This handbook serves as a supplement to the Briar Cliff University Student Handbook. Some of the material found in this handbook represents materials from the University Student Handbook. This handbook is not to be construed as a contract. Every effort is made to ensure the accuracy of information in this handbook, but the University reserves the right to change policies, procedures and regulations to protect students, the University and adhere to best practices. These changes can be made at any time and will take effect when the administration determines that such changes are prudent. Students will be notified of changes in a timely manner via email, official announcements, and postings to BCYOU (student portal) and campus bulletin boards.

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

STUDENTS HAVE A RIGHT TO

Expect faculty to demonstrate the stated ethical principles established for the program which are based upon belief in the dignity, worth, and potentialities of each student.

Access to the course and program requirements and policies governing student admission, progression, and graduation.

Channels for administrative decision-making in the graduate department, School of Graduate Studies, and the University and to participate in decision making which affects students.

Democratically elect representatives to select department and School of Graduate Studies’ committees for the purpose of representation of the student constituency in the decision making process.

Participate in curriculum development.

Curriculum and teaching strategies which facilitate learning.

Accurate information about course and program requirements at the onset of enrollment.

Opportunity to explore topics of special interest within program and course objectives.

Faculty facilitation of opportunity for involvement in professional organizations and activities.

Fair and impartial evaluation by faculty based on the stated objectives of the course, level, and the total program.

Participate in program evaluation.

A grievance procedure for adjudication of individual student grievances.

Scheduling of courses, within the resources of the program, which facilitates progression through the program of study for the majority of students.

Participate in university-wide activities – student government, cultural, social, religious, scholarly, recreational, and professional.

Access to student support services offered by the University.
**STUDENTS HAVE A RESPONSIBILITY TO**
Demonstrate ethical principles in meeting course or program requirements, in professional relationships, and in peer and faculty relationships.

Be knowledgeable about program requirements and policies, assume responsibility for meeting the requirements, and abide by the policies.

Utilize appropriate channels for participation in decision-making and in the resolution of issues or problems.

Participate in the elective process and assist in bringing concerns of the student constituency to the attention of the faculty and to report discussion/action taken.

Constructively share ideas and reactions to the curriculum in formal meetings or less formal deliberation.

Maximize learning opportunities provided, transfer previous learning, and consider new ideas or relationships.

Actively participate in class discussion and other learning experiences, follow through with assignments, and share experiences with peers.

Conduct independent study and research in a way which maximizes the learning opportunity.

Participate, to the extent life circumstance permits, in professional organizations and activities.

Evaluate self in relation to course, level, program objectives, and documents that govern the profession.

Be fair and impartial in evaluating peers in relation to learning experience or course objectives and in evaluating faculty and courses.

Follow the grievance procedure as published.

Undertake a realistic class load in view of work and family responsibilities, and reasonably adjust individual schedules to meet the needs of the majority.

Read student publications and posted notices in order to be aware of opportunities for involvement in university activities and to participate to the extent life circumstance permits.

Be knowledgeable, through the catalog and student handbook, of the resources available within the University.
STUDENT ACKNOWLEDGEMENT

Name: ________________________________________________________

Discipline: ____________________________________________________

Advisor: _________________________________________________________

I have reviewed both the School of Graduate Studies Student and have met with my faculty advisor, if necessary, to discuss any questions I may have about the Handbook.

_________________________  ________________
Student Signature          Date
## University and Community Emergency and Safety Resources

<table>
<thead>
<tr>
<th>University Resource</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Security</td>
<td>712-279-5430 (office)</td>
</tr>
<tr>
<td></td>
<td>712-898-1888 (cell)</td>
</tr>
<tr>
<td>Vice President for Student Development</td>
<td>712-279-5425</td>
</tr>
<tr>
<td></td>
<td>(8am – 4:30pm)</td>
</tr>
<tr>
<td>Director of Campus Life</td>
<td>712-279-1715</td>
</tr>
<tr>
<td></td>
<td>(8am – 4:30pm)</td>
</tr>
<tr>
<td>Resident Assistant Cellular (answered from 8pm to 8am)</td>
<td>712-253-1676</td>
</tr>
<tr>
<td>Counseling Services</td>
<td>712-279-5433</td>
</tr>
<tr>
<td></td>
<td>(8am – 4:30pm)</td>
</tr>
<tr>
<td>Health Services</td>
<td>712-279-5436</td>
</tr>
<tr>
<td></td>
<td>(8am – 4:30pm)</td>
</tr>
<tr>
<td>Director of Facility Services</td>
<td>712-279-5435</td>
</tr>
<tr>
<td></td>
<td>(8am – 4:30pm)</td>
</tr>
<tr>
<td>Office of Student Development</td>
<td>712-279-5425</td>
</tr>
<tr>
<td></td>
<td>(8am – 4:30pm)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Community Resource</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Police</td>
<td>9-911 (on campus)</td>
</tr>
<tr>
<td></td>
<td>911 (off campus)</td>
</tr>
<tr>
<td>Fire</td>
<td>9-911 (on campus)</td>
</tr>
<tr>
<td></td>
<td>911 (off campus)</td>
</tr>
<tr>
<td>Police (non-emergency)</td>
<td>712-279-6960</td>
</tr>
<tr>
<td>Mercy Medical Center (Emergency/Trauma)</td>
<td>712-279-2066</td>
</tr>
<tr>
<td>St. Luke’s Medical Center (Emergency Outpatient)</td>
<td>712-279-3141</td>
</tr>
<tr>
<td>Poison Information Center</td>
<td>800-222-1222</td>
</tr>
<tr>
<td>Council on Sexual Assault &amp; Domestic Violence</td>
<td>712-258-7233</td>
</tr>
<tr>
<td>Emergency TDD (deaf users only)</td>
<td>712-279-6958</td>
</tr>
</tbody>
</table>
THE UNIVERSITY

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

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

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

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

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

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

LOCATION
Briar Cliff University (BCU) is located at the edge of urban development, but is just minutes from downtown Sioux City (tri-state metro population: 120,000). Located where the states of Iowa, Nebraska, and South Dakota meet, Sioux City is connected with other metropolitan areas by Interstate Highway 29 and is about an hour away by air from Minneapolis, Chicago, St. Louis, and Denver.

IDENTITY
Briar Cliff University is a vibrant living/learning community located on the rolling Loess Hills in Sioux City, Iowa. It is a coeducational, private university offering a strong, values-based, liberal
arts education as well as quality career preparation. Its Catholic and Franciscan roots support peacemaking and service to others. It is a small, close-knit community offering students a safe and supportive environment. Respect for others is evidenced by the collegial relationships that characterize curricular and co-curricular life.

**ACCREDITATION AND APPROVAL**

Briar Cliff University is accredited by The Higher Learning Commission and is a member of the North Central Association. Individual programs may have additional accreditations. The Higher Learning Commission can be contacted directly at the following address and phone number:

**MISSION AND VALUES**

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

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

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

Our focus on the student which promotes academic success and extra/co-curricular experiences

Our culture of service to our constituents, to the Siouxland community and beyond

Our appreciation of diversity and our respect for each person

Our commitment to shared governance and collaborative decision making

Our innovative response to change which envisions a promising and confident future
BRIAR CLIFF HYMN

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

Words: Phil Hey, Music: John Cheetham, © 1991, Briar Cliff University
ADMINISTRATIVE LEADERSHIP

PRESIDENT
Noonan Hall, 101, 712-279-5400
The President of Briar Cliff University provides overall leadership for the University. In doing so, the President works closely with a team including the Vice Presidents for Academic Affairs, Enrollment Management, Finance, Student Development, and University Relations. Additionally, the President works with the Board of Trustees to set policy and direction for the University. Each semester, the President hosts open forums with students, faculty, and staff.

VICE PRESIDENT FOR ACADEMIC AFFAIRS
Heelan Hall, 155, 712-279-5402
The Vice President for Academic Affairs oversees the academic operations of the University, including academic programs and faculty recruitment.

VICE PRESIDENT FOR ENROLLMENT MANAGEMENT
Noonan Hall, 104, 712-279-1628
The Vice President for Enrollment Management supervises admissions, financial aid, and marketing.

VICE PRESIDENT FOR FINANCE
Noonan Hall, G2, 712-279-5504
The Vice President for Finance supervises the business office, facilities, computer services, bookstore, human resources, events coordination, campus dining, purchasing and budgeting.

VICE PRESIDENT FOR UNIVERSITY RELATIONS
Noonan Hall, IA, 712-279-5423
The Vice President for University Relations supervises fundraising and alumni relations.

VICE PRESIDENT FOR STUDENT DEVELOPMENT
Stark Student Center, Student Development Suite, 712-279-5494
The Student Development Division oversees campus life and housing, student activities, campus security, career development, leadership programs, athletics, campus ministry, health and wellness, counseling, multicultural programs and summer orientation. Student Development coordinates many of the aspects of the student experience, social and personal growth and broad based learning outside the classroom.
CAMPUS RESOURCES

ADMISSIONS
Noonan Hall, First Floor, 712-279-5200
The Office of Admissions serves new students from their early interest through completion of the enrollment process, including financial aid. The admissions office also serves students who are transferring from other colleges and/or community colleges.

ALUMNI OFFICE
Noonan Hall, 712-279-1705
The Alumni Office builds relationships and engages alumni through special events, such as Homecoming; guest lecturers for specific majors; hands-on internship opportunities; career coaching and personal mentorship of our students. Students who graduate or complete 30 credits before leaving are deemed alumni and are part of the more than 10,000-member Briar Cliff Alumni Association.

