety equipment carries fines of \$250–\$500 and may result in suspension or dismissal.
- The following are not allowed in residence hall rooms: live Christmas trees, candles, incense, hot plates, toasters, deep fryers, and halogen lamps. All electrical appliances must be UL-certified and low-wattage.
- Metal-tipped darts are also prohibited.

### ***Emergency protocols***

Emergency instructions are posted on every residential floor. Familiarize yourself with

them. You are expected to follow all University emergency protocols, including:

- Evacuating during fire alarms
- Sheltering in place during severe weather
- Following directions from University officials during any campus-wide emergency

Failure to comply with emergency procedures may result in disciplinary action.

If you are injured on campus, you should fill out the [Incident Form](#) as soon as possible. The only students that have access to the incident report form are resident assistants. I would suggest that if students are injured on campus, they contact security, residence life or campus health services and they will fill out an incident report form.

### ***Additional safety restrictions***

- Waterbeds and water-filled furniture are not allowed.
- Rooftops, ledges, mechanical rooms, and opposite-gender bathrooms are strictly off-limits.
- Smoking, vaping and use of smokeless tobacco and nicotine products are banned on all University property. Fines range from \$150–\$250.
- Firearms, explosives, fireworks, and flammable materials are prohibited. Fines range from \$500–\$1,000.
- Knives (other than for kitchen use), tasers, paintball guns, BB guns, and similar items are also prohibited. Fines range from \$200–\$500.

### ***Guests and Visitors***

You're welcome to have guests visit, but you're responsible for their behavior at all times. Your guests must follow all BCU policies while on campus.

- Guests must be always escorted by you.
- Guests may stay up to 2 consecutive nights per visit and no more than 6 nights per month.
- Opposite-gender guests are not permitted in your room between 2:00 AM and 8:00 AM, except for immediate family members.
- Guests under 18 must be always accompanied by you and must follow all guest policies.
- Unauthorized guests may result in a \$50 fine.

### ***Break Housing and Summer Housing***

Campus housing is not included during Thanksgiving, Christmas, Easter, or Spring Break. If you need to stay during a break, you must request approval in advance through the [Extend Your Stay form](#). Approved stays are charged at a daily rate, and meals are not provided during break periods.

Summer housing may be available if you are enrolled in summer courses, working on campus, or completing a local internship. Submit your [Break Occupancy Application Form](#)

application through the Office of Residence Life. Additional charges apply.

### ***Storage***

The University does not offer storage for personal belongings between housing assignments or over the summer. Everything must be removed at the time of check-out. Items left behind will be discarded. In the rare case where storage is arranged, a fee will apply. Bicycles may be stored in your room or in outdoor bike racks. They may not be kept in hallways or stairwells.

### ***Roommate Relationships and Conflict Resolution***

Living with someone new can be one of the most rewarding, and occasionally challenging, parts of University life. Here's how Briar Cliff supports you:

- When you move in, you and your roommate(s) are encouraged to complete a Roommate Agreement. This is a simple conversation guide to help you establish expectations around sleep schedules, guests, cleanliness, and noise before any issues arise.
- If a conflict comes up, start by talking directly with your roommate. Many issues are resolved with a straightforward conversation.
- If that doesn't work, reach out to your RA. They are trained to help mediate roommate conflicts.
- Persistent conflicts that can't be resolved may result in a room reassignment, subject to availability.

## **Pets, Lofts, Air Conditioning, and Technology**

### ***Pets***

The only pets allowed in the residence halls are non-aggressive fish kept in aquariums of 10 gallons or less. Unauthorized animals will result in a fine and immediate removal of the animal.

If you have a documented disability and require an [Emotional Support Animal or Service Animal](#), please contact the Accessibility Coordinator. Proper documentation is required, and the approval process takes time. Plan ahead.

### ***Lofts***

If you'd like a loft bed, only freestanding; bolt-constructed lofts are permitted. Loft rentals are available through the University for a flat rate per year. Submit your request using the [Loft and Air Conditioner Request form](#).

### ***Air conditioning***

Window AC units are not allowed. Only University-approved portable air conditioning units may be used, and they must meet University specifications. There is an annual fee for AC use, installation, and removal. You can request approval by completing the [Loft and Air Conditioner Request form](#).

## ***Technology***

Wi-Fi is provided in every room. Personal modems are not allowed, and you may not rewire connections or add cable extensions.

## **Academic Standing and Housing Eligibility**

On-campus housing is reserved for full-time undergraduate students who are in good academic and behavioral standing. If you drop below full-time enrollment or are placed on academic probation, you may be required to vacate campus housing unless Residence Life approves an exception.

If you receive an official request from the University, you must respond within 3 business days.

## ***Solicitation***

Running a business or selling products or services out of your residence hall room is not allowed without written permission from the University. This applies to door-to-door selling, online sales conducted through University resources, and any other form of solicitation in residential spaces.

## **Accessibility and Accommodations**

If you have a disability and need a specific housing accommodation, such as an accessible room, a particular building, or a private bathroom, contact the Office of Accessibility Services at [Accessibility@briarcliff.edu](mailto:Accessibility@briarcliff.edu) as early as possible. Accommodations are made in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act.

Emotional Support Animals and Service Animals are permitted in the residence halls with proper documentation and approval. See the Emotional Support Animal policy for full details and the application process.

## **Hall Meetings and Room Inspections**

Attendance at floor and building meetings is mandatory. These meetings are how important information gets shared with residents, so please make them a priority.

Routine health and safety inspections are conducted each semester with at least 24 hours' notice. In the case of an emergency or suspected policy violation, staff may enter your room without prior notice.


## **Missing Resident Student Policy**

Briar Cliff takes the safety of every residential student seriously. If anyone has reason to believe a residential student is missing, the University begins searching immediately, working with Campus Security, the Office of the Provost, and the student's family and friends.

If the student cannot be located within 24 hours, an official missing person report will be filed with the law enforcement agency that has jurisdiction.

If you believe a fellow student is missing, report your concern to the Office of the Provost or

Campus Security right away. Do not wait. This policy is in compliance with Section 488 of the Higher Education Act of 2008.

 **Report a missing student:** Call Campus Security at 712-898-1888

## Mailroom

Your mailbox number and combination are given to you at move-in. The Mailroom is in the Stark Student Center (East End) and can be reached at 712-279-276. It is open Monday through Friday, 9AM – 3pm, and there is a drop box for outgoing mail near the mailboxes for after-hours use.

Packages too large for your mailbox are held in the mailroom. You'll receive an email notification when your package arrives on campus. Note: tracking notifications from UPS, USPS, and FedEx reflect when the package arrives in Sioux City, not necessarily when it reaches campus.

If you live off campus and want a mailbox, stop by the mailroom during business hours to request one.

Your mailing address at BCU:  
[Your First and Last Name]  
Briar Cliff University  
3303 Rebecca Street  
Sioux City, IA 51104

## Dining Services

BC Dining Services is located in the Stark Student Center Cafeteria and can be reached at 712-279-1727. The cafeteria serves breakfast, lunch, and dinner Monday through Friday, and brunch and dinner on Saturday and Sunday. Meals are not served between semesters, during holiday breaks, or in the summer. Specific meal hours are posted at the start of each semester.

You can also use your flex dollars at the Briar Grill and CHARGED Coffee Shop. For full dining information — hours, menus, nutritional info — visit the BC Dining website (Clifftop Eats).

### *Residential meal plans*

All students living on campus are required to have a meal plan. You choose from four options each semester:

- 300 meals + \$400 Flex Dollars
- 250 meals + \$350 Flex Dollars
- 180 meals + \$500 Flex Dollars (available to 2nd year students and above)
- 135 meals + \$500 Flex Dollars (juniors and seniors only)

Unused meals and flex dollars do not carry over to the next semester.

Meal plans can only be changed during the first ten days of the semester. You can access the meal plan change form [here](#).

The meal plan requirement may be waived only for serious, physician-documented medical conditions that dining services cannot accommodate. Contact the Director of Campus Life and Safety and the Director of Food Service (712-279-1727).

### ***Commuter meal plans***

If you live off campus and want to eat on campus regularly, commuter meal plans are available in three sizes: 10, 25, or 50 meals per semester, with flex dollar options. Unlike residential plans, commuter plans do carry over from semester to semester. Contact the Director of Dining Services at 712-279-1727 or visit the BC Dining website.

### ***Meal plan cancellations***

If you withdraw from the University mid-semester, your meal plan charges will be pro-rated based on weeks completed through the third week. After the third week, 100% of the semester's charges apply.

## **Maintenance and Custodial Services**

The Facilities team, including housekeeping, maintenance, and groundskeeping, works hard to keep our campus clean, safe, and well-maintained. If something needs attention, please report it promptly.

- For urgent issues (water leaks, heat failure), contact Campus Security at 712-898-1888 immediately.
- Maintenance Building phone: 712-279-5376
- Submit a [maintenance request](#) online
- For urgent issues (water leaks, heat failure), contact Campus Security at 712-898-1888 immediately.

## **Residential Fees at a Glance (2026-27)**

The tables below list current room rates and fees. Room charges are billed to your University account.

### ***Room Rates (Annual)***

<b>Room Type</b>	<b>Hall</b>	<b>Annual Rate</b>
Singles	Noonan, Toller	\$7,032
Large Privates	Noonan, Toller	\$7,808
Doubles	Noonan, Toller	\$5,620
Triples	Noonan, Toller	\$6,048
Quads	Baxter	\$6,337
Singles	Alverno	\$7,287
Large Privates	Alverno	\$8,091
Doubles	Alverno	\$5,821

Triples	Alverno	\$6,266
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#### Common Fines and Fees

Item	Amount
Annual housing deposit	\$150.00
Commuter tuition rate difference	\$3,000 (annual)
Unauthorized room change	\$100 per violation
Room change outside designated period	\$50 per day
Unauthorized furniture move	\$100 per violation
Improper checkout	\$125 flat + \$25/bag left behind
Break housing (approved)	\$25 per day
Break housing (late/unapproved)	\$25 per day
Noise violation	\$30 per violation
Unauthorized guest	\$50 per violation
Guard card replacement	\$20
Room key replacement / lock change	\$90
Loft rental (annual)	\$129
Air conditioning (annual)	\$150
Refusal to evacuate (fire alarm/drill)	\$200
Tampering with safety equipment	\$250-\$500
Unauthorized pet in residence hall	\$100
Smoking/vaping on campus	\$150-\$250
Firearms, explosives, fireworks	\$500-\$1,000
Knives, tasers, BB/paintball guns	\$200-\$500
Damaged room furniture	\$50-\$200
Damaged common area furniture	\$50-\$1,000
Vandalism	\$100-\$500+
Excessive cleaning required	\$25-\$100+

# Mental Health and Counseling Services

College is one of the most significant transitions of your life, and significant transitions are hard, even when they're exciting. At Briar Cliff, we take your mental and emotional well-being as seriously as we take your academic success. The two are inseparable.

On-campus Counseling Services are a free, confidential resource for all enrolled students. Whether you're navigating stress, relationship difficulties, grief, anxiety, depression, homesickness, academic stress, identity questions, or simply the weight of figuring out who you want to be, talking to someone can help. You do not need to be in crisis to make an appointment. You just need to be a student.

*Briar Cliff University is committed to reducing the stigma around mental health. Seeking counseling is a sign of self-awareness and courage, and it is entirely consistent with the Franciscan value of caring for the whole person, body and spirit.*

## What Counseling Services Offers

### ***Individual counseling***

Short-term individual counseling is available for a wide range of personal and emotional concerns. A licensed counselor will work with you one-on-one to address what you're going through and help you develop strategies that fit your life.

### ***Crisis support***

If you are experiencing a mental health emergency, same-day crisis appointments are available. You do not need to have seen a counselor before. If you are in immediate danger, call 911 first, then Campus Security at 712-898-1888.

### ***Referrals to community providers***

If your needs extend beyond what short-term counseling can address, the counseling staff will connect you with therapists, psychiatrists, or treatment programs in the Sioux City community. Your counselor can help navigate insurance, cost, and logistics.

### ***Consultation for faculty and staff***

Faculty and staff who are concerned about a student can call Counseling Services for confidential guidance on how to approach a difficult conversation or connect a student with help.

### ***Outreach and education***

The Office of Counseling Services offers workshops, presentations, and programming throughout the year on topics like stress management, healthy relationships, sleep, and academic coping strategies. Watch for announcements from The Office of Student Affairs.

### ***How to Make an Appointment***

Call or stop by the Office of Counseling Services to schedule an appointment, with or without a referral. Same-week appointments are usually available, and same-day crisis support is always available during office hours.

Office hours are Monday through Friday during the academic year. If you call after hours and are in crisis, please call or text the 988 Suicide & Crisis Lifeline (call or text 988) or go to your nearest emergency room.

## Confidentiality — What You Should Know

What you share with a counselor is private. Counseling records are separate from your academic record and are not shared with faculty, parents, or University administration without your written consent.

There are three narrow exceptions to confidentiality, required by law:

- If a counselor believes you are in imminent danger of harming yourself or someone else.
- If a counselor receives a credible report of abuse or neglect of a child or vulnerable adult.
- If a court orders the release of records.


Your counselor will explain these limits at your first appointment. Outside these situations, what you share stays with your counselor, unless the student chooses to sign a release of information.

Note: The Directors of Counseling and Student Health are confidential reporters under Title IX, meaning that they will not report sexual misconduct to the Title IX office without your permission. See the Title IX section for more information.

## Supporting Someone You're Worried About

If you're concerned about a friend or classmate, you don't have to wait for a crisis to act. The most important thing you can do is reach out directly and tell them you've noticed something is off and that you care. You don't need to have the right words. Showing up matters more than saying the perfect thing.

If you're unsure how to help, Counseling Services will talk with you confidentially about your concerns and help you figure out next steps. You can call on behalf of someone else without giving their name.

 **If someone is in immediate danger:** Call 911, then Campus Security at 712-898-1888. Do not leave them alone, unless doing so would put you at risk.

## Additional Mental Health Resources

Beyond the BCU counseling office, the following resources are available 24 hours a day:

Resource	How to Reach	When to Use
988 Suicide & Crisis Lifeline	Call or text 988	Crisis, suicidal thoughts,

		emotional distress
<b>Crisis Text Line</b>	Text HOME to 741741	If you prefer texting over calling
<b>NAMI Helpline</b>	1-800-950-6264	Mental health information and support
<b>Sioux City emergency services</b>	Call 911	Medical or psychiatric emergency
<b>BCU Campus Security</b>	712-898-1888	Campus emergencies, after-hours safety

## Students in Distress

If you are struggling emotionally but are unsure whether counseling is right for you, we encourage you to contact Counseling Services. You do not need to be in crisis to seek support.

## The CARE Team

Briar Cliff established the Campus Assistance, Referral, and Evaluation (CARE) Team to help students get support early, before a difficult situation grows into a crisis. The team brings together university professionals who already work in student support areas such as counseling, health, accessibility, advising, residence life, and instruction. Its purpose is straightforward. The CARE Team helps keep the campus community safe and connects students who are struggling with the people and resources that can help.

The CARE Team is a place to turn for help, not a disciplinary office. Most of what the team does happens well before anyone is in trouble, and its aim is to reach a student early enough that a conduct meeting never becomes necessary. The team works alongside Counseling Services, the Office of the Provost, and the Director of Security and Housing so that a concern raised in one place reaches the right person quickly.