ATHLETIC OFFICE
Newman Flanagan Center, 712-279-1646
Athletics are a vital component of a liberal arts education. All full-time students who meet the eligibility rules of BCU and the NAIA may compete in athletics at the University. For men, BCU offers baseball, basketball, cross country, football, golf, soccer, track and field, and wrestling. Women compete in basketball, cross country, golf, soccer, softball, track and field, competitive cheer/dance, and volleyball. The emphasis centers on the educational value of participation. Athletic scholarships are available.

BOOKSTORE
Heelan Hall, first floor 279-5416
The Eldon and Regina Roth Campus Bookstore carries many items, including books, IPAD accessories, school supplies for class projects, Hurley backpacks, all name brands of BCU appeal, BCU loadable gift cards and ITunes cards too. BCU memorabilia, greeting cards, jewelry, health products, and residence life supplies, hammocks that can second as a couch under the loft and a Kodak Kiosk for printing and creating gifts. The Bookstore also carries food, candy, soda, orange juice and power drinks. A Campus Book Rental Kiosk is available for book rentals, another service choice for the students. This service requires a credit card as this service doesn’t go on the student account. Online ordering of books through the BCU bookstore web page is another option. A current BCU photo ID is required for all account charges. Please visit our website: www.cliffshop.com.

BUSINESS OFFICE
Noonan Hall, G2, 712-279-5440 or 712-279-1717
Students may visit the Business Office to check the balance on their student account and to make payments on their account. Account statements may be viewed anytime online and are sent out in hard copy format at the start of each semester, with payment in full or payment arrangements made by the due date specified. Payments may be made in cash or by check,
credit card, or ACH transfer. The Business Office also assists students employed on campus with payroll forms, including W-4, I-9, and applications for direct deposit. Student paychecks, direct deposit advices, and financial aid refund checks may be picked up at the Business Office. End of year tax forms, W-2 and 1098T, are issued by the Business Office as well. Other services offered include check cashing services (up to $200; photo ID required) and stamps available for purchase.

**CAMPUS EVENTS COORDINATOR**

*Noonan Hall, University Relations, 712-279-1705*

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

**CAMPUS MINISTRY/BCCARES**

*Heelan Hall, 040, 712-279-5227*

Campus Ministry focuses on the spiritual life and pastoral care needs of the BCU community, offering a variety of opportunities for liturgical involvement, retreats, Bible study/prayer groups and RCIA. It strives to provide an environment for community building and meaningful ministry opportunities nationally and internationally for students and employees including mission trips during “J” term, May term, and Spring Break. It also seeks to educate and involve the BCU community in a deeper understanding and living out of the Catholic Franciscan values which are core to the unique identity of Briar Cliff.

Campus Ministry is the central office on campus for local service opportunities. Campus Ministry’s service division, known as BCCares, provides students opportunities to volunteer on and off campus through a variety of programs and projects. Special projects include the Senior Citizen’s Luncheon, the Christmas Party for People with Disabilities, and the Easter Egg Hunt. BCCares can connect students with other opportunities off campus that include but are not limited to the Mission of the Messiah, Soup Kitchen, and Habitat for Humanity.

**CAMPUS RECREATION AND INTRAMURALS**

*Student Development Office, Stark Student Center, 712-279-5221*

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

*Heelan Hall, 712-279-5430 (office) and 898-1888 (cell)*

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

**Career Education**

*Stark Student Center, Student Development Suite, 712-279-5455*

Career Education assists students in developing the skills necessary to make transitions to their chosen careers, gain valuable work experiences through meaningful internship programs, and continue their education in graduate or professional schools. Career Education offers job and internship opportunities, résumé uploads and electronic portfolios via College Central Network available to students and alumni. The office of Career Education oversees both on-campus and off-campus work-study. The office also plans and coordinates the offerings and opportunities for leadership development by students through educational and training programs rooted in leadership theory and practice that develop individual character and skills, and enrich the campus community and all of campus life.

**Charger Dome**

The Charger Dome, approximately 15 minutes from campus, is the primary practice facility for indoor track and the secondary practice facility during inclement weather for soccer, football, golf, baseball, softball and outdoor track. Additionally, student intramurals and one-time student activity events are held in the Charger Dome.

**Continuing Education Enrollment**

*Noonan Hall, First Floor, 712-279-5200*

Students who are 23 years of age and older and those interested in the online program are served through the Office of Continuing Education from their early interest through the completion of the enrollment process, including financial aid. Undergraduate and Graduate programs are available for adult learners.

**Disability Service**

*Heelan Hall, 057, 712-279-5232*

Students with disabilities who need accommodations under the Americans with Disabilities Act should request services in the Disabilities Office in Heelan Hall, 057. Documentation of the disability will be needed at the time accommodations are requested.

**Education Technology Services**

*Heelan Hall 140, 712-279-5403*

The mission for the Education Technology department is to help improve the learning experience at Briar Cliff University. The department assists faculty in the design and implementation of courses with the right balance of technology and methods, which will help students meet their course outcomes. The department also assists faculty and students gain the knowledge and skills of learning technologies through training sessions (both virtual and classroom), labs, and office hours.
**Facility Services**
*Maintenance Building, 712-279-5435*

The Facility Services Department consists of the Maintenance and Custodial Divisions, with employees who work to maintain a clean, safe, and serviceable environment for both students and faculty of Briar Cliff University. The goal of the Custodial Division is to maintain clean common-access areas including bath and shower rooms, hallways, classrooms, and stairwells. The Maintenance Division works diligently to make general repairs of plumbing, electrical, and grounds areas as well as keeping the heating and air conditioning equipment operating properly.

The Facility Department is located behind the Theatre and directly across from the 2nd floor entry to Baxter Hall. For maintenance or custodial questions contact the Director of Facilities at 712-279-5435 or email a work order request to: National@briarcliff.edu

**Health and Counseling Center**
*Alverno Hall, G4, 712-279-5436*

The Health and Wellness Center includes the services of licensed nursing staff and a mental health counselor. The center provides basic services at no cost, however, minimal charges maybe incurred for diagnostic testing, immunizations, and TB screenings. Students will be encouraged to become proactive and responsible for their health management. The center will assist them in developing a healthy lifestyle which will ultimately contribute to their personal success. Students needing the assistance of the Health and Wellness Center are encouraged to visit the walk-in clinic; however, students seeking the help of the counselor are encouraged to make an appointment.

**International Student Enrollment**
*Heelan Hall, 328, 712-279-1774*

International students who have a student visa (F1) are served through the Office of International Student Enrollment from their early interest throughout their time of enrollment at Briar Cliff. The office director is the Primary Designated School Official (PDSO) assigned through the U.S. Department of Homeland Security. **International Students should meet with the PDSO regularly in order to assure compliance with student visa requirements.** The International Student Office works cooperatively with the Office of Multicultural and Leadership programs to meet the needs of the International Students.

**IT Center**
*Heelan Hall, 140, 712-279-5401*

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

Bishop Mueller Library, 712-279-5449
Conveniently located between Heelan Hall & the Stark Student Center Bishop Mueller Library offers three floors of public spaces with a variety of seating options designed to accommodate the diverse needs of the campus community. A current BCU ID must be presented to check out library materials, this includes items on Reserve for use in the library. The library offers access to over 200,000 print and electronic resources, computer labs, a conference room, small group study rooms, project collaboration spaces, tables and casual seating where students can access the wireless network, work individually or in small groups. Combine all this with a friendly, helpful staff and you will find the library is the place you need to be. To learn more about the library, including the hours it is available for you to use, see the web site at http://library.briarcliff.edu.

MARKETING AND COMMUNICATIONS OFFICE

Noonan Hall, First Floor, University Relations 712-279-5405
The Marketing and Communications Office coordinates media and community relations; issues press releases; assists with BCU marketing; oversees social media; provides web development, content management and design support; offers graphic design and print shop services. The Marketing and Communications Office also serves as a liaison between the University and the media. Please refer all media inquiries to mandie.mayo@briarcliff.edu.

MCCOY ARNOLD CENTER

The McCoy Arnold Center offers an indoor facility for athletic and recreational needs of students. The center contains a football locker room and storage area, weight room (primarily free weights), a wrestling practice facility, and an athletic training room.

MULTICULTURAL AND INTERNATIONAL STUDENT PROGRAMS

Stark Student Center, Student Development Suite, 279-5512
The Multicultural and International Student Programs office implements programs that educate the student population and campus community regarding issues of cultural understanding and sensitivity that are relevant in a global society. The programs support student learning, success, and retention through individual mentoring and advising for students of all cultures. The office also plans and coordinates the offerings and opportunities for American students to study abroad. This office also serves the international population at BCU.

NEWMAN FLANAGAN CENTER

The Newman Flanagan Center offers an indoor facility for athletics and recreation. The center has two basketball and volleyball courts, four badminton courts, one racquetball court, a jogging track, classrooms, and offices. All facilities are unavailable when an intercollegiate event is in progress.
OFFICE OF THE REGISTRAR
Noonan Hall, G2, 712-279-5447
The Registrar’s Office deals with class registration, grades, graduation, records and transfer credits. This office processes transcript requests and verifies enrollment. Official academic transcripts are sent from the Registrar’s Office upon written request and with clearance from student accounts. Transcript fee is $10.

OFFICE OF STUDENT ACHIEVEMENT
Library, 2nd Floor, 712-279-1770
Office of Student Achievement: Though academic advisors are the initial contact for students, the Director of Student Achievement offers follow-up or additional support to BCU students as they strive to succeed academically. The Director realizes there are a variety of factors that can affect a student’s academic performance; whether it is a personal, academic or campus issue, the Director assists each student in overcoming such obstacles by connecting them with appropriate campus resources and appropriate BCU faculty and administration. This holistic approach empowers students to resolve personal problems and participate in creating their own BCU network, allowing each student to perform at his/her full academic potential while creating a unique and successful BCU experience.