### *Bringing a Concern to the CARE Team*

Anyone in the Briar Cliff community can bring concerns to the CARE Team. That includes students who are worried about a friend or classmate and students who want help for themselves. You do not need to be certain that something is wrong. If someone seems to be carrying more than they can manage, that is reason enough to reach out, and raising a concern based on what you have seen or heard yourself is always appropriate. You can file a CARE Team referral at [www.briarcliff.edu/current-chargers/get-involved/student-support-services/care-team](http://www.briarcliff.edu/current-chargers/get-involved/student-support-services/care-team).

When you submit a referral, a member of the team is notified, reviews what you shared, and gathers further detail needed before deciding how to respond. The more you can describe, the better the team can help. It helps to include the student's name, what you noticed and where and when you noticed it, the names of anyone else who saw the same thing, and your own name and contact information so the team can reach out to you. If you have saved messages or emails that show the concern, keep them on the device that received them.

### ***What the CARE Team Does***

When the team learns of a concern about a student, it gathers relevant information, considers the situation as a whole, and decides on the right kind of outreach. That outreach is supportive by design. It may be an email to check in, a conversation, a connection to counseling or another campus resource, or a meeting with the Director of Security and Housing. The team also helps faculty and staff who are worried about a student and unsure how to respond, offering them practical guidance and resources.

### ***How Your Privacy Is Protected***

The CARE Team treats student information with care. Its records and conversations are confidential, and information is shared only with the people who need it in order to help, consistent with the Family Educational Rights and Privacy Act. When the team weighs how serious a situation is, it uses a structured risk assessment that behavioral intervention teams rely on across higher education, so that decisions are made thoughtfully and consistently rather than on instinct.

**⚠ If someone is in immediate danger:** Call 911, then Campus Security at 712-898-1888. If a person is an immediate threat to themselves or to someone else, or is unable to care for themselves, do not wait to file a referral. Call for help first.

## **Student Health Services**

The Student Health Office is located on the ground floor of Alverno hall next to Security and shares a lobby with Counseling Services. Free services available to students include:

- Nursing care for illness, injury and minor medical problems
- Over-the-counter medications, first aid supplies and equipment (e.g., crutches, ace bandage wraps)
- Administration of prescribed medications or procedures
- Referral and appointment assistance to providers for further diagnosis and treatment
- Assistance with healthcare clinical requirements, including TB tests and lab work
- Health coaching, including holistic one-on-one support, empowering self-care and building sustainable wellness habits and goals (e.g., smoking cessation, nutrition, chronic medical diagnosis management)
- Health education resources and opportunities-monthly wellness events, health fairs, lunch-and-learns, community speakers

The Student Health Office is open for walk-in visits Monday-Thursday 8:00am-2:00pm and Fridays 8:00am-12:00pm. Students can be seen outside of these hours by appointment. Call the campus nurse at 712-279-5436 or email [jacki.volz@briarcliff.edu](mailto:jacki.volz@briarcliff.edu) to make an appointment. If you need health care when the office is closed, visit the Student Health webpage for an updated list of local urgent care clinics and emergency rooms. Students living on campus can also contact their Resident Advisor to help access care.

## **Student Health Requirements and Immunizations**

The University prioritizes the health and well-being of our campus community. Health

information and immunization compliance must be received and reviewed by the health office prior to moving into residence halls, attending in-person classes, and participating in athletics. This section explains exactly what's required, what's recommended, and how to request an immunization exemption.

Students in healthcare-related programs, including Nursing and the Doctor of Physical Therapy program, must also meet additional requirements set by their departments. Check with your program if you're unsure what applies to you.

### ***What You're Required to Submit***

All required forms are available on the Student Health webpage. All students attending in-person classes, living on campus, or participating in athletics must submit:

- A completed Medical History Form
- Immunization record with documentation of receiving the following vaccinations:
  - **Measles, Mumps & Rubella (MMR):** Two doses of the MMR vaccine, given after your first birthday and at least 30 days apart **OR** a positive Measles (rubeola) IgG antibody titer. Note: a history of having the disease is *not* sufficient.
  - **Meningitis Vaccine (ACWY):** One dose given after age 16. This applies to all students age 21 and under.
  - **Tdap (Tetanus, Diphtheria, Pertussis):** One dose of the adult Tdap vaccine.
  - **Polio:** Completion of the primary polio series.
  - **Varicella (Chickenpox):** Two doses of the Varicella vaccine **OR** verification that you had chickenpox disease **OR** a positive Varicella IgG antibody titer.

### ***Additional requirements for international students***

In addition to everything listed above, international students must also submit:

- An Immunization Record in English that meets all the requirements listed above
- A completed Tuberculosis (TB) Screening Form
- If the TB Screening Form indicates you are at high risk, you'll need one of the following, completed within the past 12 months:
  - TB Skin Test (PPD), or
  - QuantiFERON Gold (IGRA) blood test
  - NOTE: If you have a history of a positive PPD skin test or IGRA result and have not completed tuberculosis treatment, you will also need a chest X-ray taken within the past 12 months.

### ***Recommended (But Not Required) Vaccinations***

While not required, the University follows guidance from the CDC, ACHA and Siouxland District Health Department (SDHD) and encourages all students to consider the following vaccines that protect you and your community:

- COVID-19 Vaccine — dosing based on shared decision-making with your healthcare provider
- Influenza (Flu) Vaccine — recommended annually, especially if you live on campus

- Meningitis B Vaccine — recommended for students with certain health conditions. See CDC guidance for details.
- Hepatitis A — 2-dose series
- Hepatitis B — 2 or 3-dose series
- HPV Vaccine — 2 or 3-dose series (based on age of first vaccine) recommended for both males and females

### ***Health Insurance***

The Athletic Department requires all Intercollegiate Student Athletes to submit proof of health insurance to their electronic records system prior to participation in their sport. They will reach out to you with more details. For questions, contact [Kelsie.colfack@briarcliff.edu](mailto:Kelsie.colfack@briarcliff.edu). All other students are strongly encouraged to have health insurance in order to access local medical care. Briar Cliff University does not provide health insurance options for students. If you need to purchase health insurance, view options at the Marketplace ([www.healthcare.gov](http://www.healthcare.gov)). It's also recommended that students or parents call their insurance provider to check for in-network services in the Siouxland Area.

### **How to Request a Vaccination Exemption**

Briar Cliff University complies with Iowa House File 299 (HF-299), which means students may request an exemption from required vaccinations under certain circumstances.

### **Medical exemption**

If a licensed healthcare provider certifies that a required vaccine is medically contraindicated for you (meaning it could harm your health), you may request a medical exemption. Your provider will need to submit documentation on your behalf.

### **Religious exemption**

If you hold a sincerely held religious belief that prevents you from receiving one or more vaccines, you may request a religious exemption.

Students may request exemption information and forms from [ChargerHealth@briarcliff.edu](mailto:ChargerHealth@briarcliff.edu). The exemption process does require meeting with a nurse in the health office. Contact them early, as exemptions must be submitted and approved before you can move in or begin classes.

### ***HIV/AIDS***

Briar Cliff University affirms what current medical science makes clear: people who are HIV-positive do not pose health risks to others in an academic or residential setting. There is no risk from casual contact.

Consistent with guidance from the American College Health Association (ACHA), Briar Cliff does not have blanket policies that restrict or exclude students with HIV/AIDS-related conditions. Instead, situations are handled individually and with care. The Director of Health Services and Associate Provost of Student Success and Life manage individual cases,

coordinate educational programming, and guide any necessary policy decisions. If you have questions or concerns related to HIV/AIDS, the Health and Wellness Office at 712-279-5436 is a confidential resource.

All health documents, immunization records, and exemption requests should be submitted to [ChargerHealth@briarcliff.edu](mailto:ChargerHealth@briarcliff.edu) or to

Jacki Volz  
Campus Nurse  
BCU Health and Wellness Office  
3303 Rebecca Street-Alverno G-4  
Sioux City, IA 51104  
Fax: 712-279-5436  
Phone: 712-279-5426

If you have any questions about health requirements or other medical concerns, please do not hesitate to contact the Health and Wellness Office. They are there to help you navigate your health and should be the first stop for any medical needs or questions.

✓ **Tip:** If you're not sure whether your existing vaccine records are complete, contact the campus nurse at 712-279-5426 or [jacki.volz@briarcliff.edu](mailto:jacki.volz@briarcliff.edu) to discuss. It's much easier to take care of any needed vaccinations prior to your arrival.

## Financial Aid Procedures and Processes

### *FAFSA Waiver Request*

The Free Application for Federal Student Aid (FAFSA) is required annually to receive BCU institutional aid. Students who are unable or choose not to complete the FAFSA may submit a FAFSA Waiver Request. An approved waiver allows the student to receive BCU institutional aid (scholarships and grants only) without a FAFSA on file. Federal and state aid programs require the FAFSA and cannot be waived.

#### **Circumstances that may support a waiver request include, but are not limited to:**

- Religious or personal objection to providing financial information on the FAFSA.
- An immigration status preventing FAFSA completion.
- Inability to obtain required parental information for dependent students despite documented good-faith efforts.
- Other documented circumstances that prevent FAFSA completion, at the discretion of the Director of Financial Aid.

#### **To request a waiver, students must:**

- Submit a completed FAFSA Waiver Request Form to the Office of Financial Aid.
- Provide a written explanation of why the FAFSA cannot be completed.
- Attach any applicable supporting documentation.

Waiver requests are reviewed by the Director of Financial Aid on a case-by-case basis. A

waiver, if approved, applies only to the academic year for which it is submitted and must be renewed annually. Approval is not guaranteed. Students approved for a waiver acknowledge that they are not eligible for federal or state financial aid programs during the waiver period. The Office of Financial Aid will notify the student of the decision via BCU email.

### ***Federal Verification***

The U.S. Department of Education selects some students for a process called verification, during which the Office of Financial Aid must confirm the accuracy of information reported on the FAFSA before federal or state aid can be disbursed.

- Students selected for verification will be notified via their BCU email and must submit all required documentation by the stated deadline.
- Required documents may include tax transcripts, W-2 forms, household size verification, and other items as specified in the verification request.
- Federal and state aid will not be disbursed until verification is successfully completed. BCU institutional aid is not subject to federal verification requirements but may be held pending resolution of outstanding discrepancies.
- If verification reveals discrepancies between FAFSA data and submitted documentation, the Office of Financial Aid will update the student's FAFSA and recalculate the aid package. Students will be notified of any resulting changes.
- Students who fail to complete verification by the required deadline may lose eligibility for federal and state aid for that award year.

### ***Outside Scholarships and Over-award***

Students are required to report all outside scholarships, employer tuition benefits, departmental awards, and other financial resources received from sources outside of BCU to the Office of Financial Aid.

Federal regulations require that a student's total financial aid package, including outside resources, does not exceed the Cost of Attendance or create an over-award condition. When outside aid is received after an aid package has been finalized, the Office of Financial Aid will review the package and reduce aid as needed. Reductions will be applied in the following order:

- Unsubsidized loan eligibility (reduced first to preserve grant aid).
- Subsidized loan eligibility.
- Self-help aid (Work-Study).
- Institutional grant or scholarship aid (reduced only when required by federal need calculation).

Failure to report outside scholarships may result in an over-award that requires repayment.

### ***Professional Judgment***

The Director of Financial Aid may exercise Professional Judgment (PJ) on a case-by-case

basis to adjust a student's Cost of Attendance, dependency status, or Student Aid Index when documented, unusual circumstances exist that are not reflected in the standard FAFSA process. PJ decisions are based on the individual facts of each case and do not set a precedent for other students.

**Circumstances that may warrant a PJ review include, but are not limited to:**

- Significant change in family income or employment status after the FAFSA was filed.
- Unusual medical, dental, or mental health expenses not reflected in the FAFSA.
- Documented unusual circumstances affecting a student's dependency status.
- Other documented extraordinary circumstances as determined by the Director of Financial Aid.

Students requesting a PJ review must submit a written request with supporting documentation to the Office of Financial Aid. PJ decisions are final and may not be appealed to the U.S. Department of Education.

***Aid Offer Notification and Acceptance***

Once a student's FAFSA has been received and processed and all eligibility requirements have been met, the Office of Financial Aid will issue a financial aid offer via the student's BCU portal and BCU email.

- Loan funds require acceptance through the BCU portal, completion of Entrance Counseling, and a signed Master Promissory Note (MPN) before disbursement.
- Work-Study funds must be accepted and a position secured before earnings begin.
- Grants and scholarships are awarded automatically; no acceptance action is required unless specified in the award terms.
- Students who do not respond to or accept their aid offer by the stated deadline may have individual aid components reduced or canceled.
- It is the student's responsibility to monitor their BCU email and portal for financial aid communications throughout the academic year.

***Financial Aid Appeals***

A student who believes a financial aid decision was made in error may submit a written appeal, with supporting documentation, to the Office of Financial Aid. Appeals related to Satisfactory Academic Progress (SAP) are governed by the SAP procedures below. Requests for adjustments based on special or unusual circumstances are handled through the Professional Judgment process described above.

***Student Responsibilities***

Students receiving financial aid at BCU are responsible for the following:

- Complete and maintain the FAFSA annually by applicable deadlines.
- Respond to verification requests promptly and submit all required documentation by the stated deadline.
- Report all outside scholarships and additional aid to the Office of Financial Aid.

- Accept or decline aid components as directed within stated deadlines.
- Monitor BCU email and portal for all financial aid communications throughout the academic year.
- Notify the Office of Financial Aid of any change in enrollment status, program of study, or other circumstances that may affect aid eligibility.

## **Financial Aid Adjustments, Withdrawal, and Enrollment Changes**

### ***Unofficial Withdrawal and Never-Attended Students***

Because BCU does not require physical class attendance, students who stop engaging academically without formally withdrawing present a distinct administrative challenge. The University is required by federal regulation to determine whether such students have withdrawn for Return of Funds purposes.

### **Unofficial Withdrawal**

A student who ceases all academic engagement without submitting an official withdrawal is considered to have unofficially withdrawn. The Office of Financial Aid, in coordination with the Registrar's Office and faculty, will determine the student's Last Date of Academic Engagement (LDAE) using documented evidence of academic activity. This LDAE will be used as the withdrawal date for R2T4 calculations. The Office of Financial Aid will initiate R2T4 calculations within 30 days of determining that an unofficial withdrawal has occurred.

### **Never-Attended Students**

A student who receives financial aid but never establishes academic engagement in any enrolled course will be treated as having not begun attendance. Federal aid disbursed to a never-attended student must be returned in full.

### **Leave of Absence**

An approved Leave of Absence (LOA) granted under BCU's academic leave policy may affect a student's financial aid eligibility. A student on an approved LOA is not considered to have withdrawn for Title IV purposes, provided the leave meets all federal requirements:

- The leave must be for a documented reason such as medical necessity or other qualifying personal circumstance.
- The maximum cumulative LOA period within any 12-month period is 180 days.
- The student must be permitted to return to the same academic program at the same point in the curriculum without penalty.

If an LOA does not meet these federal requirements, the student will be treated as withdrawn and R2T4 procedures will apply, using the first day of the leave as the withdrawal date. Students considering a leave of absence should contact the Office of Financial Aid before the leave begins to understand the impact on their aid.

### ***Withdrawal Due to Military Service***

A student who withdraws because they are called to active military duty or active state duty will be treated in accordance with applicable federal and state protections, including the right to readmission to the same program upon return from service. R2T4 will be applied as required. Students should provide a copy of their military orders to the Registrar's Office and the Office of Financial Aid as soon as practicable.

### **Return of Title IV Funds (R2T4) — Detailed Process**

Students who completely withdraw before the 60% point of the semester will have federal Title IV aid returned based on the percentage of the term remaining. The LDAE is used to calculate the percentage of the term completed.

### **Percentage Completed Formula**

Number of calendar days completed in the term ÷ Total calendar days in the term = Percent Completed

Aid will be returned through the 60% point of the term in the following order:

1. Direct Unsubsidized Loan
2. Direct Subsidized Loan
3. Grad PLUS Loan
4. Direct PLUS Loan
5. Federal Pell Grant
6. SEOG
7. Other Title IV programs

State and institutional funds are calculated and returned on an individual basis.

### **Federal Deadlines**

The Office of Financial Aid must complete the R2T4 calculation within 30 days of the date the institution determines the student withdrew. Funds must be returned to the appropriate federal programs within 45 days of that determination. The date of determination is the earlier of: the date the student officially notified the Registrar of withdrawal, or the date the institution otherwise determined the student withdrew.

### **Programs Offered in Modules**

If a student is enrolled in courses that do not span the entire length of the semester (for example, accelerated or modular sessions shorter than the full term), the student is treated as withdrawn for R2T4 purposes upon ceasing attendance unless the student is scheduled to begin, or provides written confirmation of intent to attend, another course within the same payment period.

### **Post-Withdrawal Disbursement**

If the R2T4 calculation determines that a student earned more Title IV aid than was disbursed at the time of withdrawal, the University must offer the student a post-

withdrawal disbursement of the earned but undisbursed amount.

- Grant funds (Pell, SEOG) will be disbursed automatically to the student's account within 45 days of the withdrawal determination, provided the funds cover outstanding institutional charges.
- Loan funds that were not yet disbursed will not be automatically applied. The Office of Financial Aid will notify the student within 30 days of the withdrawal determination. The student or parent (for PLUS) has 14 days to accept or decline the post-withdrawal loan disbursement.
- If the student does not respond within 14 days, the post-withdrawal loan disbursement will not be made.

### **Title IV Credit Balance**

If a post-withdrawal disbursement or any return of funds results in a Title IV credit balance on the student's account, the University will pay the credit balance to the student (or parent, for PLUS funds) within 14 days of the date the balance is created.

### **Student Repayment Obligation**

When Title IV funds are returned to federal programs as a result of an R2T4 calculation, a portion of those funds may have already been applied to the student's BCU account to cover institutional charges. The return of those funds may create a balance owed to BCU.

Students who owe a balance to BCU as a result of a Return of Funds calculation are responsible for paying that balance to the Office of Student Accounts. Outstanding balances may affect the student's ability to re-enroll, receive transcripts, or graduate. Payment plan options may be available through the Office of Student Accounts.

Additionally, if the R2T4 calculation determines that a student received more Title IV grant funds than earned, the student may be required to repay a portion of those grant funds directly to the U.S. Department of Education. The Office of Financial Aid will notify the student of any federal repayment obligation.

### **Proration of Institutional Aid**

BCU institutional aid (scholarships and grants) may be prorated for students who do not remain enrolled or academically engaged through the 60% point of the semester. Prorated amounts are calculated in proportion to the period of enrollment completed.

### **Institutional Aid Proration Appeal Process**

A student whose institutional aid has been prorated due to withdrawal or loss of academic engagement before the 60% point of the semester may appeal for reinstatement of that prorated aid if unusual or mitigating circumstances contributed to the withdrawal.

#### **Eligible Circumstances**

Appeals are limited to circumstances beyond the student's reasonable control, including but not limited to:

- Death of an immediate family member.
- Serious illness or injury to the student or an immediate dependent.

- Documented mental health crisis.
- Natural disaster or catastrophic event directly affecting the student.
- Other extraordinary circumstances at the discretion of the Financial Aid Office.

### **How to Submit an Appeal**

Appeals must be submitted within 30 calendar days of the date the student is notified that institutional aid has been prorated.

- Complete the Institutional Aid Proration Appeal Form (available from the Office of Financial Aid).
- Provide a written personal statement explaining the mitigating circumstances and describing what has changed to prevent recurrence.
- Attach supporting documentation (e.g., physician statement, obituary, official notice).
- Submit the completed packet to the Office of Financial Aid.

### **Review and Outcome**

The Financial Aid Office will review appeals on a rolling basis and will ordinarily notify the student in writing of the decision within 30 calendar days of receiving a complete appeal packet. Appeal outcomes are final and cannot be further appealed. Approved appeals may result in full or partial reinstatement of prorated institutional aid at the discretion of the Financial Aid Office. The University does not grant retroactive aid for prior terms.

Students whose circumstances involve a disability or medical condition may also contact the Office of Financial Aid to discuss reasonable accommodations. The University administers this policy without regard to race, color, national origin, sex, age, disability, or other protected status.

### **Responsibilities**

#### **Office of Financial Aid**

Recalculate aid for all enrollment changes; complete R2T4 calculations within 30 days of withdrawal determination; return funds to federal programs within 45 days; issue post-withdrawal disbursement notices; receive and review Institutional Aid Proration Appeals; notify students of repayment obligations.

#### **Office of Student Accounts**

Apply tuition charges consistent with enrollment status as of close of Census; process billing adjustments resulting from R2T4 calculations; notify students of balances owed to BCU resulting from return of funds.

#### **Registrar's Office**

Record enrollment adds, drops, and official withdrawals; communicate changes promptly to Financial Aid and Student Accounts; record LDAE for students who cease academic engagement without formally withdrawing.

#### **Faculty/Instructors**

Promptly report students who stop participating in coursework to the Registrar's Office, including the most recent verified date of academic activity, to enable accurate LDAE determination.

## Students

Initiate all enrollment changes officially through the Registrar's Office; drop courses by the end of Census to avoid financial responsibility for unwanted enrollment; notify the Registrar and Financial Aid immediately upon deciding to withdraw; contact Financial Aid before taking a Leave of Absence; monitor BCU email for all financial aid and billing communications.

# Satisfactory Academic Progress (SAP)

## *Appeal and Reinstatement Procedures*

The SAP standards — including GPA thresholds, completion rate requirements, maximum timeframe limits, and definitions — are published in the Academic Catalog. This section covers notification, the appeals process, probation administration, and reinstatement.

## SAP Review and Notification

Cumulative GPA, completion rate, and maximum timeframe are reviewed at the end of each period of enrollment (Fall, Spring, and Summer semesters) for federal, state, and institutional aid eligibility.

Students not meeting the minimum standards will be issued a Financial Aid Warning status and notified via their Briar Cliff University email. Students on Financial Aid Warning will have one subsequent semester to achieve the minimum SAP standards while remaining eligible for aid. If a student is unable to meet the minimum standards by the end of that semester, the student will be suspended from federal, state, and institutional financial aid programs.

## SAP Appeal Process

### **When Can I Appeal?**

If financial aid eligibility is suspended as a result of failure to meet any of the satisfactory academic progress standards, you may submit a SAP Appeal to request reinstatement of your federal, state, and institutional aid eligibility.

## Federal Appealable Circumstances

Federal regulations limit circumstances for which a suspension of financial aid may be appealed due to the following:

- Death of a family member
- Illness or injury to the student
- Other special circumstances beyond the student's control

## How to Submit a SAP Appeal

To appeal a financial aid suspension, a student must submit a completed SAP Appeal Form to the Office of Financial Aid. The student must:

- Explain the mitigating circumstances that caused the failure to meet SAP standards.

- Describe what has changed that will allow the student to meet SAP standards by the next evaluation period.
- Submit the appeal at least six weeks prior to the end of the term to ensure the Office of Financial Aid has time to review and process the appeal and for financial aid to be awarded if approved.

### **Submission Deadline:**

*Students should submit SAP appeals at least six weeks prior to the end of the term. Appeals should be submitted prior to the start of the term or as early in the term as possible. Students cannot appeal for a term that has already ended or that they are no longer attending.*

Students awaiting the outcome of their appeals are not eligible for Financial Aid Holds to prevent late fees for past-due balances.

### **Appeal Review and Outcomes**

Appeals are submitted to the Office of Financial Aid and reviewed by the Appeal Committee. The Office of Financial Aid may request additional information or documentation as needed. Appeal outcomes are final and cannot be further appealed.

If an appeal is approved,

the student will be placed on either financial aid probation or an academic plan and 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 one academic term will be placed on Financial Aid Probation.
- Students the Office of Financial Aid determines are unlikely to meet the standards within one term will be placed on an Academic Plan specifying what the student must do to meet standards at a specific point in time.

For GPA or completion rate suspensions, the Academic Plan will include the number of credits and/or the GPA that must be achieved each term. For students suspended because they cannot complete their programs before reaching the maximum timeframe, the academic plan will include the specific courses the student will take to complete the program of study.

### **Notification Timeline**

The Office of Financial Aid notifies the student of the appeal decision in writing, via BCU email, normally within ten (10) business days of the Appeal Committee's determination.

### **If an appeal is denied,**

the notification states the reason for the denial and the options available to the student. 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 not provided in a prior denied appeal. A student may also submit subsequent appeals based on different mitigating circumstances.

Students do not have the option to appeal a financial aid suspension to any other entity, including the U.S. Department of Education or any other University office.

### ***Probation and Academic Plan Administration***

A student who is placed on an Academic Plan must review, acknowledge, and agree to the terms of the plan before financial aid is disbursed. A student who does not accept the terms of the Academic Plan remains suspended from financial aid.

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 meet 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. The student must, however, document a different reason than the reason listed in the prior appeal(s).

### **Reinstatement of Eligibility**

Suspended students who subsequently meet all three SAP standards independently without the use of federal and state financial programs and are in good standing regain their eligibility for financial aid.

### **Readmission After a Period of Non-Enrollment**

A student who is readmitted or who resumes enrollment after a period of non-enrollment returns with the SAP status the student held when last enrolled. A student who was suspended from financial aid when last enrolled remains suspended upon return until the student either regains eligibility by meeting all SAP standards or submits a successful SAP appeal.

### **Institutional Aid and SAP**

BCU institutional scholarships and grants are subject to the same SAP standards described in the Academic Catalog and administered on the same basis as federal and state aid.

Financial Aid Warning status applies to BCU institutional scholarships in the same manner as to federal and state aid. Suspension from federal and state aid due to failure to meet SAP standards also results in suspension of institutional awards, and eligibility is reinstated at the same time.

## **Responsibilities**

### **Office of Financial Aid**

Evaluate SAP after each enrollment period; issue Financial Aid Warning and suspension notifications via BCU email; receive, review, and communicate outcomes of SAP appeals; place students on probation or academic plans as appropriate; advise students on institutional aid SAP distinctions.

### **SAP Appeal Committee**

Review submitted SAP appeals and issue determinations.

### **Students**

Monitor their own academic progress each term; understand the specific SAP requirements for each aid program received; respond promptly to all SAP communications; submit appeals with required documentation at least six weeks before the end of the term.

## **FERPA and Records**

SAP evaluations, warning and suspension notices, and appeal records are part of the student's financial aid file and are protected under FERPA. These records are maintained for a minimum of three years from the end of the award year to which they pertain, or longer as required. Students have the right to review their own SAP records through the Office of Financial Aid.

# Part III.

# Academic Life




# Academics at Briar Cliff

College is more than just showing up to class. It's about building relationships with professors, exploring your intellectual interests, getting the support you need, and understanding the academic roadmap that will get you to graduation. This section covers the practical and the big-picture elements of the academic experience at Briar Cliff.

## Course Registration and Academic Planning

### *How to register for courses*

Your advisor will help you identify courses that fit your major requirements, general education requirements, and academic goals. Registration opens on specific dates, so watch for emails from the Registrar's Office announcing your registration window. Dates are staggered by class year, so seniors register first, then juniors, then sophomores, then first-year students.

 **Mark your calendar:** Registration dates are announced each semester. Missing your window means you get whatever courses remain open, which may not include the sections you need. Plan ahead with your advisor.

### *Adding and dropping courses*

If you need to add a course after registration closes, contact the Registrar's Office in Noonan Hall, Office 107 or 108. You can add a course up to one week after the semester begins, but the later you add, the more behind you'll be.

Dropping a course is different from withdrawing from a course:

- **Drop:** If you drop in the first 5 days of the semester, the course is removed from your record as if you never registered. No grade, no financial consequence.
- **Withdraw:** If you withdraw after the 5-day drop period, the course appears on your transcript with a 'W' (withdraw). This does not affect your GPA, but it remains on your record. Withdrawals are allowed up to the last day of classes.

Withdrawals after midterm may affect your financial aid. Check with the Financial Aid Office before withdrawing from a course in the second half of the semester. You may withdraw from a course up until the 70% completion point in the semester and receive a "W." After the 70% point, you will receive a "WP" (Withdrawal Passing) or "WF" (Withdrawal Failing). A "WF" is calculated as an "F" in your cumulative GPA.

### *Course load expectations*

Full-time enrollment is defined as 12 or more credits per semester. Most students take 14–16 credits, which is a standard four-course load. Taking 18 credits is possible but is heavy, so talk to your advisor before committing to that many credits, especially if you are working or involved in athletics or other demanding activities.

### *Choosing your major*

You do not need to declare a major immediately. Most students declare by the end of

sophomore year. When you're ready, contact the department or program office for your major and complete a major declaration on the Registrar's Office website.

You can change your major at any time. It should not delay your graduation if you change by sophomore year, but that depends on the major into which you change. If you change late in your academic career, talk to your advisor and the Registrar about how it affects your timeline to graduation.

## **Academic Advising**

### ***Your academic advisor***

All students have an academic advisor who will help you plan your courses, understand degree requirements, explore academic options, and think through your academic goals. Your advisor is a resource not just for signing forms — they can help you troubleshoot a difficult class, explore a new interest, or think strategically about your major.

First-year students are assigned to a Compass Navigator as your first-year advisor. Compass Navigators are trained peer mentors and faculty advisors who help you get oriented to BCU, make connections, and navigate the transition to college. At the end of your first year, you will transition to a major-specific advisor or a faculty advisor in your chosen field.

Adult learners and transfer students are assigned to an advisor within your major department or, if you are undecided, to a first-year advisor.

### ***Getting the most out of advising***

- Schedule appointments in advance. Advisors have busy schedules; planning ahead ensures you get the time you need.
- Come prepared. Bring any questions you have, and a sense of what you'd like to discuss.
- Ask about long-term goals, not just next semester. Advisors help you think about your full four-year plan, not just the next registration.
- Reach out if you're struggling. If a course is going badly, if you're thinking about changing majors, or if you're unsure about your direction — talk to your advisor. That's what they're there for.

## ***Understanding Degree Requirements***

### **The three-part framework**

Your degree requirements fall into three categories:

1. General Education (Core Values Curriculum): These are courses all BCU students take, and include writing, mathematics, philosophy, theology, natural science, social science, and humanities. They represent Briar Cliff's commitment to a liberal arts education and ensure you graduate as a well-rounded thinker. You'll complete most of these by the end of your sophomore year.

2. Major Requirements: Courses specific to your field of study. These typically total 30–60 credits and are designed to give you depth and expertise in your discipline.
3. Electives: Courses you choose freely to round out your education. You might use electives to explore a minor, dive deeper into your major, sample courses in other fields, or pursue your interests.

### **Minors and double majors**

A minor is typically 18–24 credits in a field outside your major. It shows employers or graduate schools that you have meaningful knowledge in a secondary area. A double major means you complete full requirements in two disciplines, requiring careful planning and typically adds time and courses beyond a four-year degree. Talk to your advisors in both departments before committing to a double major.

## **Academic Standing and Progress**

### ***Good Academic Standing***

You are in Good Academic Standing if you maintain a cumulative grade point average (GPA) of 2.0 or higher. This is the baseline expectation and is required to graduate.