The Director also manages and is the contact for MAP-Works, a technological tool for faculty, staff and students to be able to gather and share information necessary to best support our students.

Though all students are welcome (and encouraged) to meet with the Director for Student Achievement, any student placed on academic probation are required to meet with the Director.

STUDENT ACTIVITIES
Stark Student Center, Student Development Suite, 712-279-5221
Student Activities coordinates opportunities outside the classroom for students to learn, grow, and explore their interests socially, culturally, and recreationally. Programs are designed to stimulate meaningful contact among students, administrators, and faculty which supports the intellectual and social growth of students. Student Activities works in conjunction with the Campus Activities Board to bring new events to campus. Movies, speakers, dances, symphony tickets, and entertainers are examples of programs available through this office. All students are enthusiastically invited to participate in campus programs. It is an important part of college life!

TRIO STUDENT SUPPORT SERVICES
Heelan Hall 057, 712-279-5230
TRIO Student Support Services (TSSS) is funded by a government grant from the Department of Education that offers eligible students a variety of services designed to help them be successful in college and achieve graduation. In addition to tutoring, mentoring, financial and academic counseling, instruction is offered for student skill reinforcement. Limited financial aid is available for freshmen and sophomores. SSS also serves students with disabilities.
UNIVERSITY RELATIONS
Noonan Hall, 1st Floor, 712-279-5408
University Relations is responsible for fundraising and alumni relations. Scholarships, capital project funding, endowments and campaign initiatives are secured through gifts from alumni, Trustees, individuals, businesses and foundations. Individuals and groups wishing to solicit funds in the name of BCU must coordinate these with University Relations.

WRITING CENTER
Bishop Mueller Library, 712-279-5449
The Briar Cliff University Writing Center, located in the Bishop Mueller Library, is a place for all students to strengthen their academic development by building competency in the writing process. The Writing Center is a place for students to engage and collaborate with their peers, to learn to diagnose error patterns in their writing, and to develop the skills to write effectively in their personal and professional lives and within their own academic disciplines. Our mission in the Writing Center is to support Briar Cliff’s community of writers by empowering those we serve to think critically and to write articulately as a part of an ongoing process of self-awareness and self-expression. The Writing Center offers one-on-one mentoring, workshops, and various computer-based tutorials. Writing resources and mentors can be located at http://bcuwritingcenter.wordpress.com/.

YMCA (BCU HEALTH AND WELLNESS CENTER)
601 Riverview Drive, South Sioux City, NE 68776, 402-404-8439
Briar Cliff University has an agreement with the Norm Waitt YMCA, making the Y Briar Cliff’s Health and Wellness Center, approximately 10 minutes from campus. A multi-million dollar complex, the YMCA offers BCU students opportunities for swimming, weight lifting, a wide variety of exercise equipment, fitness classes, a gymnasium, among many others. For more information, call 712-279-1707.
SAFETY AND SECURITY
Briar Cliff University makes the safety and security of all its campus members and guests an institutional priority. Even though the campus is not closed to others, it remains private property for use by the University community and invited guests. The Briar Cliff University security staff protects campus and its students, faculty, and staff. When appropriate, the University issues warnings to the campus community of potential emergencies.

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

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

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

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

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

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

All incidents will be handled seriously and be thoroughly investigated. When necessary, local law enforcement will be informed and their assistance requested. Security personnel will assist emergency vehicles in locating the emergency and aid in crowd control. Inform security with information on type and location of the emergency.
TORNADO WARNING PROCEDURE
In the event of a tornado warning, report immediately to one of the following tornado shelters.
- Review maps for your area to have knowledge of your closest shelter.
- The underground tunnels between Alverno and Heelan Hall, or between North Hall and Heelan Hall.
- The hallway on the ground floor of Noonan Hall.
- The ground floor of Alverno and Toller Halls away from windows.
- The art gallery in the Stark Student Center.
- In an extreme emergency, get under furniture or in a closet.

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

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

CRIME STATISTICS
The safety and well-being of students, staff and faculty are primary considerations at Briar Cliff University. Information regarding campus safety and security is provided in compliance with the Student Right-To-Know and Campus Security Act of 1991. Briar Cliff Security reports all on-campus crimes as defined by Uniform Crime Reporting System. Statistics are maintained and reported on crimes. On-campus crimes were also reported to the Security Office, the Student Development Office or the Sioux City police.

The annual Campus Security and Fire Safety Report provides information on institutional policies concerning security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, emergency response, fire safety and other matters. We also must ensure all applicants have access to this information. Briar Cliff University’s Campus Safety Report is available at: http://www.briarcliff.edu/student-life/campus-services/security/.
FINANCIAL AID
Briar Cliff provides financial assistance to students based on available resources and ensures equal access to all students. Aid is provided in the form of scholarships, grants, work, and loans. Students seeking financial assistance must file the Free Application for Federal Student Aid (FAFSA). Briar Cliff’s Title IV Code (001846) must be listed in the appropriate section. Once the FAFSA is completed and a Student Aid Report is received, other documentation may be required before an official Award Letter is processed. The Award Letter outlines the specific financial aid that is offered to the student. Refer to the Financial Aid Guide online for more information on the various aid programs. Financial Aid is packaged in the following order:
- Federal grants, state and private grants
- Institutional scholarships and grants
- Federal work study
- Federal student loans
- Other resources

TYPES OF FINANCIAL AID
Scholarships and grants: Federal, state and institutional grants are awarded based on the qualifications defined in each grant program. Federal grants based on financial need include the Pell Grant and the Supplemental Education Opportunity Grant. State grants based on financial need include the Iowa Tuition Grant and the Iowa Grant. Briar Cliff awards institutional scholarships based on academic achievement, talent, merit, and financial need. Academic scholarships are reduced and grants could be reduced or eliminated if a student moves out of the campus residence halls.

Graduate students must be enrolled in at least 5 credit hours per semester in order to be eligible for financial aid.

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

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

Academic progress will be measured both qualitatively and quantitatively. A minimum grade point average and a minimum number of credit hours completed in the academic year are requirements.
If a student does not meet the grade point average requirement for satisfactory academic progress, they will receive a Warning notification for one semester. Students unable to achieve the required grade point average after a second consecutive semester will be placed on Financial Aid Suspension. Students can also be placed on Financial Aid Suspension after two semesters for not completing 70% of hours attempted.

Students placed on Financial Aid Suspension have the right to appeal the suspension. The suspension form is mailed to the student to complete. The appeal will require the reasons for the suspension and the Academic Plan which must be signed by the student’s Academic Advisor. The student will have a time frame to have the document completed and submitted to the Financial Aid Office so a decision can be made. Students who are granted approval will be placed on Financial Aid Probation. After the probationary semester the student will either be in good standing or will not be able to receive any federal, state or institutional funds until they are in good standing again.

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

For students who fail to make satisfactory academic progress, refer to the Financial Aid Guide online for more information regarding the warning, suspension and termination levels of financial aid.

**TRANSFER STUDENTS**

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

**REPEATED COURSEWORK**

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

**NON-CREDIT COURSEWORK**

Non-credit coursework is not counted in the minimum credit requirement. In the event that a student fails to successfully complete courses at the minimum level, the student will be placed on Financial Aid Probation. A student in this category may receive financial aid for one additional semester. If the student does not meet the minimum levels by the end of the probationary semester, the student is considered to be making unsatisfactory progress and is placed on Financial Aid Suspension. Financial Aid Suspension means the termination of all financial aid except some private loans. The Financial Aid Office evaluates the progress of each student according to these standards on an annual basis. If a student is placed on Financial Aid Suspension, the student will have the opportunity to appeal the suspension. A student will receive notification of suspension and an Appeals Document. The appeals committee will review the student’s request and notify the student of its decision in writing.
CHANGES IN ACADEMIC LOAD
During the first week of each semester, called “Validation Week,” students will have an opportunity to change their registration or room/board plan with no financial penalty. After Validation Week, there will be no adjustment to tuition or financial aid if the student drops a class or changes to a different room/board plan.

Students who completely withdraw from the University may be allowed a refund on tuition, fees, room/board (if applicable). Federal and state regulations require that all or a portion of the refund be returned to the appropriate government aid programs. Refunds on behalf of the federal aid recipients must be returned in the following order: Federal Direct Unsubsidized Loans, Federal Direct Subsidized Loans, Federal Perkins Loan, Federal Grad PLUS, Federal Direct PLUS, Federal Pell Grant, Federal SEOG, TEACH Grant, other Title IV aid.

FINANCIAL AID POLICY REGARDING WITHDRAWAL
RETURN OF TITLE IV (FEDERAL) AID
If a student withdraws from Briar Cliff University during a semester or summer session, a calculation of “earned” vs. “unearned” federal aid must be determined. This federal policy assumes students earn their aid based on how much time has elapsed in the semester. If students receive federal financial aid, that aid may be reduced as a result of withdrawal. There are three steps that Briar Cliff must complete to comply with federal policy: determine the withdraw date, determine the amount of earned federal aid, and return unearned federal funds to the appropriate program(s). However, in order to ensure that the student is eligible to receive financial aid, Briar Cliff must first verify with instructor(s) that the student has attended or participated in academic activities related to his/her class(es) for the semester.

Students must officially withdraw by visiting the Registrar’s Office. A Withdraw Form will need to be completed by key areas on campus and then returned to the Registrar’s Office. The withdraw date is the date the student begins the withdraw process. If students fail to withdraw officially, the withdraw date will become the midpoint of the semester, unless the University can document a later date. In certain circumstances if an earlier date of last academic activity is determined, this date may be used in the calculation of “earned” federal aid.