### ***Academic Probation***

If your cumulative GPA falls below 2.0, you are placed on Academic Probation. This means:

- You are still enrolled and attending classes.
- You will be contacted by your academic advisor or a Compass Navigator to develop an academic success plan.
- You may be required to reduce your course load, meet with a tutor, or participate in other academic support.
- You remain on probation until your cumulative GPA returns to 2.0 or above.

Academic Probation is not permanent and is not a punishment. Students get off probation when they raise their cumulative GPA back to 2.0. The key is making a concrete change in habits, whether that's finding a tutor, meeting more regularly with your professor, getting help from the writing center, or reassessing your course load and work obligations.

### ***Academic Dismissal***

In rare cases, if a student's GPA is very low and does not improve despite being on Academic Probation, the University may dismiss the student from the institution. This is a last resort. Before dismissal happens, the student generally has been on probation for at least one semester and given an opportunity to present a plan for improvement.

### ***Satisfactory Academic Progress (SAP)***

Satisfactory Academic Progress is a federal requirement that affects your financial aid eligibility. To remain eligible for federal aid, you must:

- Maintain a cumulative GPA of at least 2.0.

- Complete courses at a pace that allows you to graduate within 150% of the normal time for your program. For example, if a bachelor's degree normally takes 120 credits over 4 years, you must be on pace to finish in 6 years (150% of 4).
- Make progress toward your degree, meaning you are completing your major and general education requirements, not just taking random electives.

**⚠ Important:** If you fall out of SAP, you may lose federal student aid (grants and loans), even if your GPA is still 2.0 or above. If you think your aid is at risk, talk to the Financial Aid Office immediately.

## Dean's List and Other Undergraduate Academic Honors Recognitions

### *Dean's List*

Students who achieve a GPA of 3.5 or higher in a given semester are named to the Dean's List, a recognition of excellent academic performance. You'll receive a certificate and a letter.

### *Undergraduate Graduation with Latin Honors*

Students who graduate with a cumulative GPA of 3.7 or higher graduate 'Cum Laude' (with honor). A GPA of 3.8 or higher earns 'Magna Cum Laude' (with great honor). A GPA of 3.9 or higher earns 'Summa Cum Laude' (with highest honor). These distinctions appear on your diploma and transcript.

### *Honor societies*

Depending on your major, you may be eligible to join national honor societies that recognize achievement in your field. Membership is by invitation and typically requires a minimum GPA and completion of major requirements. Your department will notify you if you're eligible.

## Academic Support Resources

### *Tutoring and Course Mentors*

Free peer tutoring is available for most 100- and 200-level courses taught in face-to-face format. Tutors are upper-level students trained in the course material who can help you understand concepts, work through problem sets, or prepare for exams. You can view tutor schedules and times on the BCU website or ask your professor for a recommendation.

Commitment to tutoring matters: If you sign up for tutoring, you are expected to attend sessions. Missing two or more sessions without notifying your tutor will result in dismissal from further tutoring sessions for that semester.

### *Writing and Translation Center*

The Writing and Translation Center provides one-on-one writing support for students working on essays, research papers, lab reports, or any writing assignment, as well as

support for students in their Spanish classes. Writing tutors help you develop ideas, organize your argument, improve clarity, and edit for grammar — not just fix what you've already written. Use the Writing and Translation Center throughout the process, not just at the end.

### ***Assessment and tutoring coordination***

When you arrive at BCU, you will be placed in appropriate writing and mathematics courses based on ACT or equivalent scores. If you test into developmental writing or math, take these seriously. They are designed to give you the foundation you need to succeed in college-level work.

### ***Learning Communities***

BCU's General Education Learning Communities pair related courses (*e.g.*, a writing course with a first-year experience course) so you can see connections across disciplines. Learning Communities also build community, since you're learning alongside the same 20–25 people, which creates accountability and friendships.

## **Academic Integrity**

Academic Integrity is at the heart of what it means to be a student and a scholar. See the Academic Integrity Policy elsewhere in this handbook for the full framework, definitions, and consequences. The short version: Do your own work, give credit to your sources, and don't help others cheat.

## **Special Academic Situations**

### ***Incomplete grades***

In rare circumstances, if you are doing well in a course but face a genuine emergency (illness, family crisis, etc.) that prevents you from completing work by the end of the semester, your professor may award an Incomplete grade ('I'). An Incomplete means:

- You and your faculty member will determine the amount of time you need to complete your work.
- Your grade will be calculated based on what you submit, following the grading scale in the syllabus.
- If you do not complete the work within the allocated time, the Incomplete converts to the grade determined by the faculty member without that additional completed work.

An Incomplete is not a tool for procrastination. It requires your professor's agreement (and the approval of the Provost) that (a) you have legitimate reasons, (b) you are capable of completing the work, and (c) you have a concrete plan to finish.


### ***Retaking courses***

You can retake any course. Your transcript will show both the original grade and the new grade, but only the higher grade counts toward your GPA. This means you can recover from a poor grade without permanently damaging your academic record — but you still have to

put in the work.

### ***Withdrawing from the University***

If you do make the decision to withdraw from Briar Cliff during the semester, contact the Registrar's Office first. We have a withdrawal process we ask students to complete, which includes meeting with essential offices to ensure they have the information needed. Early withdrawal protects your academic record and allows you to maintain good standing with the University. Your transcript will show a 'W' for each course, but it does not affect your GPA.

 **Before you decide to withdraw:** Talk to your advisor, your dean, and the Financial Aid Office. Financial aid may be affected, and there may be options you haven't considered.

### ***Appealing a grade or academic decision***

If you believe a grade was assigned unfairly or that an academic decision was made in error, you have the right to appeal. Start by talking to your professor or the relevant office (Registrar, Dean of Students, etc.). If you don't feel your concern was addressed, follow the Student Grievance Procedures outlined in this handbook.

## **Getting to Graduation**

The path from first year to graduation is clear in outline

- complete your general education
- complete your major
- complete your electives
- maintain a 2.0 GPA
- make progress toward your degree.

But the journey is also personal. College is where you figure out how you think, what you care about, and who you want to become.

Your advisor is your partner in that journey. Your professors are there to challenge and teach you. Your classmates are learning alongside you. The academic support resources exist because we know that every student needs help sometimes.

Reach out early, plan ahead, and don't wait until you're failing to get support. Briar Cliff wants you to succeed.

## **Academic Integrity Policy**

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

## 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.

### ***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.

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.

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.

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.

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.

# Part IV. Your Rights and Protections



# FERPA — Your Education Records and Your Privacy Rights

FERPA (the Family Educational Rights and Privacy Act) is a federal law that gives you control over your own education records once you enroll in college. Here's what that means in plain terms.

## You have the right to see your records.

You can request to review your education records (transcripts, grades, disciplinary files, etc.) within 45 days of making a written request to the Registrar's Office at ([Registrar@briarcliff.edu](mailto:Registrar@briarcliff.edu)).

## You have the right to request corrections.

If you believe something in your record is inaccurate or misleading, you can ask the University to amend it. If the University disagrees, you have the right to a hearing.

## Your records are generally private.

Briar Cliff will not share your education records with outside parties, including your parents, without your written consent, with some exceptions. Those exceptions include:

- sharing within the University for legitimate educational purposes,
- compliance with a court order, and
- health or safety emergencies.

## What about your parents?

Once you enroll in college, your records belong to you, not your parents. However, if you are claimed as a dependent on your parents' tax return, or if you are under 21 and are found responsible for an alcohol or drug violation, the University may legally notify your parents.

## “Directory information” and opting out

Directory information is a category of basic facts (e.g., your name, enrollment status, major, dates of attendance) that the University may share publicly unless you request otherwise. To opt out, submit a “Request to Withhold Directory Information” form to the Registrar's Office, Noonan Hall, Office 107 or 108, within the first three weeks of each semester. Be aware: opting out means the University also cannot confirm your enrollment to potential employers or others without your written permission.

*For the complete FERPA policy and your rights regarding release of student information, visit: <https://www.briarcliff.edu/about/our-story/accreditation-and-policies/ferpa>.*

# Accessibility Services and Academic Accommodations

## Briar Cliff University Values Diversity

Briar Cliff University embraces its Franciscan values and the University's mission of "service, caring, and openness to all." The Franciscan value of Building a Caring Community highlights that, at BCU, "we value and respect the uniqueness of each person." BCU welcomes and values diversity, including disability and the associated accessibility needs of individuals with disabilities.

### *Equitable Access*

Briar Cliff University is dedicated to equitable higher education opportunities for all students. BCU complies with Section 504 of the Rehabilitation Act of 1973, the American with Disabilities Act Amendments Act of 2008, the Fair Housing Act, and other applicable federal and state laws that prohibit discrimination and protect the rights of individuals with disabilities.

### *BCU Accessibility Services*

Briar Cliff University's Accessibility Services collaborates with students with disabilities in identifying and implementing reasonable accommodation and auxiliary aids and services.

### *Who do we serve?*

- **Students with a documented disability.** Section 504 and ADA define a person with a disability as an individual with "a physical or mental impairment that substantially limits one or more major life activities." Disabilities may be visible or invisible, such as ADHD, autism, learning disability, physical disability, or psychological or mental disability. A student with a diagnosed disability or who thinks they may have a disability should contact BCU Accessibility Services at [Accessibility@briarcliff.edu](mailto:Accessibility@briarcliff.edu)
- **Students who may have a temporary need**, such as those due to medical conditions.


### *How does a student access support and accommodation?*

Accommodation is not automatic. You must request it, provide documentation, and complete a brief intake process. Here is how it works:

1. Submit a request for Accessibility Services by completing the **BCU Request for Academic Accommodations** form.
2. Provide recent documentation of disability to Accessibility Services. This may be delivered by the student or directly by the provider via **email**, US mail, or in person.
  - Documentation needs to 1) identify the disability, 2) describe the impact of the disability for which accommodation(s) are being requested, 3) be provided by a qualified, appropriately-licensed professional, such as a medical doctor or mental health care provider, 4) include recent information (within the last two years) that is dated and provided on professional

letterhead by the qualified provider.

- An Individualized Education Program and/or related documentation from high school may be provided for consideration, especially if this documentation is recent.
3. Meet with the BCU Coordinator of Accessibility Services to determine approval and reasonable accommodation and to discuss questions, responsibilities, and supports.
  4. Communicate with faculty to receive approved accommodation(s).


 **Tip:** Accommodation is not retroactive. Once you have been approved, share it with your professors early in the semester — not the day before an exam. Giving your instructors advance notice leads to better outcomes for everyone.

### ***What is a reasonable accommodation?***

- Accommodation is an adaptation to the environment that is individually determined to address the needs of a student with a disability. It is intended to provide equal access to educational opportunities. Accommodation does not fundamentally alter the nature of the service, program, or activity, or give rise to an undue financial or administrative burden.
- Accommodation is prospective—not retroactive. Accommodation must be requested in a timely manner and is not intended to change performance that occurred prior to the request for accommodation.
- Types of accommodation
  - **Academic accommodation:** preferential seating or testing adaptations (There are many other possible accommodations. These are only a few examples.)
  - **Service animal:** a dog that is individually trained to do work or perform physical, sensory, or other tasks, such as those provided by a guide dog, sensory signal dog, etc.
  - **Support animal (emotional support animal):** a trained or untrained animal that works, assists, performs tasks, &/or provides therapeutic emotional support to alleviate the effects of a person's disability (Assistance/support animals are not pets.)

Accommodations are intended to provide equal access — not to give students an academic advantage or alter the fundamental requirements of a course. Instructors are not required to reduce academic standards, waive essential course requirements, or provide accommodation that would fundamentally alter the nature of a class.

### **Contact — Office of Accessibility Services**

 **Accessibility Services:** | [accessibility@briarcliff.edu](mailto:accessibility@briarcliff.edu) ]  
[<https://www.briarcliff.edu/current-chargers/get-involved/student-support-services/student-accessibility>]

*Do not wait until you are struggling to reach out. The earlier accommodations are in place, the more effectively they can support your success.*

# **Title IX — Your Rights Regarding Sex Discrimination and Harassment**

Title IX is a federal law that protects all students from discrimination based on sex. At Briar Cliff, that means you have the right to learn, live, and participate in campus life free from sexual harassment, sexual assault, dating violence, domestic violence, stalking, and related misconduct.

## **What's covered**

Title IX applies to conduct that happens on campus, at University-sponsored events, and in some cases off-campus or online. This applies generally in any situation in which Briar Cliff has authority over the person responsible.

### ***How to report***

You can report an incident to the Title IX Coordinator at any time, with or without filing a formal complaint. You can also talk *confidentially* to the Director of Counseling Services, or the Director of Health Services, these individuals will not report to the University without your permission.

## **Title IX Coordinator**

Daniel Jung, Ph.D., Associate Provost of Student Success and Life and Professor of Biology

Email: [Daniel.jung@briarcliff.edu](mailto:Daniel.jung@briarcliff.edu)

Phone: 712-279-5393

### ***What happens when you report***

The University will reach out to discuss support options (called Supportive Measures; these are things like schedule changes, no-contact orders, or counseling referrals) and explain your choices. You are never required to participate in a formal investigation.

### ***If a formal complaint is filed***

Both the person who made the report (complainant) and the person accused (respondent) have equal rights: the right to an advisor, the right to review evidence, the right to a fair hearing, and the right to appeal. The standard used is "more likely than not." Neither party is presumed responsible before that process is complete.

### ***Retaliation is prohibited***

Anyone who retaliates against you for reporting or participating in a Title IX process will face disciplinary action

*For the complete Title IX Policy, including definitions, full grievance procedures, and your rights under the 2020 regulations, visit: <https://www.briarcliff.edu/about/our-story/accreditation-and-policies/title-ix-sexual-misconduct>*

# Service and Assistance Animal Policy

Briar Cliff University complies 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 Emotional Support Animal 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. ESA application and documentation must be completed each year a support animal is requested.

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

## Requesting Accommodation for an ESA

A person desiring the assistance of an ESA must first provide the following verification to the Accessibility Coordinator 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:

- The provider’s recommendation based on the person’s condition
- 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
- The provider’s professional opinion of how the person’s documented disability relates to the necessity of the animal’s presence in university housing
- 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. **The Accessibility Coordinator reserves the right to request additional clinical information from the professional who provided the initial letter of recommendation for the ESA.**

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.
- BCU's ESA Medical Documentation.
- BCU's ESA Veterinary Documentation.
- Record of up-to-date Vaccinations of the ESA.
- BCU's Roommate Agreement Form (below) can be either emailed or attached to the application.
- BCU's Emergency Contact Form (below) can be either emailed or attached to the application.
- A clear full-bodied photograph of the ESA in .jpeg or .png format)

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](mailto: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 and the Accessibility Coordinator will review documentation and, if the ESA is approved, the Director of Residence Life shall meet with the person requesting the 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 reasonable accommodation and the impact the animal may have in university housing. If approved, the owner will need to sign a Statement of Acknowledgement of The ESA Agreement.

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.

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.

## **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 (e.g., football stadium, soccer field, softball or baseball complex), or other buildings on campus. When a student leaves campus for weekends, breaks, or any other long period of time (defined as 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 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 (*e.g.*, gerbils, rabbits, guinea pigs) 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 normal cleaning or for repairs to university premises. The university has 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](mailto: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.

### **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 Grievance Procedures**

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

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:

- **Academic Issues:** Regarding course grades, academic practices, or academic integrity.
- **Administrative Issues:** Regarding application of college policies; decisions pertaining to Briar Cliff's co-curricular program; and decisions regarding student records, rights, financial matters, and campus employment.

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

## Academic Issues

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

- 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,
- 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,
- 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.

In all cases, the decision of the Provost and Vice President for Academic and Student Affairs is final.

## 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 and 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.

Part V.  
Community  
and  
Engagement



# Campus Ministry and Spiritual Life

Briar Cliff University is a Catholic institution in the Franciscan tradition, a tradition is not just a backdrop. It is alive in the way we build community, the way we serve others, and the way we ask big questions about meaning, vocation, and a life well-lived.

Campus Ministry exists to support the spiritual development of every member of our community, Catholic and non-Catholic, religious and questioning, certain and searching. You are welcome here exactly as you are.

## What Campus Ministry Offers

### *Mass*

Sunday Mass is celebrated weekly on campus in the BCU Chapel. Mass times are posted on the Briar Cliff events calendar. Students of all backgrounds are welcome to attend.

### *Prayer and reflection*

The BCU Chapel is open throughout the week for personal prayer, quiet reflection, and meditation. Campus Ministry also offers morning prayer opportunities, the Liturgy of the Hours, and Eucharistic Adoration on a rotating schedule.

### *Retreats*

Campus Ministry sponsors several retreats throughout the year, including day retreats, retreats in everyday life called Busy Persons Retreats, and extended experiences, designed to create space for reflection, community, and spiritual growth. These are open to all students, regardless of faith background.

### *Service and justice*

Rooted in the Franciscan commitment to solidarity with those who are poor and marginalized, Campus Ministry coordinates service opportunities both locally in Sioux City and through service trips. These are not merely charitable projects, they are opportunities to build relationships, examine the structures that create inequality, and act from a place of faith and conscience.

### *Faith sharing and small groups*

Small group opportunities, including Bible study and faith-sharing groups, are offered throughout the year. Campus Ministry can connect you with a group that fits where you are spiritually.

### *Order of Christian Initiation of Adults (OCIA)*

For those interested in becoming Catholic, the Office of Campus Ministry offers preparation through its OCIA program. Contact the Director of Campus Ministry for questions and to sign up.

### *Pastoral counseling*

The Director of Campus Ministry is available for confidential pastoral conversations,

conversations about faith, doubt, vocation, relationships, grief, or anything on your mind. These conversations are confidential (see note below) and carry no agenda other than accompanying you.

Note on confidentiality: The Director of Campus Ministry is NOT a confidential resource under Title IX. The Campus Ministry Director is a mandatory reporter and will report disclosures of sexual misconduct to the Title IX office.

### ***Interfaith and ecumenical opportunities***

BCU's Franciscan tradition is marked by openness and respect for people of all faiths and none. Campus Ministry maintains relationships with local faith communities and can help connect you with worship opportunities consistent with your own tradition. .

## **Franciscan Identity — What It Means in Practice**

The Franciscan tradition builds upon the foundation of St. Francis of Assisi and centuries of men and women who have followed his Christian example. Briar Cliff University was founded by the Sisters of St. Francis, who have helped us to cultivate our university's values: building a caring community, reverence for creation, peacemaking, and connecting with joyful service. These values are the lens through which BCU approaches education, community life, and service.

Campus Ministry is one place where these values are explicitly named and lived. Whether or not you arrive at BCU with a religious identity, you will encounter these values in the culture of the institution — in the way students support each other, in the conversations across differences, and in the commitment to justice that runs through our academic and co-curricular life.

### **Contact — Campus Ministry**

 **Campus Ministry Director: Dr. Michael Horka** | Heelan Hall 046 | 712-279-1631 | [Michael.Horka@briarcliff.edu](mailto:Michael.Horka@briarcliff.edu)

Campus Ministry programming is announced through the BCU Events calendar, the Campus Ministry social media pages, and regular emails to students. Stop by the office to get connected.

† **Pax et Bonum.** Peace and all good — the traditional Franciscan greeting, and the spirit in which Campus Ministry welcomes you.

## Student Organizations

Getting involved outside the classroom is one of the best things you can do at Briar Cliff. Student organizations — whether social, academic, honorary, service-oriented, or built around a shared interest — deepen your experience on campus and give you opportunities to lead, connect, and grow.

All student organizations must be officially recognized by the University in order to use campus resources, reserve spaces, or represent BCU. Recognition is coordinated through the Assistant Director of Residence Life/Director of Student Activities.

## Starting or Recognizing a New Organization

Want to start something new on campus? Here's how the process works:

1. Pick up a Student Organization Form from the Assistant Director of Residence Life and fill it out completely.
2. Return the completed form to the Assistant Director of Residence Life. The Office of the Provost will review your application.
3. Present your organization's mission in a short presentation to the Briar Cliff Student Government (BCSG).
4. Following BCSG's recommendation, the Office of the Provost, including the Assistant Director of Residence Life and Director of Student Activities, will make the final decision on official recognition.

All organizations, regardless of type, must be open to all BCU students and must comply with the University's Equal Opportunity Policy.

## Staying Recognized

Once your organization is officially recognized, keeping that status is straightforward. You'll need to always maintain two things on file with the Assistant Director of Residence Life:

- An updated roster of your officers and advisors, with their signatures.
- A current, up-to-date constitution for your organization.

If an organization's conduct puts its recognition at risk, that matter will be handled by the Office of the Provost and appropriate University officials,

## Your Organization's Constitution

Every recognized organization is required to have a written constitution on file. Your constitution doesn't need to be complicated, but it does need to cover the following:

- The name of your organization.
- A statement of your organization's goals, purposes, and activities.
- A confirmation that your organization and its activities, including membership, comply with BCU's Equal Opportunity Policy.

- How officer succession works (i.e., what happens when an officer steps down or graduates).
- A statement that no officer or member may participate if they are no longer enrolled full-time at Briar Cliff, are on social probation, or have a cumulative GPA below 2.00. Note: seniors in their final semester are exempt from the full-time requirement if they need fewer than full-time hours to graduate.
- Clear impeachment proceedings.
- General membership requirements and qualifications for officers.
- A provision for your advisor, including how they are selected and what their duties are.
- A list of standing committees and how they operate, if applicable.
- A procedure for amending the constitution.

## **Your Organization's Advisor**

Every recognized student organization is required to have at least one advisor who is a member of the BCU faculty or staff. Your advisor is a partner, someone who brings institutional knowledge, guidance, and a direct connection between your organization and the University.

### ***Selecting an advisor***

Your group may choose its own advisor, or the University may appoint one. Advisor appointments are typically renewed annually and can continue as long as both the group and the advisor are in agreement.


Your primary advisor must be a BCU faculty or staff member. You may also have additional advisors who are faculty spouses, alumni, or members of the broader Siouxland community.

### ***What a good advisor does***

Your advisor is there to support your organization without taking it over. Specifically, a great advisor:

- Leads through participation, offering guidance without dominating decision-making.
- Serves as a knowledgeable resource on University policies, procedures, and philosophy.
- Helps your group set goals that are realistic, meaningful, and connected to the broader educational experience.
- Helps officers and members navigate disagreements or situations where the group has lost focus on its purpose.
- Attends regular meetings as often as possible and stays informed of what's happening in the organization.
- Receives copies of meeting minutes and your organization's charter and by-laws.

- Attends on- and off-campus social functions and serves as the official BCU spokesperson at those events.

 **Remember:** Your advisor is your ally and your liaison to the University. Keep them in the loop — they can't support you if they don't know what's going on.

## Posting Flyers and Signs on Campus

Want to promote your event, program, or organization on campus? Great! Just follow the steps below. The approval process exists to keep our buildings looking good, protect walls and surfaces, meet fire code requirements, and make sure everything we post reflects BCU's values as a Catholic Franciscan institution.

These guidelines apply to everyone who wants to post signage on campus: student organizations, departments, and outside groups.

### Step One: Get Your Sign Approved

All signs must be approved by the Marketing department before they go up. Here's how to get approval:

- Fill out the [Approval form](#) and email a PDF, JPG, or PNG of your sign to [Marketing@briarcliff.edu](mailto:Marketing@briarcliff.edu) or bring your pre-printed signs in person to University Relations in Noonan Hall.
- Allow up to five business days for review and approval.
- Once approved, your sign will receive the BCU stamp of approval, which must be on the sign before it is hung anywhere on campus.

Approval is valid for one academic year. Signs cannot be carried over from year to year. You must resubmit your signs for approval at the start of each new academic year.

### What Your Sign Must Include

To be approved, every sign or flyer must include all of the following:

- The title of the event or program.
- The date of the event or program.
- The time of the event, program, or registration deadline.
- The location of the event, program, or where to submit registration.
- The University office, department, or student organization sponsoring the event.

### Where You Can Post

Signs are permitted only in the following approved areas. Please stick to these locations; any signs posted elsewhere will be removed.

#### *Stark Student Center*

- Designated posting areas within Stark.

## *Heelan Hall*

- Brick wall across from Admissions.
- Ground floor entrance wall by the “new” elevator (inside the frame only).
- Under the old stairs (overflow from the elevator wall).
- Water fountain and bathroom walls, ground floor through third floor.
- Office doors and department bulletin boards.

## *Residence Halls*

- Limited to 2 posters per hall.
- Posters, pictures, or other signage on the outside of residence hall room doors or windows are also subject to these guidelines.

**✗ Not allowed:** Signs may not be posted on stairwell doors or inside elevators.

## *How Many Signs Can You Print?*

For signs posted on campus, you may print and hang up to 14 copies (or 6 copies if you are not posting in residence halls). If you’d like to post signs off campus, note that in your marketing request form and specify how many copies you need. Department bulletin boards are not subject to the printing limitation above.

## *Hanging Your Signs Correctly*

Following these guidelines protects our campus surfaces and keeps BCU looking its best:

- Use masking tape or painter’s tape only. Duct tape, packing tape, and scotch tape are not allowed. They damage surfaces.
- Make sure your sign is well-proofread before it goes up. If spelling or grammar errors are found, you’ll be asked to correct them before reposting.
- Signs that fall, become outdated, or are in poor condition will be removed by staff.
- You — or your organization or department — are responsible for taking down your signs promptly after an event. The approval stamp on your sign will include a take-down date.

**⚠ Heads up:** Failure to follow these guidelines can result in losing your posting privileges.

## **Content Standards**

All signs posted on campus must reflect BCU’s values as a Catholic Franciscan institution. Specifically:

- Signs may not be derogatory toward any individual or group.
- Signs may not promote alcohol or drug use.
- Briar Cliff supports free speech and civil expression, and actively encourages the open exchange of ideas. That said, the campus community is encouraged to think

carefully before distributing material that could be construed as harmful or threatening to others. Unauthorized signs may be removed at the discretion of staff.

## **Getting Additional Promotion for Your Event**

Want more than just flyers? Submit a marketing request form through the employee portal. The Marketing team can, at their discretion and in collaboration with you, promote your event across social platforms including Snapchat, Instagram, and Facebook.

## **Exceptions to These Guidelines**

The following types of communication are exempt from the approval and quantity limits described above:

- Communications approved by the campus Incident Response Team or Public Safety Authorities.
- Campus closure announcements.
- Enrollment-related communications approved by the Vice President of Enrollment Management.
- Department bulletin boards (not subject to printing limits).

## **Political Candidates Policy**

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.

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.

## **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, as needed.

## **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.

# Part VI.

# Safety and

# Conduct



## Emergency Procedures

Emergencies are unpredictable, but how you respond doesn't have to be. Familiarize yourself with the procedures below before an emergency happens. Emergency instructions are also posted on every residential floor and in campus buildings.

**⚠ Always remember:** People first, property second. In any emergency, your safety and the safety of those around you comes before anything else.

## The Two Numbers to Know

**911** Call first for any life-threatening emergency.

**Campus Security: 712-898-1888** Call immediately after 911, or for non-life-threatening situations. Security will notify all relevant parties and coordinate the response.

Also note: Direct all media or press inquiries to Public Relations at 712-279-1704. Do not speak to reporters or cameras on behalf of the University.

## Medical Emergency or Injury

If someone is hurt or seriously ill:

- Call 911, then Campus Security at 712-898-1888.
- Use standard precautions and avoid direct contact with blood or bodily fluids if possible.
- Do not move someone who cannot walk on their own. Wait for qualified medical personnel to arrive.
- As soon as the situation is stable, fill out an [Incident Report](#) with Campus Security.
- Refer all media inquiries to Public Relations at 712-279-1704.

## Unlawful Activity or Crime in Progress

- Call 911, then Campus Security at 712-898-1888.
- Stay calm. Note what you saw: the descriptions of people involved, what happened, and where.
- Secure the area and preserve evidence if it is safe to do so.
- Refer all media inquiries to Public Relations at 712-279-1704.

## Person with a Weapon / Active Threat

If someone on campus has a weapon or you believe there is an active threat, your response depends on where you are relative to the threat. The core strategy is: Run — Hide — Fight, in that order of preference.

### *If the threat is outside the building*

- Run away from the threat as fast as you can. Put as much distance and as many barriers between you and the threat as possible.

- Call 911 immediately once you are safe.
- Then call Campus Security at 712-898-1888 with your specific location.

### ***If the threat is inside the building***

- Get to a room, lock or barricade the door, and block it with furniture if possible.
- Close blinds, turn off lights, stay away from windows, and stay low and out of sight.
- Silence your phone. Stay quiet. Do not open the door for anyone until law enforcement gives the all-clear.
- Call 911 when it is safe to do so, then Campus Security at 712-898-1888.

**⚠ Important:** When police arrive, obey all commands immediately. Do not respond to anyone claiming to be law enforcement without seeing visual identification — look for a badge or uniform.

### ***Dealing with a violent or threatening person (no weapon visible)***

If someone is acting aggressively or making threats, you are not expected to physically intervene. Ask the person to leave campus. If they refuse, call Security at 712-898-1888 immediately. Watch out for colleagues and fellow students — if someone nearby is in trouble, help them contact Security.

### ***Suspicious Mail or Package***

If you receive a letter or package that seems unusual or alarming, do not handle it. Have Security evaluate it before contacting law enforcement.

### **Warning signs to watch for**

- Unexpected package with no return address
- Handwritten addresses or misspelled words
- Leaking contents, strange odors, or unusual sounds (ticking)
- Excessive postage or oddly shaped packaging

### **What to do**

- **✗ DO NOT:** handle, shake, or bump the item.
- **✗ DO NOT:** open it, or attempt to smell, touch, or taste any contents.
- **✓ DO:** Set it down gently and move away from it.
- **✓ DO:** Make sure everyone who touched the item washes their hands thoroughly.
- **✓ DO:** Shower with soap as soon as practically possible if you handled it.
- **✓ DO:** Write down the names of everyone who was nearby when the item arrived.
- **✓ DO:** Contact Campus Security at 712-898-1888. They will notify law enforcement.

### ***Bomb Threat***

All bomb threats must be taken seriously. If you receive a bomb threat by phone, stay calm

and do the following:

- **✗ 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, radios) near a suspicious device.

- **✓ DO:** Listen carefully and note everything the caller says: their exact words, background sounds, voice characteristics.
- **✓ DO:** After the call ends, immediately notify Security at 712-898-1888 from a different phone.

If you are instructed to evacuate:

- Move at least 500 yards away from the building.
- Instructors and staff should account for everyone in their area.
- Refer all media inquiries to Public Relations at 712-279-1704.

## **Fire**

Fire drills are held each semester. Please participate and use them to learn the locations of exits, pull stations, and fire extinguishers in every building you use regularly.

If you discover smoke or fire:

- Pull the nearest fire alarm pull station if the alarm is not already sounding.
- Call Campus Security at 712-898-1888 to report the fire.
- Everyone must leave the building immediately when the alarm sounds. There are no exceptions to this.
- Move at least 100 feet away from the building.
- Do not re-enter until the Fire Department, Security, or Physical Plant personnel give the all-clear.
- Instructors and supervisors should account for everyone in their group.
- Refer all media inquiries to Public Relations at 712-279-1704.