If students withdraw before completing 60% of the semester, their “earned” federal funds are in direct proportion to the length of time they were enrolled. The percentage of “earned” aid is determined by dividing the total number of calendar days enrolled by the total number of calendar days in the semester. If the student completes 60% of the term, he/she earns all federal financial aid for the semester.

The responsibility to repay unearned aid is shared by BCU and the student. The University’s share is the lesser of unearned aid or unearned institutional charges. The University’s share must be repaid to the federal aid programs before the student’s share is considered. The order of the Return of Title IV funds is Federal Direct Unsubsidized Loan, Federal Direct Subsidized Loan, Federal Perkins Loan, Federal GRAD PLUS, Federal Direct Parent PLUS Loan,
Federal Pell Grant, Federal Supplemental Education Opportunity Grant, Teacher Education Assistance for College and Higher Education Grant (TEACH), other Title IV programs. Institutional aid is adjusted based on the percentage of refund applicable at the time of withdrawal. State aid is adjusted based on the percentage of refund applicable at the time of withdrawal.

If a student is required to repay a portion of his/her loan through the student’s share calculation, he/she will not be expected to return those funds immediately, but rather when repayment begins according to the terms and conditions of the promissory note. If the student share includes grant funds, federal rules allow the grant portion be reduced by 50%. A satisfactory payment arrangement can be made with Briar Cliff University.

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

**INSTITUTIONAL & STATE AID REFUND POLICY**

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

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

To officially withdraw, a student must complete a Withdrawal Form, which can be obtained in the Registrar’s Office.
CAMPUS AND RESIDENTIAL LIFE

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

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

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

RESIDENCY POLICY
Briar Cliff University believes that living on campus is a vital part of the college experience. The best college experience is one where the curriculum and the co-curriculum are seamlessly integrated. Given that the educational benefits of a residential education are many and well-documented, Briar Cliff University enforces the following residency policy. It is the policy of Briar Cliff University that all full-time undergraduate students live in campus housing and are enrolled in a meal plan until they have reached senior class standing (91 credit hours).

Exceptions to this housing policy will include students living with their parents or legal guardians within commuting distance (40 miles) of campus or individuals establishing independent status.

An independent student is one who: 1) is at least 23 years of age, 2) is married, 3) has children, 4) is a veteran, or 5) achieves independent status according to Federal financial aid guidelines.

HOUSING AGREEMENT
Housing agreements are for the entire academic year and cannot be broken once initiated by University without the consent of the Assistant Dean of Students/Director of Campus Life. Residential students are responsible for all of the terms of the housing agreement. The Assistant Dean of Students/Director of Campus Life reserves the right to grant individual exemptions to the residency policy.
MAILROOM

Stark Student Center, 712-279-5276

All students residing on campus will receive a mailbox number and combination at the time of check in. Packages that will not fit in a student’s mailbox are held in the mailroom. A notification will be e-mailed to the student to alert him/her of a package. Students residing off campus also may request a mailbox by coming to the mailroom during normal business hours. Faxes may be sent and received through the mailroom for a nominal fee. 712-279-1698.

Mailing address assigned to students:
Student’s First/Last Name
Briar Cliff University
3303 Rebecca Street
Sioux City, IA 51104

DINING SERVICES

Stark Student Center, 712-279-1727

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

RESIDENTIAL MEAL PLANS

All resident students living on campus are required to be on a meal plan. Meal plans may be changed only during the first ten days of each semester. Meal plan change forms are available online at BCYou. Students living on campus choose from one of five semester meal plans which include: 105 meals + $260 (for juniors and seniors only), 135 meals + $470, 180 meals + $360, 225 meals + $275, or the 300 meals + $240 per semester. The meals and declining balance dollars do not transfer from one semester to the next. Please consult the Director of Dining Services at 712-279-1727, with help or questions regarding choosing the right plan.

COMMUTER MEAL PLANS

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

MEAL PLAN CANCELLATIONS

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

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

For detailed information regarding residence hall policy and procedures, please refer to the housing contract, or contact the Campus Life office at 712-279-1715.

**STUDENT ORGANIZATIONS GUIDELINES AND PROCEDURES**

**RESPONSIBILITY FOR COORDINATION**

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

**OFFICIAL RECOGNITION**

To gain official recognition as an organization or to start a new organization a group needs to fill out a Student Organization Form, which is available from the Director of Student Activities. Once completed, this form needs to be returned to the Director of Student Activities. The application is then reviewed for completeness. Once preliminary evaluation has taken place the Director of Student Activities will contact the Director of Campus Life and the Vice President for Student Development for final approval.

**MAINTAINING OFFICIAL RECOGNITION**

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

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

**LOSS OF RECOGNITION**

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

**GENERAL GUIDELINES**

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

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

ROLE OF ADVISOR
An advisor should play major roles with the organization:
1. Leadership – participation without domination.
2. Counseling advice as a resource person.

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

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

CONSTITUTION

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

**STUDENT ORGANIZATIONS**

**BRIAR CLIFF STUDENT GOVERNMENT (BCSG)**
The BCSG is the voice and political force for the student body. One major function is to keep an open line of communication among students, administrators and faculty. Student representation on University committees helps ensure vital input into academics, student life, and University-wide policies.
Advisors: john.guetter@briarcliff.edu, 712-279-5221; Joshua.cobbs@briarcliff.edu, 712-279-5455

**BCUnited**
BCUnited is an organization created to promote and support cultural awareness. Our mission is to celebrate individual origins in an inclusive manner for all BCU students and community members. We strive to enhance domestic and international campus relationships through knowledge and compassion. BCUnited works closely with the multicultural department to raise cultural awareness and coordinate cultural activities for the campus community.
Advisor: justin.rhodes@briarcliff.edu, 712-279-5512

**CAMPUS ACTIVITIES BOARD (CAB)**
The Campus Activities Board (CAB) is the primary programming group at BCU. CAB unites the campus community through a variety of programs scheduled throughout the school year. CAB gives community members the opportunity to create an exciting, entertaining, learning environment at Briar Cliff. Activities include: dances, bands, comedians, novelty acts, cultural, and educational programs, Kids’ College, Haunted Tunnels, and more.
Advisor: john.guetter@briarcliff.edu 712-279-5221

**THE CATHOLIC DAUGHTERS**
The Catholic Daughters of the Americas is a Catholic women’s group on campus that offers young women a unique opportunity for combining spiritual growth, friendship and service together on and off the Briar Cliff campus. The Catholic Daughters are part of a larger national organization whose motto is unity and charity. Its members are in engaged in education, spiritual formation, justice advocacy and service. On campus the group sponsors spiritual
growth opportunities, educational programs and involvement in justice issues, prayer vigils such as the 40 days for life, offers free child care evenings and is involved in a variety of other service opportunities on and off campus.
Advisor: janet.may@briarcliff.edu, 712-233-5227

**Champions of Character Council of Athletes**
The Council of Athletes is comprised of representatives from each athletic team, dance squad and cheerleading squad. The Council coordinates the various activities that the athletic department sponsors in conjunction with the Champions of Character Initiative. Champions of Character stresses the five core values of respect, responsibility, integrity, servant leadership, and sportsmanship for all participants and spectators. The Council is run by an elected president, vice president and secretary.
Advisor: marian.pesky@briarcliff.edu, 712-279-5558

**C.H.O.I.C.E.S.**
The primary goal of Choosing Healthy Options In College Enhances Self (C.H.O.I.C.E.S.) is to educate and encourage students to make informed, responsible choices in their lives. C.H.O.I.C.E.S. is a charter member of the nationally known BACCHUS & GAMMA Peer Education Network that promotes peer education programs on healthier and safer life-style choices. Opportunities for involvement include: peer educators, social norms programs, “mocktails” and other alcohol-free events, and conferences. Activities and programs include: National Collegiate Alcohol Awareness Week, Great American Smoke Out, stress relief programs, sponsored massages, game nights, St. Patty’s Day Bingo, and more.
Advisor: Jessica.dominowski@briarcliff.edu, 712-279-5433; Ashley.pawlowski@briarcliff.edu, 712-279-1721

**College Democrats**
The College Democrats support the philosophy and candidates of the Democratic Party. The College Democrats also support efforts to engage college students in democratic matters. Briar Cliff’s chapter, part of College Democrats of America (CDA), focuses on educating students about social and political issues, brings speakers to campus, and hosts informational events to help college students understand and engage in local, state and national politics. CDA sponsors voter registration drives and helps members to attend state and national conventions.
Advisors: eric.juhnke@briarcliff.edu, 712-279-5476; shirley.fineran@briarcliff.edu, 712-279-5438

**College Republicans**
BCU’s College Republicans develop political and leadership abilities among Republican students for future service to and promotion of the principles of the Republican Party. College Republicans aid in the election of Republican candidates, and assist in the organization and function of the Republican Party.
Advisor: theodore.bryan@briarcliff.edu, 712-279-5574
**Criminal Justice Club**
The Criminal Justice Club (CJC) unites students interested in careers in law enforcement, the courts and corrections, as well as students interested in issues like law and order, justice, conflict resolution and reconciliation. CJC draws upon the perspectives of sociology, political science, psychology, and social work. Criminal justice majors are members automatically. The Club plans trips to area prisons, host speakers on current issues in criminal justice, and supports student academic development and career planning.
Advisor: wendy.brame@briarcliff.edu, 712-279-5492

**Education Department Partnership Project**
BCU students may volunteer to tutor elementary students in reading, math, and science during regular school hours at Crescent Park Elementary School.
Advisor: theresa.engle@briarcliff.edu, 712-279-1607

**Education Club**
The Briar Cliff University Education Club is an academic and social organization that encourages service, education, and the promotion of education as a vocation and discipline. All education majors are members of the Education Club. The Club is comprised of three components: officers, members, and faculty advisor. Past activities have included: Upper classmen-under classmen mentoring, opportunities for professional development (VIRTUS training), Pizza/Bingo Night, Christmas tree decorating in Stark, Teacher gift exchange, Easter egg hunt.
Advisor: theresa.engle@briarcliff.edu, 712-279-1607

**Enactus**
Enactus is a volunteer organization that completes projects that educate others on the principles of free enterprise. The mission of Enactus is to make a difference in the community, country and world through leadership, teamwork, communication, and learning the principles of free enterprise. Faculty guidance is provided and networking with business leaders is a benefit. BCU’s Enactus team has a history of excellence and provides many opportunities for young leaders to expand their skills and find employment opportunities.
Advisors: marilyn.eastman@briarcliff.edu, 712-279-1799.