**⚠ Remember:** Tampering with fire alarms or fire safety equipment is a serious violation that can result in suspension, loss of housing, or criminal prosecution under Iowa law.

## **Tornado**

Iowa tornado season is real. Know where your designated shelter area is before a warning is issued. Your RA and any building staff can point it out.


A tornado warning means a tornado has been spotted near Sioux City. When a warning is issued:

- Go immediately to your designated shelter area and stay there until you receive an official all-clear.
- Stay away from windows, exterior doors, and large open areas.
- If you are outside, get inside a sturdy building, and do not try to outrun a tornado.
- Students, employees, and visitors should stay on campus when possible.
- Do not move an injured person who cannot walk. Wait for medical personnel.
- Instructors and supervisors should account for everyone in their area.
- Refer all media inquiries to Public Relations at 712-279-1704.

### ***Utility Outages and Facility Emergencies***

For any utility outage, facility failure, or infrastructure emergency on campus:

- Call Campus Security at 712-898-1888.
- Do not put yourself at risk. Wait for guidance from University officials before taking action.
- If instructed to evacuate, move at least 500 yards from the affected building.
- Instructors and supervisors should account for everyone in their area.

 **Gas leak:** If you smell gas, get out of the area immediately. Do not turn light switches on or off, do not run any electrical equipment, do not light matches, and do not use wireless technology. Call 911, then Security at 712-898-1888 from a safe distance.

## **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 appropriate 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.

## **Statement on Alcohol and Drugs — What You Need to Know**

Briar Cliff is committed to a safe, healthy campus where everyone can learn and thrive. Iowa law sets the legal drinking age at 21, and the University upholds that law, along with its own policies designed to protect the well-being of every student.

### **Alcohol**

Students who are 21 or older may possess and consume alcohol only in designated areas. These are primarily private residence hall rooms with a valid “wet room” contract in Baxter or Noonan Hall. Alcohol is not permitted in hallways, common areas, lounges, or any public space on campus. Underage possession or consumption, providing alcohol to a minor, visible intoxication in public, and participation in drinking games are all violations. Violations carry escalating fines and may include required counseling, loss of housing, suspension, or dismissal.

### **Drugs**

The possession, use, manufacture, or distribution of illegal drugs is prohibited on campus and at all University-sponsored activities, on or off campus. This includes marijuana, regardless of state law elsewhere. The presence of marijuana odor alone is grounds for room search. Violations can result in fines, housing removal, suspension, dismissal, and referral to law enforcement.

## **The Good Samaritan Exception**

If you call for help when someone is dangerously intoxicated, both you and the person you helped are generally protected from University discipline. Briar Cliff wants you to make the call. Your safety matters more than a conduct record.

## **Safe Harbor for Use of Compliant Hemp Products**

### ***Iowa-Compliant Hemp Products***

BCU acknowledges that Iowa law permits individuals 21 and older to use certain consumable hemp products that are compliant with Iowa law. Additional information can be found at <https://hhs.iowa.gov/health-prevention/consumable-hemp>.

Student-athletes who are 21 or older and use Iowa-compliant hemp products must disclose that use to the Drug Education and Testing Coordinator or designee prior to any notification of drug testing. Disclosure should be completed each August during the annual meeting or at the time a student-athlete begins using a compliant product, whichever comes first. Failure to disclose prior to a positive drug test will prevent the result from being treated as a safe harbor exemption and will count as a violation.

It is the student-athlete's responsibility to ensure that any hemp product consumed is Iowa-compliant at the time of use. BCU assumes no responsibility for products that are mislabeled, improperly dosed, or otherwise non-compliant. Student-athletes are strongly encouraged to consult with BCU's athletic training staff before using any hemp product.

When properly disclosed, use of Iowa-compliant hemp products will not be counted as one of the three drug test violations.

### ***Medical Marijuana***

Student-athletes who hold a valid Medical Marijuana card must provide this information annually or whenever a new card is issued to the Drug Education and Testing Coordinator. Medical Marijuana cards will be handled in accordance with the Exceptions for Prescription Medications section of the Drug Testing Policy and treated in the same manner as other prescription medications.

## **Resources**

If you or someone you know is struggling with alcohol or drug use, confidential support is available through the Director of Counseling Services (712-279-5433) and the Director of Student Health Services (712-279-5436). Off-campus treatment options are also available.

## **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 Office of the Provost ([Provost@briarcliff.edu](mailto:Provost@briarcliff.edu)) if you have questions about the interpretation of the Student Code of Conduct.

## Types of Misconduct

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

- 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.
- Forgery, alteration, or misuse of any campus document, record, or instrument of identification; or knowingly furnishing false information to the University.
- Misrepresentation of oneself or an organization to be an agent of the University.
- Obstruction or disruption, on or off campus property, of the academic, research, administrative, or disciplinary processes.
- 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.
- Attempted or actual theft of and/or property damage.
- 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.

- Theft or other abuse of computer equipment, networks, facilities, and/or resources, including but not limited to:
- Unauthorized entry into a file.
- Unauthorized transfer of a file.
- Use of another individual's identification and/or password.
- Interfering with the work of another student, faculty member or University official.
- Sending obscene or abusive messages.
- Interfering with the normal operation of the University computing system.
- Violating copyright laws.
- Violation of the University Guidelines for Computer Usage.
- Attempting to gain access to a computer or a network, on campus or off campus, without authorization (e.g., hacking).
- Sending or causing to receive, harassing, obscene or pornographic drawings, images, photographs, or the like.
- 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.
- 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.
- 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.
- Arson; abuse of or tampering with fire alarm systems; tampering with fire emergency equipment or any other emergency equipment.
- Discrimination as specified in the University Non-Discrimination policy.
- Any form of gambling not allowed by law.
- 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.
- Engaging in behavior that is disorderly, lewd, indecent, obscene, and/or disruptive to the University community.
- 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.
- 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.
- Abuse of the student conduct process, including but not limited to:
- 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.

- Falsification, distortion, or misrepresentation of information during the course of the student conduct process.
- Disruption or interference with the orderly conduct of a student conduct proceeding.
- Instituting a student conduct proceeding in bad faith.
- Attempting to discourage an individual's proper participation in or use of the student conduct process.
- 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 student conduct process.
- Harassment (verbal or physical) and/or intimidation of a hearing officer and/or a member of a Conduct or Appeal Board.
- Failure to comply with any sanction(s) imposed under the Student Code of Conduct.
- Influencing or attempting to influence another person to commit an abuse of the student conduct process.
- Obstruction of the free flow of pedestrian or vehicular traffic on University premises or at University-sponsored or supervised functions.
- 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.
- Commission of any act that is found to be a violation of any federal, state, or local law.
- 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 and Student 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 Office of the Provost. 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.

## **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 Provost's staff. The Provost 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.

## **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.

## ***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.

## **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 procedural error or irregularity that has a material impact on the outcome of the hearing.
- Previously unavailable new information that has a material impact on the outcome of the hearing.
- 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 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.

## **Student Conduct Sanctions**

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

*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.

*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.

*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.

*Restitution:* Student is held responsible for personal or property damages through financial compensation or appropriate service.

*Fine:* Monetary sanction which must be paid within a designated time.

*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.

*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.

*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.

*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.

*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 Associate Provost of Student Success and Life, or their designee.

*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.

*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.

## **Stop Hazing Policy**

Briar Cliff is a community rooted in the Franciscan values of human dignity, mutual respect, and care for one another. Belonging here is built through trust, never through anything that endangers, demeans, or humiliates a person. Teams, clubs, and organizations are at their best when they welcome new members in ways that affirm the worth of everyone involved. Briar Cliff expects every student, team, and organization to build that kind of belonging, and the university prohibits hazing in every form.

Hazing is any act tied to joining, belonging to, or staying in a student organization that endangers a person or that demeans, degrades, or humiliates them, whether the harm is physical, emotional, psychological, or sexual. It does not matter whether the person agreed to take part, because willingness is never a defense, and looking the other way while hazing happens is itself a violation. This expectation reaches every student organization, including varsity and junior varsity athletics, club sports, performing arts groups, academic and honor societies, student government, campus ministry, and service organizations, and it applies on campus, off campus, at university events, and online whenever the conduct is connected to membership in a group.

## **What Counts as Hazing**

Hazing takes many forms. It includes striking or paddling someone, forcing exercise beyond normal supervised training, exposing a person to the elements, or depriving them of sleep. It includes verbal abuse, personal servitude, demeaning dress, isolation from friends and family, and stunts meant to embarrass others. It includes pressuring anyone to use alcohol or other substances as a condition of belonging, and it includes any sexual act or state of undress required for membership. Normal, supervised athletic conditioning led by qualified staff is not hazing. When a question arises about whether an activity crosses the line, the Associate Provost of Student Success and Life decides in consultation with the Athletic Director, rather than leaving it to coaches or teammates.

## **Reporting Hazing**

If you experience or witness hazing, or you are worried it may be happening, the university wants to hear from you, and you do not need to be certain. Students and members of the public are strongly encouraged to report, and every university employee who learns of hazing is required to report it to the Associate Provost of Student Success and Life within 24 hours. You can report in person to the Office of Academic and Student Affairs or any Campus Security Authority, by phone or email to the Associate Provost, through Campus Security, through the university conduct reporting form online, or anonymously through the university reporting tool, though an anonymous report can limit how fully a concern is investigated.

Briar Cliff wants reporting to feel safe. A student who reports in good faith, seeks help for themselves or someone else, or takes part in an investigation will not be disciplined for a minor violation, such as underage drinking, that surfaces through the report. This protection does not cover the hazing itself or anyone who knows about hazing and chooses to conceal it. The university also prohibits retaliation against a person who reports, refuses to take part, or helps with an investigation, and retaliation is treated as its own violation.

## What Happens After a Report

When a report comes in, the Associate Provost of Student Success and Life reviews it and, where warranted, opens an investigation, which is carried out independently of the Athletics Department when a team is involved. A concern is weighed under a preponderance of the evidence standard, meaning the question is whether it is more likely than not that the conduct occurred, and the university may put interim measures in place to keep people safe while a matter is open. When a student or organization is found responsible, the consequences follow the seriousness of the conduct and can range from a warning, probation, or required education to suspension, expulsion, or the loss of an organization's recognition. Hazing is also a crime under Iowa law, and university action is separate from anything law enforcement may do. The full Stop Hazing Policy, including definitions, complete reporting procedures, prevention requirements, and the Campus Hazing Transparency Report, is available at [link to be inserted].

**⚠ If someone is in immediate danger:** Call 911, then Campus Security at 712-898-1888. Do not wait to file a report. Call for help first.

## Other Campus Policies A-Z

The following policies apply to all Briar Cliff students, on and off campus. They are listed alphabetically for easy reference.

### Academic Policies

All academic requirements, policies, and procedures, including information about majors, academic standing, adding or dropping classes, transfer credits, probation, and degree requirements, are found in the *Briar Cliff University Academic Catalog*. This handbook does not duplicate that information.

Violations of academic policies may also be treated as violations of the Student Code of Conduct. View the *Academic Catalog* at: [www.briarcliff.edu/future-chargers/admissions/registration/academic-catalog](http://www.briarcliff.edu/future-chargers/admissions/registration/academic-catalog).

### Copyright

You are expected to comply with federal copyright law (PL 94-553). This means you may not copy, distribute, or reproduce others' creative or intellectual work without authorization. This includes music, software, films, or written material. Violating copyright law is also a violation of BCU policy. Information about copyright compliance is available on the [BCU website](http://www.briarcliff.edu/about/our-story/accreditation-and-policies/copyright-peer-to-peer-file-sharing-plagiarism) at [https://www.briarcliff.edu/about/our-story/accreditation-and-policies/copyright-peer-to-peer-file-sharing-plagiarism](http://www.briarcliff.edu/about/our-story/accreditation-and-policies/copyright-peer-to-peer-file-sharing-plagiarism).

## **Disorderly Conduct**

Behavior that disrupts the University community, whether in residence halls, at University events, or anywhere on campus, is prohibited. This includes being present when a policy violation is occurring, even if you didn't initiate or actively participate in it. If you're in the room when the rules are being broken, you may still face disciplinary action.

## **Disruptions and Protest**

Briar Cliff respects the right to peaceful protest and civic expression. However, activities that disrupt the normal operations of the University, threaten the safety of community members, interfere with the rights of others, or violate civil law are not acceptable.

If you are planning a demonstration or organized gathering, contact the Office of the Provost in advance to ensure it can proceed safely and peacefully.

## **Dress Code**

Briar Cliff doesn't have a formal dress code, but students are expected to dress appropriately in public areas: classrooms, the dining hall, the library, the student center, and on campus grounds. Shoes and shirts are always required in the dining hall. Clothing that is offensive to cultural, ethnic, or social groups is not acceptable and may be addressed under the University's non-discrimination and harassment policies.

## **Electronic Harassment**

Harassment, threats, or intimidation delivered through any electronic means, including text messages, social media, email, or any other platform, are treated the same as in-person harassment. Such behavior may be automatically referred to the Sioux City Police Department for investigation and potential criminal action, in addition to being subject to University disciplinary proceedings.

## **Explosives and Pyrotechnics**

Possession or use of explosives, ammunition, firecrackers, or pyrotechnics of any kind on campus is prohibited, without exception, everywhere on University property.

## **Failure to Comply**

When an authorized University official, whether faculty, staff, or administrator, makes a request or issues a sanction, you are expected to comply. This includes responding to meeting requests and completing any disciplinary sanctions issued by Academic Affairs, Student Affairs, Security, or Residence Life staff. Refusing to comply is itself a policy violation.

## **Fire Alarms**

When a fire alarm sounds, everyone in the building must leave immediately. This is the law. It's not a suggestion. You must evacuate every time the alarm sounds, whether or not you think it's a drill.

Tampering with fire equipment or alarms, including pulling a false alarm, is a serious violation that can result in loss of housing, suspension, and criminal prosecution under

Iowa law. All residents of a building may be held financially responsible for the costs of a false alarm.

**⚠ Fine:** Failure to leave a building when the fire alarm sounds will result in a fine.

## Fire Permits (Outdoor Events)

Any registered student organization or University-sponsored group wanting to have an outdoor fire at an event must obtain a fire permit from the Sioux City Fire Department. Requests require at least 30 days' advance notice. If approved, submit a copy of the permit to the Director of Facility Services and the Office of the Provost. Keep a copy available at the event.

Note: even if a valid permit is in place, law enforcement, the fire department, or campus security can revoke it at any time. Storing or using flammable liquids in campus buildings without proper authorization is also prohibited.

## Fire Regulations — Arson

Students found responsible for arson or similar acts that endanger the safety of others will face the most severe disciplinary sanctions available, up to and including expulsion. The University may also pursue civil legal action.

## Harassment

Harassment of any member of the campus community — or any 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 another person's ability to learn, work, or participate fully in campus life may be considered a harassment violation and is subject to disciplinary action.

## International Student Conduct

International students are expected to meet the same standards of conduct as all other BCU students, and then some. Your visa status and immigration standing can be directly affected by conduct violations, which makes compliance especially important.

All international students are expected to know and follow all campus policies as well as local, state, and federal laws. A single violation — on or off campus — may result in immediate action, including visa revocation, removal from campus, suspension, or expulsion, at the discretion of the Provost. If you have questions about how a policy applies to your specific situation, contact the Office of the Provost before a problem arises.

## Military Duty

Briar Cliff fully supports students who are members of the military or the Iowa National Guard, as well as spouses of service members with dependent children who are called to active duty. If you receive orders for active military service during a semester, the University will work with you on the following:

### *Academics*

If you are called to active duty mid-semester, Briar Cliff will arrange for you to:

- Complete your registered courses at an accelerated pace before deployment,
- Receive “incomplete” grades, allowing you to finish the courses after returning from duty, or
- Withdraw with a grade of “W” (no academic penalty) for any courses you cannot complete.

### ***Tuition and Fees***

If you withdraw completely due to a call to active duty, you will receive a full refund of tuition and fees for that semester. Room and board charges will be refunded based on the percentage of the semester completed before your departure.

### ***Campus Employment***

If you hold a campus job, it will be held for you and guaranteed to return upon completion of your active duty service.

### ***Athletics***

Briar Cliff is committed to working with the NAIA to restore a full season of athletic eligibility to any student-athlete whose season was interrupted by a call to active duty.

## **Noise and Sound Amplification Permits**

Planning an outdoor event with amplified music or sound? You’ll need a noise permit from the Sioux City Police Department. Here’s the process:

- Submit your permit request at least two weeks before the event.
- Once approved, deliver a copy to Campus Security at least 48 hours before the event.
- Keep a copy of the permit available at the event itself.


The cost of the permit is determined by the City.

## **Parking**

A parking permit is required to park anywhere on the Briar Cliff campus at any time — including disability-designated spaces. Permits are valid August 1 through July 31 and must be renewed each academic year.

### ***Getting your permit***

Visit the Security Office to complete the permit form. Permits are not mailed. Student permit costs are billed to your University account. Employee permits are free but still require a completed form. Permits cannot be copied, resold, or transferred to another vehicle.

 **Security Office:** Stop by in person to get or replace a parking permit.

### ***Displaying your permit***

Affix your permit to the lower left corner of your vehicle’s rear window, fully visible. If you’re temporarily driving a different vehicle, get a temporary permit from Security and

display it on the driver's side of the dashboard.

### ***Where you can park***

Different lots are designated for different permit types. A campus map showing all lot designations is available at the Security Office. Here is a summary:

- Any BCU permit: Lots C, E, F, G, I (up to the bend), J, K, L, M, N
- Employee only: Lots A, B, H, and South of Heelan
- Employee and event parking: Lot I (area after the bend, in front of the NFC)
- Employee and maintenance only: Lot D (Lower Theater)
- Employee and visitors only: Lot A, Charger Blvd, San Damiano Drive, between Heelan and the Library, Clare Court

Students and employees may not park in designated visitor spots. Short-term parking (30 minutes or less) for loading and unloading is permitted in designated areas with hazard lights activated.

### ***Visitor and overnight parking***

Visitors must park in designated visitor spots only. If your overnight guest has vehicle, you'll need to obtain a Guest Parking Permit from the Security Office (after getting Residence Life approval for the guest to be on campus). The visitor must park in the same lot as you. Any tickets your guest receives must be paid at the Business Office within 7 calendar days, or they will be charged to your student account.

### ***Disability parking***

If you park in a disability-designated space, you must display both your state-issued disability placard and your BCU parking permit. Parking in a disability space without proper authorization carries a \$200 fine.

### ***Parking violations and fines***


Parking fines are billed to student accounts. After three citations in one academic year, your vehicle may be booted or towed at your expense. You may also face disciplinary action under the Student Code of Conduct.

<b>Violation / Item</b>	<b>Fine / Fee</b>
Permit not registered or not displayed	\$80
Unauthorized use of another's permit	\$150
Parking in disability space without authorization	\$200
Parking in fire lane or driveway	\$100
Immobilization / boot fee	\$100
Unauthorized parking zone	\$50
Illegal parking (general)	\$50

Reckless driving or wrong-way	\$60
Failure to stop for pedestrian / stop sign	\$60
Excessive speed or failure to maintain control	\$60
Loading zone violation	\$40
Blocking sidewalk	\$35
Grass area / reserved stall / unattended vehicle	\$35
Failure to display permit	\$35
Second and subsequent violations	Double the fine
Towing	Tow company charge
Annual student parking permit	\$100
Replacement permit	\$5

### ***Appealing a parking ticket***

You may appeal a parking citation in writing to the Director of Housing and Security within 7 calendar days of the ticket date. An email appeal counts as “in writing.” You’ll receive a written response within 30 days.

 **Note:** Not knowing the rules and not finding a convenient spot are not valid grounds for appeal.

## **Property Damage**

Damaging or attempting to damage any property — belonging to the University, another student, an employee, or a guest — is prohibited and may result in disciplinary action and financial restitution.

The University is not responsible for the loss, theft, or damage to your personal property, including your vehicle. We strongly recommend that all students carry renter’s or homeowner’s insurance.

When University property is damaged and no individual is identified as responsible, costs may be distributed among the group or section of campus associated with the location of the damage.

## **Searches**

If your actions give University officials probable cause to believe you have violated a policy or law, you may be required to submit to an inspection. This can include:

- Your vehicle, if it is on campus
- Personal bags, backpacks, purses, briefcases, or other containers
- Desks, lockers, file cabinets, or closets on University property

Any inspection must be related to the suspected violation and, whenever possible, will be

conducted with a witness present and with you there.

## **Skateboards, Scooters, and Similar Devices**

You are welcome to use skateboards, rollerblades, roller skates, longboards, scooters, and similar devices to get around campus — but safely and responsibly. The following are prohibited:

- Acrobatics or tricks, including jumping over steps, benches, walls, rails, or bike racks
- Excessive speed
- Blocking pedestrian paths or doorways
- Any activity that could injure someone or damage property

Pedestrians always have the right of way. If you are involved in an accident on University property, you may be held financially liable for injuries or damage. Helmets are encouraged.

## **Segways, Hoverboards, and Recreational Drones**

Hands-free Segways (Swagways), hoverboards, self-balancing scooters, and recreational drones are banned on all Briar Cliff University property, including in all buildings, on sidewalks, and in public outdoor areas.

If you bring any of these devices on campus, they will be confiscated by Campus Security or Residence Life and held until they can be safely removed from University property. Repeat violations may result in fines and disciplinary action.

## **Smoking and Tobacco**

In compliance with Iowa state law, Briar Cliff is a completely tobacco-free campus. This includes:

- Cigarettes and cigars
- Chewing tobacco and other smokeless tobacco products
- Electronic cigarettes, vapes, and vapor devices of any kind

Smoking or vaping anywhere on University property, indoors or outdoors, will result in a fine.

## **Solicitation**

Unauthorized sales, solicitation, and promotional activity are not permitted on campus. Here's how the rules break down:

### ***Outside companies and representatives***

Any off-campus individual or company that wants to sell or distribute products or services on campus must get authorization from the Provost first. Companies looking to recruit students for employment must contact the Chief Operating Officer for approval to post or visit campus.

### ***Student organizations***

If your recognized student organization wants to sell or solicit to raise funds, coordinate with the Provost and the Vice President for Advancement. Sales must happen only in campus building lobbies, not in residence halls. Door-to-door selling in any campus building is prohibited.

### ***Individual students***

You may not sell door-to-door in any campus building or set up displays for personal financial gain. You can use flyers and posters (with Marketing approval) to advertise personal sales. You may not use University resources, whether your residence hall room, campus networks, or University email, for commercial purposes.

### ***Fundraising events***

All fundraising and solicitation events must be approved by the Vice President of Advancement. If you want to use University facilities for the event, additional approval from the Chief Operating Officer is required.

# Part VII.

# Administrative

# Disclosures



# **Student Location & Professional Licensure Disclosure Policy**

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:

#### **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.

#### **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.

#### **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.

- Research the requirements of the state you wish to practice.
- 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.

## 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 and is 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.

Forms & Procedures

- [Accreditation and Policies](#)
- [Nursing Accreditation](#)
- [Physical Therapy Accreditation](#)
- [Social Work Accreditation](#)

# Part VIII. Graduate Student Information



## **Graduate Student-Specific Information**

This appendix contains policies and procedures specific to graduate students at Briar Cliff University. Graduate students are also subject to all applicable policies set forth in the main body of this Student Handbook. Where departmental or program-specific handbooks exist, students are expected to adhere to those as well.

### **Application and Admissions Process**

#### ***How applications are reviewed***

The Office of Admissions administers the application process for all graduate programs. Each graduate department establishes its own eligibility criteria and makes its own admissions decisions. When your application and all supporting materials are received, you will be sent an acknowledgment of receipt. The respective graduate department will then review your application and notify you of their decision.

Graduate programs may set their own application deadlines and may include interviews as part of the review process. From the pool of qualified applicants, those who best meet the admissions requirements and are most likely to benefit from the program will be admitted until the cohort is full. Remaining qualified applicants may be placed on a waiting list.

#### ***What must be submitted before a decision is made***

Unless your program uses a centralized application system, the following must be on file with the Office of Admissions:

- A completed application for admission.
- Official transcripts from all prior undergraduate and graduate study, documenting a baccalaureate degree from an accredited institution.
- A minimum cumulative undergraduate GPA of 3.0 on a 4.0 scale.
- Two letters of reference or recommendation from individuals within your intended profession.
- Any additional requirements established by your specific graduate program.

#### ***After you are admitted***

Once your application file is complete, it will be transferred to the graduate program office. If you are admitted, you will have a defined window of time to accept or decline. To accept:

- Pay the required non-refundable deposit (a minimum of \$250, with the exact amount determined by your program). This deposit will be applied to your first semester tuition.
- Complete and return all required enrollment documents before starting classes.
- Complete any required background checks and/or drug screenings, as determined by your program or clinical placement sites. Results may affect your admission status.

### ***Conditional acceptance***

If you have not yet completed all prerequisite or program-specific requirements at the time of admission, you may receive a conditional acceptance. All conditions must be fully met, with appropriate documentation, before you begin the program.

If your GPA does not meet the minimum requirement but all other criteria are satisfied, you may be conditionally admitted. To transition to regular acceptance status, you must earn a 3.0 GPA or higher in your first semester of coursework (excluding the first summer). Failing to do so will affect your continued enrollment.

### ***Transferable credits***

Up to nine graduate credit hours from another accredited institution may be transferred into your program, provided:

- Each course was completed with a grade of 3.0 or higher on a 4.0 scale.
- The courses meet the requirements of your BCU graduate program.
- The courses were completed within five years of your acceptance into the program.
- Courses from non-accredited institutions are not eligible for transfer.

## **Health Requirements for Graduate Students**

### ***Health appraisal***

Certain graduate programs require a completed Briar Cliff University health form on file in the Health Office before you may begin the program. It is the University's policy not to admit applicants whose health, in the judgment of the University, could impair their ability to render safe care.

### ***Immunizations***

Depending on your program, you may be required to provide documentation of the following:

- A second MMR vaccination (if you were born after 1957).
- Varicella (chickenpox) vaccine or titer, if you have no clinical evidence of prior illness.
- Hepatitis B vaccination, or a signed waiver releasing the clinical agency and Briar Cliff University from liability, prior to beginning clinical experiences.
- A Mantoux (TB) test or chest X-ray at admission and annually before each clinical experience. If your Mantoux is positive, physician follow-up is required. Students who have not completed required testing may not progress in clinical coursework.

### ***Background checks***

To protect public safety and maintain the highest professional standards, certain graduate programs require a mandatory background check. If your program requires one:

- You will be required to complete a certified background check at your own expense.

- You will have confidential access to your own results, but results will also be reviewed by your graduate program.
- A negative finding does not automatically disqualify you. Eligibility will be determined based on the nature of the finding, clinical site requirements, and applicable licensure board rules.
- You may submit an appeal and provide additional documentation. Appeals are evaluated on documented factual grounds.
- Students who are not truthful on their application or who have a disqualifying finding may be dismissed from the program.

### ***Health insurance***

All students enrolled in nine or more credit hours on the Briar Cliff University campus are required to carry health insurance. Coverage may be through a parent's policy or your own. Insurance information is collected during the validation process and maintained in your student record.

### ***Additional certifications***

Some graduate programs require specific certifications or training before you begin coursework. These may include mandatory reporter training for child and dependent adult abuse, CPR and AED certification at the Health Care Provider level, or others as determined by your program. Required trainings are completed at your own expense. Consult your program director for specifics.

## **Financial Information**

### ***Tuition and fees***

Tuition is subject to change annually and varies by program. The following fees apply to all graduate students unless otherwise noted:

- Non-refundable graduation fee: \$100.00
- Additional program-specific fees may apply, including library and technology fees, clinical or practicum fees, audit fees, materials, placement services, and transcripts. These are also subject to annual change.

### ***Payment***

All semester charges must be paid — or payment arrangements must be in place — by the first day of each semester. Payment options include:

- Personal resources (check, money order, or credit card).
- Federal Direct or Private Loans.
- Automatic Bill Payment Plan through the Business Office, which allows auto-debit payments set up semester by semester. Fall plans may begin in May; Spring plans may begin in November.

Credit card payments are accepted online, in person, by phone, or by mail. Note that a 2.5% service fee is passed on to the cardholder. 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 a finance charge of 1.5% per month on the unpaid balance. Accounts more than 60 days past due at the start of a term will be assessed a non-refundable late fee, unless the student is enrolled in and actively maintaining an approved payment plan.

### ***Returned payments***

If a payment is returned for any reason, including insufficient funds, declined authorization, or any other issue, a non-refundable fee will be added to your student account.

### ***Financial assistance***

Federal financial aid is available for graduate students. To apply, complete the Free Application for Federal Student Aid (FAFSA) at studentaid.gov and include Briar Cliff University's Title IV School Code: 001846. Federal programs available to graduate students include Federal Direct Subsidized and Unsubsidized Loans, Federal Work Study, and others.

Program-specific grants and scholarships may be available. Contact your Program Director or Advisor for guidance. For questions about the financial aid process, contact the Financial Aid Office at 712-279-1614 or 1-800-662-3303, ext. 1614.

### ***Refund schedule for complete withdrawal***

If you withdraw completely from all classes before the end of the semester, the following refund schedule applies:

- Withdrawal within the first 7 days of Fall or Spring semester: no charge.
- Withdrawal within the first 3 days of Summer semester: no charge.
- Withdrawal after the first 7 days (Fall/Spring) or 3 days (Summer): charges are pro-rated based on the number of days attended, up to the 60% completion point of the semester.
- Withdrawal after the 60% completion point: no refund.
- Other fees (general, activity, laboratory) are assessed at registration and are non-refundable.
- For online courses: if you withdraw before logging in for the first time, the refund is 100%. Once you log in, there is no refund.

## **Academic Progression and Program Requirements**

### ***Academic advising and your plan of study***

At the time of admission, you will be assigned an academic advisor who will remain your advisor through graduation. You are expected to meet with your advisor at least once each semester to discuss your professional development and progress in the program. Your

advisor may require more frequent meetings depending on your situation and program.

Your advisor will work with you to develop your individualized plan of study. You should submit to your advisor a signed acknowledgment that you have read and understood this handbook.

### ***Changing your plan of study***

Any change to your approved plan of study — including course substitutions — must be initiated by you in consultation with your advisor. Both you and your advisor will complete a Change of Plan of Study Form and submit it to your Graduate Program Director, who will approve or reject the change and notify both of you in writing.

### ***Time limits for degree completion***

Each graduate program specifies a maximum number of years in which students must complete the degree. If you exceed that timeframe, your earlier coursework may be considered outdated and may need to be updated before it can count toward your degree requirements.

### ***Outdated courses***

Courses completed more than six years before your anticipated graduation date are considered outdated, unless they have already been applied toward another degree. You may petition to update outdated courses, but you may only update up to 50% of your total required coursework.