**English and Writing Club**
The English and Writing Club, known as WREN, coordinates the activities of English and writing majors and minors and those interested in celebrating good writing, good living, and the people who appreciate both. The Club promotes literary activities like coffee-house poetry and story readings, theater, movies, publications and service opportunities for majors.
Advisor: matthew.pangborn@briarcliff.edu, 712-279-1638

**Homecoming Committee**
The Homecoming Committee picks a theme and plans a fun week full of events during the fall semester. Events include dress-up days, competitions, and the week culminates with a pep rally prior to the homecoming football game and the selection of a Homecoming King and Queen. A formal dance concludes the week.
Advisor: john.guetter@briarcliff.edu 712-279-5221
HONORS PROGRAM
The Honors Program seeks to bring students into the closest possible proximity to the points that new knowledge is being created at Briar Cliff University. Students in the Honors Program take honors courses which are academically stimulating and work closely with faculty on topics of personal interest to the students and faculty alike. They also participate in a variety of social, leadership, service, and cultural activities. Students’ interests direct the planning of these activities and students also provide the leadership to carry out these plans.
Advisor: ryan.allen@briarcliff.edu, 279-5211

CIRCLE K INTERNATIONAL CLUB
The International Club allows our American students to interact with our international students with the goal of understanding other cultures. The International Club also helps to create fun and educational opportunities to learn about American society with communication, events and cultural excursions.
Advisor: Justin.Rhodes@briarcliff.edu, 279-5512

THE KNIGHTS OF COLUMBUS
The Knights of Columbus is a Catholic men’s group on campus that offers young men an opportunity for spiritual growth, friendship, and service both on and off the Briar Cliff campus. The Knights of Columbus are part of a larger national organization whose mission is, “A man is defined by his actions as a follower of God, and as a leader in his community. The Knights of Columbus believe that a man is more than simply a man, when he bears the title of ‘Knight’.” On campus the Knights sponsor spiritual growth opportunities, educational programs and involvement in justice issues, prayer vigils such as 40 Days for Life, and the Tootsie Roll Drive.
Advisor: gil.ridenour@briarcliff.edu, 712/279/5485

NURSING STUDENT ASSOCIATION (BCUNSA)
Briar Cliff University Nursing Student Association: Chapter of National Student Nurses’ Association, Inc. (BCUNSA/NSNA) promotes professional and personal development for nursing students. Students have the opportunity to participate in service projects and social events throughout the year. Membership is automatic for sophomore, junior, and senior nursing students. Nursing faculty members serve as advisors.
Advisors: Gretchen.wheelock@briarcliff.edu, 712-279-1759; Catherine.grimsley@briarcliff.edu, 712-279-5507

PRE-PROFESSIONAL HEALTH SCIENCES CLUB (PPHSC)
The Pre-Professional Health Sciences Club (PPHSC) enhances student knowledge about various health professions; increases student involvement with various health professions at the local, state, and national level; improves public awareness of the benefits of services offered by health care providers, including, but not limited to, physical and occupational therapists, athletic trainers, chiropractors, and medical doctors; increases student involvement and participation in his or her potential professional field of study; and provides opportunities for students to participate in philanthropic activities in the local community.
Advisor: Patrick.cross@briarcliff.edu, 712-279-1708
**Psychology Club**
The Psychology Club is open to students with interests in psychology. The club meets monthly. All meetings are student-run. The Psychology Club participates in many activities, including service work with Siouxland organizations, fundraising for the club, meeting with professionals in the field of psychology, and social events. To learn more about the Psychology Club, visit [http://www.briarcliff.edu/student-life/clubs-organizations/psychologyclub/](http://www.briarcliff.edu/student-life/clubs-organizations/psychologyclub/). Advisor: todd.knealing@briarcliff.edu, 279-5470 or ext. 5470

**Residence Hall Association (RHA)**
Representing students living on campus, the Residence Hall Association (RHA) addresses concerns of the residents, keeps them informed, provides programs that enrich student life, extends the academic experience to the residence halls, and fosters an environment for personal growth and development. All residential students are members of the RHA. The RHA Executive Board consists of a president, vice-president, secretary, treasurer, and publicity chairperson. Annual activities include: Coolest Campus Cribs, Hunt for the Golden Egg, the Price is Right, Little Chargers Weekend, and more. The constitution is available in the Director of Student Activities’ office, Student Development, Stark Student Center.
Advisor: john.guetter@briarcliff.edu, 712-279-5221

**Science Club**
The Science Club offers a variety of activities for students in the life and physical sciences. The Club has bimonthly meetings, as well as speakers, field trips, Earth Day activities, and various social activities.
Advisor: candice.coffin@briarcliff.edu, 712-279-5467

**Social Work Club**
The Social Work Club is open to all BCU students interested in social work. The Club introduces students to the profession of social work by meeting professional social workers, learning about local agencies, services and issues, and meeting other social work majors and faculty.
**Activities:** monthly meetings, promote and sponsor projects on the local and global level, several social events.
Advisor: Shirley.fineman@briarcliff.edu, 712-279-5438

**Students for Openness, Understanding, Respect, Compassion, and Equality (SOURCE)**
Students for Openness, Understanding, Respect, Compassion And Equality (SOURCE) raises awareness and promotes understanding of the challenges and responsibilities that each student faces resulting from his or her sexual orientation. SOURCE seeks to create a safe and accepting environment for all students and welcomes all students as members, regardless of their sexual orientation. The goals of SOURCE may be accomplished through education, providing information, and discussing issues surrounding sexual orientation, gender identity, and stereotyping. SOURCE will uphold the dignity of each person and the Catholic tradition of Christian acceptance for all people through respect, compassion, and increased understanding of others. Advisors: todd.knealing@briarcliff.edu, 712-279-5470; janet.may@briarcliff.edu, 712-279-5227.
SIGN POSTING POLICY
The following guidelines comply with the fire code, prevent damage to walls and surfaces, and ensure that signs respect Briar Cliff University community as a Catholic Franciscan institution. Student organizations are expected to adhere to this policy.

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

RESPONSIBILITY STATEMENT FOR STUDENTS SERVING ON CAMPUS COMMITTEES
Committee membership is a matter of trust and commitment, carrying fundamental responsibilities to:

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

UNIVERSITY REGULATIONS

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

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

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

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

DRESS CODE
Students should be properly attired on campus. This applies to public areas, classrooms, dining hall, library, student center, and University grounds. Shoes and shirts are always required in the dining hall. Clothing offensive to cultural, ethnic, or social groups are not acceptable. University policies on discrimination apply to clothing. Various professional programs may have additional dress code requirements for the classroom, community, and/or preceptorship/clinical settings.

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

DISORDERLY CONDUCT
Disruptions of the University community, residence halls and University activities and events; including presence during a violation of the student handbook is prohibited. If students are present during a violation of the student handbook, even if they may not have initiated or actively participated in the violation, they may be charged with the specific violation or face disciplinary action.
EXPLOSIVES
Possession or use of explosives, ammunition, firecrackers, or pyrotechnics of any nature on campus is prohibited.

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

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

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

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

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

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

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

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

**Electronic Harassment**

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

**Hazing**

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

**Housing Contract**

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

**Identification Cards**

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

**Searches**

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

**Keys and Guard Cards**

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

**Noise and Sound Amplification Permit**

Any group sponsoring an outdoor event with amplified sound must obtain a noise permit from Sioux City Police Department at a cost determined by issuing party to sponsoring group. Requests should be made minimum of two weeks in advance. Copies of the permit will be given to Campus Security 48 hours prior to the event. A copy must be available at the event.
**PARKING**
Cars parked on campus must display valid Briar Cliff University parking permit obtained from the Campus Security Office. Students and employees should only park in authorized parking spots. Students with four or more violations and students with unregistered vehicles are subject to disciplinary action. Frequent parking violators will be subject to the application of a Lock (boot) to the vehicle or to towing. A $50 charge for removing boot will be assessed. Vehicles may be towed off campus at the owner’s expense.

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

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

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

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

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

**TOBACCO/SMOKING**
In compliance with the laws of the State of Iowa, the use of tobacco is prohibited in all Briar Cliff University buildings and on all BCU property, this also includes electronic cigarettes and vapor cigarettes.
THEFT
Unauthorized possession of University property or the property of others is prohibited

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

NON-DISCRIMINATION AND AFFIRMATIVE ACTION
Briar Cliff University will provide equal opportunity in compliance with the law and will not discriminate for any reason prohibited by the law.

INTERNATIONAL STUDENT CONDUCT POLICY STATEMENT
International students have a unique relationship with the University, and their individual visas and other status as a student can be impacted by a great number of variables. International students are expected to exhibit high standards of personal conduct. The University expects all international students to know and follow all campus policies, local laws, state laws, and federal laws and guidelines. Failure to do so on even one occasion either on or off the campus, may result in immediate action or discipline at the discretion of the Vice President for Student Development or his/her staff designee, including, but not limited to, revocation of visa, removal from campus, suspension, or expulsion from the University.
STUDENT RECORDS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

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

PUBLIC LAW 93-380

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

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

Appointments must be made by students to review files.

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

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

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

Should a factual error be found in any material, the University official will make the appropriate correction. If the decision is made not to correct the record, the student may place a statement in the record commenting on the contested information, stating why he/she disagrees with the decision. Under the records act, students cannot request hearings to contest the assignment of a grade, only whether the assigned grade was recorded accurately.
The University official in charge of a student file is responsible for the care of the file and is liable for the unauthorized release of confidential records. These records may be released only to the following persons:

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

- Individuals designated in writing by the student to who records can be released. A request for release of records must include the following:
  - specific information to be released
  - reasons for such release
  - the party to whom the records are to be released

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

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

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

- A student’s written release of records is required for the following:
  - Use of University photographs for identification purposes by agencies outside the University;
  - Information requested by police and government agencies conducting security clearances and background checks.

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

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

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

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

Student records are kept in the following offices:

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

The Higher Education Act of 1998 amended the FERPA allowing colleges to disclose to parents or guardians a dependent student’s violations of law or institutional policy regarding alcohol or controlled substances. Briar Cliff may notify parents of students who are under the age of 21 of alcohol and drug violations when a student has received two minor violations or one major violation (e.g., anything involving harm or threat to persons, property damage, public intoxication, illegal drugs).
STATEMENT ON ALCOHOL AND DRUGS
In compliance with the Drug-Free Schools and Communities Act and the Drug-Free Workplace Act, the University seeks to provide a drug-free learning environment and workplace.

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

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

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

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

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

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

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

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

Legal age: 21 years old.

Minor: any person under age 21 years.

Official University event: Meets one or more of the following conditions open to all Briar Cliff students, uses the name Briar Cliff, or sponsored by a University organization.
Open container: Any container in which the manufacturer’s seal has been broken, including water bottles, cups, and other open-faced containers.

Under the influence: Meets one or more of the following symptoms - obviously confused, cannot find way in familiar area, leaning on walls or being held up, vomiting, can’t be awakened, slurred speech, not in control of self or not functioning under own power, erratic behavior, threat to self or others.

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

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

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

Violations of the University’s Regulations Regarding Alcohol Include

1. Intoxication is prohibited anywhere on campus or at any official University event off campus, including athletic events. Being under the influence never justifies irresponsible behavior or violation of University policies. Students violating any University regulation while under the influence will face additional penalties and fines for violating the alcohol policy.

2. Providing alcohol to minors anywhere on campus or at University events off the campus, even if the minor is not a Briar Cliff student is prohibited.

3. Possession (on their persons, in their rooms, or in cars) by
   • Minors possessing alcohol containers, open or closed, empty or full or in the presence of alcoholic beverages (i.e., in residence hall room with open and closed container of alcohol).
   • Students 21 and older possessing open alcohol containers outside their rooms.

4. Possession of alcohol by anyone in a location designated as dry.

5. Keg or large alcohol container, full or empty, larger than a half-gallon (1.75 liters or 64 oz.) constitutes an automatic $200 fine charged to the provider(s). Providers also may face additional alcohol violation sanctions and fines.

6. Possession of beer bongs, keg taps, or other paraphernalia by any student regardless of age.

7. For sanitary reasons, can and bottle displays are not allowed in any University residence hall. Minors will be fined for possession of alcohol cans, bottles, and other containers. Cans and bottles should be disposed of properly.

Sanctions for Alcohol Violations

The appropriate Student Development staff member determines specific sanctions for alcohol violations. Students violating alcohol policies may receive one or more of the following sanctions: confiscation and disposal of alcohol, monetary fine, educational sanctions, campus work assignment, disciplinary probation, loss of scholarship, suspension from the University, or mandatory alcohol counseling. Staff will confiscate paraphernalia. All fines are directly charged to student accounts.
First violation within an academic year: Minimum $100 fine

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

Second violation within an academic year: Minimum $150 fine

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

Third violation within an academic year: Minimum $200 fine

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

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

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

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

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

GUIDELINES FOR ALCOHOL AT SOCIAL EVENTS
The following guidelines apply to all social events sponsored by BCU, both on and off campus:

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

Consumption of alcoholic beverages is permitted only within the area designated for the event.

Nonalcoholic beverages must be available and featured more prominently than the alcoholic beverages.

The event sponsor must provide food items during the event.

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

**LIABILITY**

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

**ADVERTISING GUIDELINES**

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

**STATE AND LOCAL LAW**

The University upholds all state laws regulating the sale, consumption, and possession of alcohol. The University, at its discretion, may report to appropriate law enforcement students who violate campus policies.
ILlicit Drugs Policy
Briar Cliff has adopted a zero tolerance policy regarding the manufacture, distribution, dispensing, possession, and/or use of controlled substances on its property or at its events. Police may be notified when suspicion of such exists. Illegal manufacture, distribution, dispensing, possession, or use of controlled substances is subject to criminal prosecution. The presence of marijuana odor or smoke constitutes “reasonable cause” for authorized staff to enter and search a room. Drugs or paraphernalia found will be secured and police called. Violators of the drug policy must meet with the Vice President for Student Development to determine sanctions, which include, but are not limited to, housing and disciplinary probation, $250 fine, suspension, expulsion, or completion of a drug assessment or treatment program at the student’s expense and fine.

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

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

Prescription drug: any substance prescribed by a licensed medical practitioner and taken by the individual for whom it was prescribed. As a condition of enrollment, any criminal drug conviction occurring on University premises or while conducting University business off campus, must be reported to the Vice President for Student Development within five days of conviction. If not reported, disciplinary action may be taken.
STATEMENT ON AIDS
Current knowledge affirms that persons testing Human Immunodeficiency Virus (HIV) positive do not pose a health risk to others in an academic setting. The American College Health Association (ACHA) states that there is no risk created by casual contact with an infected person. Briar Cliff supports the ACHA recommendation that institutions not adopt blanket policies concerning students with AIDS-related conditions, but rather respond to each case specifically. The coordinator of health services, the nurse practitioner and the Vice President for Student Development will:

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

ADDITIONAL CONSIDERATIONS FOR PREVENTION OF AIDS
- Abstinence from intimate sexual contact and avoidance of shared needles are ways to avoid transmitting AIDS. The efficacy of condoms for preventing HIV is unproven, but the consistent use of them with spermicide containing nonoxynol-9 may reduce transmission.
- Toothbrushes, razors, and other implements that may become contaminated with blood should not be shared.
**Policy on Sexual Violence and Sexual Harassment**

In accordance with Title IX of the Education Amendments of 1972 and state civil rights law, Briar Cliff University does not discriminate on the basis of sex in its education programs and activities. Discrimination on the basis of sex can include sexual harassment or sexual violence.

Briar Cliff University pledges to maintain an environment that promotes the development of healthy relationships and respect for individuals.

The University prohibits sexual violence and sexual harassment in any form, (including sexual misconduct, dating/relationship violence and stalking). Sexual violence and sexual harassment are often misunderstood and under-reported. It is important that students understand these issues so they can avoid committing or being victims of such behavior. If sexual violence or harassment occurs, it should be reported so the University can take immediate and appropriate action to investigate or otherwise determine what occurred. The University has a duty to attempt to end sexual violence and harassment, prevent its recurrence, and address its effects. This duty may exist separate and apart from any corresponding criminal investigation.

The University has appointed a Title IX Coordinator, Louise Paskey, the Vice President for Student Development, who can be reached at (712) 279-5494; Student Development Office, Stark Student Center, louise.paskey@briarcliff.edu

Any questions about a student’s rights under Title IX, (the federal law that prohibits discrimination on the basis of sex in education programs and activities) can be directed to Louise Paskey, Title IX Coordinator, or the Office of Civil Rights for the Department of Education.

**Important Definitions**

Sexual violence means physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent. A number of acts fall into this category, including rape, sexual assault, sexual battery and sexual coercion.

Under State law, “Sexual Abuse” is a crime and is defined as any sex act between persons performed under any of the following circumstances: a) the act is done by force or against the will of the other. If the consent or acquiescence of the other is procured by threats of violence toward any person or if the act is done while the other is under the influence of a drug inducing sleep, or is otherwise in a state of unconsciousness, the act is done against the will of the other; b) the other person is suffering from a mental defect or incapacity which precludes consent, or lacks the mental capacity to know the right and wrong of conduct in sexual matters; c) the other person is a child. (Iowa Code Section 709.1).

Consent means the mutual deliberate and voluntary agreement to engage in sexual activity. Consent is a clear YES to the sexual act. Consent is an ongoing process and must be obtained for each level of sexual contact. Even if a victim does not resist or if the victim knows the offender, the law does not presume consent.
Sexual violence includes sexual assault, sexual harassment, sexual exploitation, and sexual intimidation and can be committed by men or women. It can occur between people of the same or different sex. It may include any touching or fondling of the victim’s genitals, breasts, thighs or buttocks directly or through the clothing without the victim’s consent.

In addition to being forbidden by this policy, sexual misconduct may be a violation of state criminal law and of other University policies.

Stalking is a course of conduct directed at a specific person that would cause a reasonable person to feel fear. Examples of prohibited stalking can include but are not limited to (a) non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, and other social networking communications, letters, gifts, or any other communications that are undesired and/or place another person in fear; (b) Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by the victim.

Sexual harassment may include unsolicited and deliberate sexually explicit statements, gestures, or physical contacts which are objectionable to the recipient, cause discomfort, humiliation, or intimidation, or create a hostile and offensive environment. Sexual harassment may involve pressure from a person of either gender against a person of the opposite or same gender.