To petition:

1. Initiate the process with your academic advisor during the semester before the update takes place.
2. Your advisor will identify and contact the current instructor of the course to be updated.
3. Once the instructor agrees, you are responsible for contacting them directly and completing all arrangements before the update semester begins. Delays on your part may push the update to a later semester.
4. The instructor determines the requirements for a successful update based on current course standards.
5. You must obtain documentation from the department verifying that your knowledge is current. The Graduate Program Director must approve the course's appearance on your updated plan of study.

### ***Course availability***

Graduate courses are offered based on sufficient enrollment, faculty availability, and available resources. Briar Cliff reserves the right to modify, consolidate, or cancel courses due to circumstances beyond the University's control. Graduate study may include required activities both on campus and at off-campus locations.

## Academic Standards

### *Satisfactory academic progress*

All students receiving federal, state, or institutional financial aid must meet Briar Cliff's satisfactory academic progress requirements. Your full academic record is considered, regardless of whether you have previously received aid. Once a degree has been earned, that prior record is not considered for future academic progress determinations.

Academic transcripts are reviewed annually at the end of each semester. To remain in satisfactory academic progress, graduate students must meet all of the following:

- Successfully complete at least 66.67% of all credits attempted.
- Maintain a minimum cumulative GPA of 3.0.
- Complete all degree requirements within a timeframe not exceeding 150% of the program's published credit hours.

Grades of "W," "I," and "F" count as credits attempted with zero quality points earned. Grades of "P" count as credits attempted but are not factored into GPA.

### *GPA requirements and academic probation*

You must maintain a cumulative GPA of at least 3.0 to progress in your program. If your cumulative GPA falls below 3.0, you will be placed on academic probation for the following semester.

- If you earn a semester GPA of 3.0 or higher while on probation but your cumulative GPA remains below 3.0, you may continue in the program but will remain on probation until your cumulative GPA reaches 3.0.
- If both your semester and cumulative GPAs fall below 3.0 at the end of a probationary semester, you may be dismissed from the program.
- A minimum cumulative GPA of 3.0 is required to graduate. Individual programs may have additional GPA requirements.

### *Grading scale*

Grade	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

### ***Special grade marks***

The following grade marks have specific meanings at the graduate level:

- **I (Incomplete):** A grade of Incomplete should be recorded only for unusual and mitigating circumstances that occur near the end of a term. They should only be given for a student who has done satisfactory work up to that point and when the student has a small amount (*e.g.*, 10 – 20%) of work to finish. However, a grade of Incomplete also may be extended to a graduate student engaged in a project that cannot be completed during the term of a course.
- **N (Delayed Grade):** This marker is given by the Registrar when all student work is completed, and the faculty member is in exceptional situations unable to submit their final grades in a timely manner. The ‘N’ grade allows the Registrar to continue to certify grades and complete end-of-term requirements without affecting students’ transcripts.
- **W (Withdrawal):** Assigned when a student officially withdraws from a course through the Registrar’s Office with advisor approval. Students may not withdraw after the 70% point of the course. Withdrawing after that point results in a grade of “F,” unless the student is withdrawing from the University entirely.
- **X (Audit):** Assigned when a student audits a class. No credit is earned. Consult with the faculty member before registering to audit, to understand their expectations. Full-time students may audit without additional charge, but must register before attending.

### ***Courses requiring a grade of C- or higher***

Any graduate course in which you earn below a “C-” must be retaken at your own expense. With program permission, you may repeat one graduate course in which you earned a D+, D, or F. If you fail a second graduate course, or fail any single course twice, you will be dismissed from the program.

A student who needs to retake a course will be re-enrolled on a space-available basis. The course may also be taken at another accredited institution (up to a total of 9 transferable credits), provided the Program Director approves the course for transfer before you enroll.

### ***Repeated courses***

All courses appear on your academic transcript. When a course is repeated, only the most recent grade is calculated into your cumulative GPA.

### ***Dropping a course***

You may drop a course during the first five days with a full (100%) refund. After five days, no refund is issued. You may withdraw from a course up until the 70% completion point and receive a “W.” After the 70% point, you will receive a “WP” (Withdrawal Passing) or “WF” (Withdrawal Failing). A “WF” is calculated as an “F” in your cumulative GPA.

Note that certain graduate programs require you to pass specific courses before you can progress. Check your program’s requirements carefully.

## **Professional Behavior**

### ***General expectations***

As a graduate student at Briar Cliff, you are expected to always uphold the professional standards of your field. This includes behaving ethically, honestly, and lawfully, both on and off campus. Failure to meet these standards may result in dismissal from your program.

### ***In the classroom***

If a faculty member determines that your behavior in a course is unsafe or disruptive, they will notify you and provide guidance for improvement as soon as possible. If the behavior continues, the faculty member has the right to remove you from the course.

Within two working days of removal, you must receive a written learning contract from the faculty member. The contract must specify:

- A clear description of the unsafe or disruptive behavior.
- The criteria you must meet in order to return to the classroom or lab.
- The deadline by which those criteria must be met.
- The consequences if you do not meet the criteria by the deadline.

The learning contract must be signed by both you and the faculty member, and a copy must be forwarded to your Graduate Program Director. You are fully accountable for the terms of the contract.

### ***In clinical settings***

Clinical courses demand the same professional standards or higher. If your behavior in a clinical setting is considered unsafe, the faculty member will speak with you and provide guidance, which may include a learning contract.

Examples of unsafe or unacceptable clinical behavior include, but are not limited to:

- Inability to complete care within the established timeframe.
- Inappropriate or untimely communication.
- Evidence of an impaired state.
- 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.

If unsafe behavior continues and you choose not to drop the course, the faculty member may remove you from the clinical area. You will be advised that you will fail the course; however, the ultimate responsibility to drop the course lies with you.

Refer to your specific graduate department handbook for additional expectations.

### ***Behavior on University-related trips***

When you represent Briar Cliff on any University-related trip, you reflect on the University, your school, your department, and yourself. Professional conduct is expected at all times. You are responsible for respecting the property and personal rights of others in all travel, lodging, dining, and educational settings. If a faculty member observes inappropriate behavior on a trip, they are required to submit a written report to the department chair, which may result in departmental disciplinary action and/or dismissal from the program.

### ***Changes in professional status***

You are responsible for notifying your graduate department as soon as possible of any changes that affect your background check status or your eligibility for professional licensure.

## **Attendance and Class Absences**

Attendance at all scheduled classes is a University expectation. Regardless of absences, you are responsible for meeting all course outcome criteria.

If you must miss a class, notify your course professor before the absence when possible, or immediately afterward in case of an emergency. You are responsible for:

- Making up all missed content.
- Submitting a proposed plan to make up missed class activities no later than the next class period, unless you have received written permission from your professor to extend that deadline.

Individual instructors determine whether graded activities that occurred during a missed class may be made up. Online course expectations are set out in each course syllabus.

Certain events are recognized by graduate departments as approved grounds for excused absences such as participation in professional organization events, class assignments, or service on a professional board or committee. To be excused for such an event, you must arrange the absence with your faculty member in advance. You remain responsible for any missed content.

## **Academic Integrity**

Honesty is one of the most fundamental values at Briar Cliff. You are expected to always submit work that reflects your own thinking, research, and effort. If you use others' ideas, words, or data in any form — written, visual, or electronic, published or unpublished, online or in print — you must properly cite those sources and clearly indicate their role in

your work.

Academic dishonesty at the graduate level includes, but is not limited to, plagiarism, unauthorized use of materials during exams or assignments, misrepresentation of another's work as your own, and improper use of AI tools. Please refer to the Academic Integrity section in the main body of this handbook for the full policy, including consequences.

## **Scholarship integrity**

If your program involves research, you are additionally held to rigorous standards of research integrity. This includes proper Institutional Review Board (IRB) submissions and updates, obtaining appropriate informed consent, ethical treatment of research subjects, appropriate record retention, maintaining confidentiality, and responsible dissemination of findings. Failure to uphold these standards may result in consequences up to and including expulsion from the program.

## **Complaints Outside of Due Process — Clinical Experiences and Practicums**

When complaints about a graduate student arise from sources outside the University's formal due process system, such as clinical personnel, patients, or other stakeholders, the following procedures apply:

- Complaints must be submitted in writing.
- The Department Chair is the primary responsible party for handling these complaints. If the Department Chair is unavailable or if it would be inappropriate for them to handle the complaint (e.g., the complaint involves the Department Chair), the matter will be forwarded to the Vice President for Academic Affairs or to the program's Director/Coordinator of Clinical Education.
- The Department Chair or their designee must respond to the complainant within three weeks of receiving the complaint and may consult with other University offices as appropriate.
- Documentation of all complaints and actions taken is maintained in a locked file in the departmental office.
- A copy of these procedures is distributed to clinical sites and maintained on the program's website, so that external stakeholders who fall outside due process are aware of how to submit concerns.

## **Protective Policies**

### ***Family Educational Rights and Privacy Act (FERPA)***

Briar Cliff University is in full compliance with FERPA (20 U.S.C. § 1232g; 34 CFR Part 99), the federal law governing student education records. A complete statement of FERPA rights is available in the Office of Student Affairs and in the FERPA section of this handbook.

If you request that a faculty member release information from your educational record —

such as for a letter of recommendation that includes your GPA or grades — you must provide a signed, written authorization specifying exactly what may be accessed and disclosed. This document will be kept in your permanent academic record.

### ***Human subjects protection***

If your program involves research with human subjects, you must obtain written approval from the appropriate Human Subjects Committee (Institutional Review Board) before any data collection begins. The student's primary project advisor must receive and review the proposal before it is submitted to the IRB.

All students involved in human subjects research are required to complete an approved training program and obtain informed consent from all participants (or their legal guardians) before any research activities begin.

### ***Occupational exposure to blood-borne pathogens***

If your program places you at risk of exposure to blood-borne pathogens, you will receive instruction in precautionary and infection control measures before your first contact with patients, clients, human tissue, blood products, or body fluids. This instruction includes what constitutes an exposure and the protocol to follow if one occurs.

In the event of an exposure:

- Immediately report the incident to a faculty member, supervisor, employee health official, or infection control staff.
- Follow up with an appropriate health care provider for post-exposure management.
- Document the incident and report to your Program Director as soon as possible.
- You are responsible for all costs related to post-exposure testing and follow-up care.

### ***HIPAA — Health Insurance Portability and Accountability Act***

Graduate students involved in electronic healthcare transactions or health data management must complete an approved HIPAA training course to demonstrate competency before participating in any clinical activity. Adherence to HIPAA standards is required in all settings at all times. Violations may result in disciplinary action up to and including dismissal from the program.

## **Additional Information for Graduate Students**

### ***Identification cards***

Graduate students are expected to carry a current BCU student ID at all times. Your ID is the official University identification and is used for access to facilities and events. You must have your ID validated by the Registrar's Office at the start of each year of enrollment.

Do not alter your ID, lend it to anyone, or refuse to present it when asked by authorized University personnel. Any of these actions may result in disciplinary or legal consequences. If your ID is lost, report it in writing to the Director of Campus Life and Safety immediately. Replacement cards carry a fee.

## ***Parking***

All vehicles parked on the main Briar Cliff campus must display a valid parking permit at all times. (Vehicles parking exclusively on the Mayfair campus are exempt from this requirement.) Permits must be obtained from the Security Office in Alverno Hall (712-279-1715) at orientation.

Finding a parking space is your responsibility. Lack of available spaces, mechanical problems, or other personal circumstances are not valid excuses for non-compliance. Repeated violations may result in disciplinary action, towing, or application of a boot to your vehicle.

## ***Library services***

The Bishop Mueller Library is available to all students, both on campus and online through the University's website. Photocopying expenses for class presentations and assignments are the student's responsibility.

## ***Student health care***

A registered nurse coordinates on-campus health services. A nurse practitioner is available during regularly scheduled hours at no cost to students. If you cannot be seen on campus, the nurse can assist you in scheduling an appointment with an off-campus provider — you may be responsible for insurance co-pays or office fees in those cases. The Health Office also provides educational programming on healthy living. Two medical centers are located near campus, with community health resources and specialist referrals available through the campus Health Office.

## ***Travel to class, labs, and practicums***

Graduate students are responsible for arranging and paying for their own transportation to class, lab, and practicum sites. Travel time does not count toward clinical or practicum hours, and mileage will not be reimbursed. For assignments involving group travel arrangements, work with your course professor to coordinate logistics.

## ***Use of University vehicles***

If a University vehicle is used for a program-related activity, the following rules apply:

- Vehicles are for official University use only.
- The driver must be a faculty member or student and must be on the approved driver list for BCU insurance coverage
- If a faculty member is present, they have authority over the vehicle and should be in possession of the keys.
- A student driver is fully responsible for all consequences of any traffic violation, including fines and legal proceedings.
- Passengers share a moral responsibility to help prevent unsafe driving.

Violation of University vehicle policies is a serious matter and may result in dismissal from the program.

### ***Inclement weather***

If weather or an emergency requires class cancellation, announcements will be made through local radio and television stations. Email or text alerts may also be sent. When the University cancels classes due to inclement weather, on-campus classes should not be held. Faculty may require students to make up missed time through alternative scheduling (*e.g.*, evening or Saturday sessions).

If you are at an internship or practicum site when inclement weather occurs, cancellation decisions are made by that site, unless your program issues a universal cancellation.

### ***Emergency procedures***

Fire evacuation and tornado emergency procedures are posted in each campus building. Familiarize yourself with those procedures and discuss any questions with your faculty. Emergency drills will be conducted periodically, and your participation is expected.

### ***Faculty office hours***

Each faculty member will post their office hours on a schedule specific to their workload. You are expected to schedule face-to-face appointments within those hours. If you need to meet outside posted hours, the faculty member will do their best to accommodate you, but please be respectful of their time and other responsibilities.

### ***Transcripts***

Transcripts can be obtained from the Registrar's Office by completing the "Request for Transcript" form and paying the applicable fee. Transcripts will not be released if you have outstanding financial obligations to the University.

### ***Commencement***

Candidates for graduate degrees are strongly encouraged to participate in both departmental and University commencement exercises. Completing your degree is an achievement worth celebrating for you and for those who supported you along the way.

### ***Graduation Requirements***

To be eligible for graduation from a graduate program at Briar Cliff, you must:

- Have a minimum cumulative GPA of 3.0.
- Have completed your approved plan of study to the satisfaction of your program.
- Have done so within six years of your initial admission to the program.

Individual graduate programs may have additional graduation requirements, which may include a scholarly paper, thesis defense, or oral, written, and/or practical cumulative examination. Consult your program director and department handbook for specifics.

### ***Filing your intent to graduate***

During the semester before you intend to graduate, you must file an "Application for Graduation" form with the Registrar's Office. Graduation requirements and the review process are determined by your respective graduate department. Do not wait until your

final semester to check on requirements. Address any outstanding items with your advisor well in advance.

### ***Student Participation in Decision-Making***

Graduate students have meaningful opportunities to shape the programs they are part of. Briar Cliff actively invites your participation through:

- Serving on departmental and University committees.
- Attending faculty meetings where student input is welcomed.
- Providing feedback on program effectiveness and offering suggestions for improvement.

Students are also invited to participate in the assessment process at the completion of each course, at the end of the program, and as alumni. Your feedback is taken seriously and used by faculty in the ongoing process of curriculum development and revision.

### ***Departmental Student Handbooks***

Your graduate program may have its own department-level handbook with additional policies or more specific expectations than those set out here. You are responsible for knowing and following the policies in your departmental handbook in addition to those in this University Student Handbook.