**Examples of sexual harassment:**

- Demanding or soliciting sexual favors accompanied by implied or overt threats;
- Creating an offensive interpersonal environment;
- Comments or jokes referencing sex or sexual orientation;
- Unnecessary touching or leering at another’s body; and,
- Sexist remarks about clothing, body, or sexual activities.

**Reporting Sexual Violence to Law Enforcement**

The University encourages victims of sexual violence, (including date/acquaintance rape) to report such actions to the local police department. The Campus Security Office (Heelan Hall) can assist students in making such reports.

**In the Event of Sexual Assault You Should**

Go to a safe place. Call 911, 1-800-982-SAFE (7233) or the Rape Crisis Center (258-7233).

- Tell the first person you see what happened. This account could corroborate your testimony if you decide to report or prosecute.
- Talk with someone you trust: a friend, your RA, a faculty member, Residence Life Area Coordinator, the Assistant Dean of Students, the Director of Health Services or Director of Counseling Services.
- Seek medical attention at an emergency room. Request tests for pregnancy and sexually transmitted diseases.
- Do not shower, bathe, or douche. Preserve physical evidence, such as clothing. Resist the urge to change clothes or clean up the area until medical and legal evidence is collected.
- Request a urine test as quickly as possible to detect the presence of sedating substances.
**PROCEDURES FOR REPORTING SEXUAL VIOLENCE/MISCONDUCT TO THE UNIVERSITY**

The University urges students to report all incidents of sexual violence or misconduct or harassment to the Title IX Coordinator, or the Assistant Dean of Students. Students are strongly encouraged to report incidents of sexual misconduct as soon as possible after the incident occurred. While addressing concerns about confidentiality, students will be informed of their rights, the options available for recourse, and the contacts for professional counseling and other supports. In situations that require an immediate and decisive response, the University authorizes the Assistant Dean of Students to coordinate all necessary action.

Complaints of sexual violence/misconduct, stalking, or harassment against a member of the University community will be investigated and adjudicated in accordance with the applicable University procedures. University disciplinary action may be taken whether or not criminal charges are filed and without regard to whether the conduct occurred on or off the campus.

**INTERIM MEASURES**

Where appropriate, the University may implement interim measures to protect the complainant, which could include, but are not limited to, changing academic or work schedules or living arrangements and providing such academic, counseling, or other supports as are prudent in the circumstances. In certain cases, the University may impose a “no-contact” order against the alleged perpetrator.

**CONFIDENTIALITY**

Students should communicate clearly with the University any concerns about confidentiality and the University will honor such requests to the extent possible. Where a student victim of a sexual assault requests that his or her name not be disclosed, the University’s ability to fully respond to the incident may be limited. The University’s policy prohibits retaliation and steps will be taken to prevent retaliation and to strongly respond to it if it occurs.

**STUDENT GRIEVANCE PROCEDURE FOR SEXUAL VIOLENCE ALLEGATIONS**

Informal means of resolution may be appropriate and are an option for students. If informal resolution is not successful or is not appropriate in the circumstances (such as in a sexual assault case), or at any time until the informal process is concluded, the complainant may elect to request a formal investigation/grievance procedure.

**FORMAL GRIEVANCE PROCEDURE**

The accuser and the accused individually will meet with the Assistant Dean of Students. Each will be allowed to choose a support person (from a list of designated Briar Cliff University Faculty or Administrators) who is present during the process.

The Assistant Dean of Students will determine if the matter is within the University’s jurisdiction (generally, this requires the party or parties to be current students/members of the campus community, and the incident to have occurred on campus or off-campus with a resulting effect on the campus environment) whether a different University policy/procedure should be followed, whether further investigation is necessary and/or whether a hearing is
recommended. Any investigation will be adequate, reliable, impartial and prompt and will include the opportunity for both parties to present witnesses and other evidence.

Both parties will be notified in writing of the outcome of any investigation, which will be determined based on the “preponderance of evidence” standard (“more likely than not”). This process should be completed promptly; generally, not longer than 30 days absent unusual circumstances.

**HEARING OR APPEAL PROCEDURES**

If a hearing is deemed necessary by the Assistant Dean of Students or if either party desires to appeal a decision of the Assistant Dean of Students, the Vice President of Student Development will appoint a three-person hearing panel to adjudicate the case or hear the appeal. Panel members should have no conflict of interest and preferably should not be teaching or working with the students involved in the case. An appeal from a decision of the Assistant Dean of Students must be submitted in writing to the Vice President for Student Development within 5 days of the decision.

- The Vice President for Student Development or his/her designee will serve on the Panel as a non-voting facilitator.
- Prior to the hearing, both the accuser and the alleged perpetrator will be given notice of the date, time and place of the hearing; the names of the Panel members (and opportunity to raise any conflict of interest concerns); their right to have an advocate of their choice attend the hearing; their right to present witness testimony and other evidence; and their right to submit written statements to the Panel detailing the charges or any defense.
- The hearing itself is closed. The University support person for a party may provide counsel but may not speak for the party.
- In the case of a sexual assault or abuse complaint, the parties may choose an attorney for their advocate.
- The Panel will formulate specific procedures to deal with the presentation of evidence, witnesses, and cross-examination and any other matters as appropriate to the conduct of the hearing.
- A “Preponderance of the Evidence” will be the standard of proof. The Panel may hear new evidence on an appeal.
- The Panel will strive for consensus but may determine the outcome of the proceedings by majority vote.
- The Panel is empowered to impose such measures as it deems appropriate. Disciplinary measures may include, but not be limited to, fines, work assignments, discontinuation of scholarships or privileges, dismissal from the residence halls or from campus events, temporary suspensions or permanent dismissal (expulsion) from the University.
- Panel members must maintain the confidentiality of the proceedings.
- Within ten day of the conclusion of the hearing, the Panel will inform both parties of the final outcome of the complaint (including information pertaining to sanctions where the proceeding involved a finding of sexual violence).
Students always have the option to seek legal remedy in the courts through local law enforcement whether or not the incident occurred on campus and whether or not the alleged assailant was a Briar Cliff student. University officials will stand ready to:

- Assist students with notifying police,
- Help secure an advocate from the Council on Sexual Assault and Domestic Violence to guide students through the legal processes, and
- Consider appropriate interim measures to support the victim.
If a Briar Cliff student is criminally convicted of (or pleads guilty to) sexual assault or any other felony, Briar Cliff University reserves the right to determine the student’s standing with the University.

**University and Community Services**

If you feel you have been sexually abused the Director of Counseling Services at Briar Cliff University can provide confidential counseling and can be contacted at 279-5433. Counseling for victims is also available through the Council on Sexual Assault and Domestic Violence, 258-7233. If you are a victim of date or acquaintance rape, you are not to blame.

Whether or not you report the rape or engage in legal action, you should consult CSADV at 258-7233 or the Director of Counseling Services at 279-5433 to begin the healing process. Counseling services also are available for perpetrators either in the Counseling Center or at a community mental health agency. Counseling provides an environment in which perpetrators can learn new behaviors.

**Procedures for Reporting Sexual Harassment to the University**

If a student feels that they are being sexually harassed, first, if possible, inform the individual that you feel you are being harassed and ask them to stop.

If the harassing behavior continues contact Louise Paskey the University’s Title IX Coordinator, (712) 279-5495, louise.paskey@briarcliff.edu.

Other options for reporting harassment include the following (who will also alert the Title IX Coordinator):

- Director of Human Resources
- Vice President for Academic Affairs
- Title IX Coordinator for Athletics

Submission of a good faith complaint or report of discrimination or harassment will not affect the complainant’s or reporter’s future employment, grades, educational or working environment.

All complaints will be promptly investigated and acted upon as necessary to ensure that the discrimination or harassment stops and does not recur. Informal methods of resolution, such as facilitated mediation, may be requested by the complainant, however, the complainant has
the right to end such informal processes at any time and begin formal procedures. Note: in cases involving sexual violence, mediation is never an appropriate process for resolution.

Depending on the allegations, the sexual harassment grievance procedure may be followed or the University may deem other procedures applicable. In any such procedure, both parties will have the same opportunities to present evidence and witnesses, and to request an appeal should appeal rights be available. Both parties will also be notified of the outcome of any investigation. The complainant may also be notified if any sanctions are imposed that directly relate to the complainant.

The University will take any and all appropriate action (up to and including termination or expulsion), against any employee, student, agent or any other person under the control or supervision of the University, who is found to have engaged in harassment or who retaliates against any person who reports, testifies, assists, and/or participates in a proceeding, investigation or hearing relating to an incident of alleged discrimination or harassment.

**STUDENT CONDUCT PROCESSES**

Briar Cliff is a community of learners within the Catholic and Franciscan traditions of service, caring, and openness to all. While the University affirms individual rights, individuals must accept their responsibilities toward the community. Each student must know the living standards in this handbook. Unfamiliarity with policies does not excuse noncompliance. Students who violate University standards of conduct must meet with designated member of Student Development staff. Decisions of these authorities will be final, pending the normal appeal process as outlined below.

**VIOLATION OF LAW AND UNIVERSITY POLICIES**

Students violating laws or University policies off campus may incur penalties from civil authorities. When students violate federal, state, or local laws, the University may also undertake discipline actions and impose sanctions. Proceedings under the student conduct code may be carried out prior to or following civil/criminal proceedings. Violations of University policies that are documented by Residence Life Staff, Campus Security, or through an individual report will be adjudicated by a designated staff member within the Office of Student Development. Testimony and statements by witnesses are considered information and must be given credence.

**STUDENT CONDUCT BOARD**

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

**APPEALS PROCESS**

Students appealing student conduct decisions must appeal in writing and submit appeal to the designated Appeal Officer within three business days of the original judgment. The decision of
an Appeal Officer is final. In cases of any appeal, sanctions will be enforced immediately and remain in effect until the appeal is completed. An appeal is not a re-hearing of the same information. Rather, responsibility rests with the student making the appeal to present new information or new ways to interpret the information.

**Appeals Board**

Students may choose to appeal directly to the Student Appeals Board. To appeal directly to the Student Appeals Board, a request in writing must be delivered to the Vice President for Student Development or Assistant Dean of Students within three business days of the original outcome pertaining to the student conduct case of which they are appealing. The Vice President for Student Development or Assistant Dean of Students must verify the legitimacy of the appeal before convening the Appeals Board. The decision of an Appeals Board is final.

1. **Appeals Board Membership** The Student Appeals Board consists of faculty members, administrators, and students. The Vice President for Student Development or Assistant Dean of Students presents the case for the University.

2. **Function** The Appeals Board meets as needed. A quorum consists of three voting members of the Appeals Board. The Appeals Board must respect the rights guaranteed students in the Student Handbook. The proceedings of the Appeals Board may be audio taped and filed in the Student Development Office.

3. **Appeals Procedure** Appeals are submitted in writing to the Vice President for Student Development or Assistant Dean of Students who determines if the Appeals Board will be convened and selects Appeal Board members for the appeal hearing.

4. **Hearing Procedure** The Appeals Board is closed to the student body and the public. The studentappealing must attend. The Vice President for Student Development or Assistant Dean of Students summarizes the charges against the student, specifies the University policy violated, and states the penalty imposed on the student. Then, the student is invited to present a case that appeals either the decision or sanctions. If the student wishes to present witnesses, signed statements must be presented to the Vice President for Student Development or Assistant Dean of Students no less than two days before the Appeal Hearing. No witnesses will be heard by the Appeals Board unless this condition is met. Testimony by witnesses for the student must be relevant to the case. The Appeals Board has the right to question the Vice President for Student Development or Assistant Dean of Students, the student and witnesses. After the appeal has been presented, the board will deliberate and make a decision based on the new information presented. A majority of members present will determine the decision of the Appeals Board. Decisions of the Appeals Board are final. The Board may make the following decisions: a. Uphold the decision and sanctions b. Reverse the decision c. Modify the sanctions

5. **Appeals By Organizations** Official campus organizations have the same right of appeal as do individual students, subject to the following conditions: • BCU campus organizations include all clubs recognized by the Student Development Office. If certification of a group is disputed, the Vice President for Student Development has final authority. • Only the advisor or the president of an organization may file an appeal on behalf of the organization. • During the hearing, the organization may have its advisor present.
OFFICIAL SUMMONS
Students neglecting to answer a student conduct hearing summons within three days of the summons will receive a second summons and may be found in violation of the failure to comply with the policy. If students do not answer the second summons, a decision regarding alleged violation and sanctions will be made without the student’s presence. Failure to complete sanctions may result in additional sanctions, including a fine.

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

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

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

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

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

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

FINES
Students or group fines may be levied for actions contrary to University policy. Alcohol fines are used for materials and programming related to alcohol education. Damage fines cover the cost of repair and/or replacement. Other fines are used for materials and programming related to student wellness.
EDUCATIONAL SANCTION
Any project assigned to a student with the intent to enlighten, educate, and reflect on the violation(s), including essays, presentations, signs, apology letters, and other such activities.

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

OFFICIAL WARNING
A student or group may be given an official warning by the University. The student or group is informed about the seriousness of their conduct and is cautioned that future misconduct will result in further disciplinary action. Written notification is given to the student or group. A copy of the letter is placed in the student’s confidential file in the Student Development Office.

DISCIPLINARY PROBATION
A student or group may be given disciplinary probation by the University. Disciplinary probation may include exclusion from participation in some or all activities for a specified time. A student on disciplinary probation may be excluded from representing the University in any official manner. Violation of University regulations during the probation is grounds for further disciplinary action. Written notification is given to the student. A copy of the letter is placed in the student’s confidential conduct file in the Student Development Office.

HOUSING PROBATION
A student may be placed on student housing probation by the University. Major or consistent rule violations or a pattern of disregard for the rights of others may result in student housing probation. A student who is on housing probation loses specified privileges as pertains to student housing up to and including living in campus housing for a specified time. Written notification is given to the student. A copy of the letter is placed in the student’s confidential conduct file in the Student Development Office.

DISMISSAL FROM HOUSING
A student whose behavior is detrimental to community living may be required to withdraw from campus residency. Loss of residency also means the student loses visitation privileges in the residence halls. Written notification is given to the student. A copy of the letter is placed in the student’s confidential conduct file in the Student Development Office.

SUSPENSION
A student may be suspended from any or all activities on campus, including class attendance. The suspended student may not take part in any activities he/she is suspended from or may not be on campus for any reason without permission from the Vice President for Student Development or Assistant Dean of Students. Failure to follow suspension guidelines as defined is cause for further disciplinary action. Faculty members have the option of providing students who have been suspended the opportunity to make up missed requirements. Written notification is given to the student. A copy of the letter is placed in the student’s confidential conduct file in the Student Development Office.
DISMISSAL
The student is dismissed from the University. The dismissal action may be permanent, may involve a specified time, or may remain indefinite, subject to reconsideration at a later date. A grade of W (withdrawal) will be recorded for each course on the official university record. Written notification is given to the student. A copy of the letter is placed in the student’s confidential conduct file in the Student Development Office. A notification is made on the permanent record in the Registrar’s Office. Unless otherwise stipulated, all dismissal sanctions include a ban from campus.

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

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

Note: Grievance Procedures are not avenues for appealing disciplinary sanctions. Nor are the grievance procedures proper arenas for contesting the wisdom of a specific University policy.

BRIAR CLIFF STUDENTS MAY FILE THREE TYPES OF GRIEVANCES:
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, sexual affinity, age, handicap or disability, status as a Vietnam-era or special disabled veteran, or Title IX compliance.

FOR GRIEVANCES REGARDING ACADEMIC ISSUES
Appealing Grades: Students wishing to appeal grades or other academic practices (excluding academic integrity issues) should follow these procedures:
1. Discuss the concern with the faculty member involved. If not resolved,
2. Appeal to the program director in writing within three working days of discussing the grievance with the faculty member. Include in the written document circumstances of the grievance, specific concerns, and a proposed remedy. The student is notified in writing of the program director’s decision. If not resolved,
3. If the program director is not also the department chairperson, appeal to the department chairperson in writing within three working days of discussing the grievance with the faculty member. Include in the written document circumstances of the grievance, specific
concerns, and a proposed remedy. The student is notified in writing of the department chairperson’s decision. If not resolved,

4. Appeal to the Vice President for Academic Affairs in writing within three working days of notification by the chairperson. Include in the written document circumstances of the grievance, specific concerns, and a possible remedy. The student is notified in writing of the Vice President for Academic Affairs’ decision.

5. In all cases, the decision of the Vice President for Academic Affairs is final.

**FOR GRIEVANCES REGARDING ADMINISTRATIVE ISSUES AND DISCRIMINATION ISSUES**

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

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

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

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

**GRIEVANCE BOARD COMPOSITION**

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

**BOARD PROCESSES**

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

Both the grievant and the respondent may seek counsel from any member of the Briar Cliff community, excluding those serving on the Board.
The hearing itself is closed. Each party may invite one member from the Briar Cliff faculty, administration, or student body to attend the meeting with them. This person may provide counsel but may not speak for the grievant.

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

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

The Student Grievance Board should strive for consensus but may settle the case by majority vote. Proceedings and resolutions of the Board must remain confidential unless both parties agree in writing to release the information. In all cases, the decision of the Grievance Board is the final action in the Briar Cliff Grievance Procedure.
GUIDELINES FOR COMPUTER USAGE
It is the intent of Briar Cliff University to provide a quality technological environment for the University community in which certain standards are observed. Use of University technology resources is a privilege not a right. Use of the technology resources is limited to purposes related to the University’s mission of education. Certain responsibilities accompany that privilege and understanding them is important for all computer users.

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

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

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

BRIAR CLIFF UNIVERSITY ACCEPTABLE USE POLICY
The purpose of Briar Cliff University’s Information Technology resources is to support education, research and communication. The following activities are acceptable uses of this information technology environment:
• Instruction of Briar Cliff University classes
• Faculty and Student Research
• Class Assignments
• Official work of students, faculty, administration and staff, recognized student and campus organizations, and agencies of the University
• Electronic communication that supports instruction, research, or official work of students, faculty, administration, and staff
• Personal use by authorized users that does not interrupt or diminish access to resources for other users and does not violate any applicable law, regulation or University policy
It is a violation of the Briar Cliff University Acceptable Use Policy to engage in any of the following behaviors:

- Violate Copyright Law in any manner, including but not limited to, downloading copyrighted audio, video, graphics or text materials from the Internet without proof of proper licensing arrangements. Computer software must be used in accordance with license agreements, whether it is licensed to the University or to the individual.

- Use another person’s account or PIN number or give your password, PIN number or identification to another person for the purpose of gaining access to a University owned computer, network or database resource. Users are responsible for safeguarding their identifications and passwords. Each user is responsible for all transactions made under the authorization of his or her ID and password.

- Access a file on a University-owned computer or network without the permission of the owner, to copy, rename, modify, or examine it, or to change file protection or visibility. Lack of protection on a file does not imply right of access.

- Interrupt or inhibit the access of others to Briar Cliff University technology resources by actions such as distributing computer viruses, worms, or bulk email. Current virus scanning software is required for all student, faculty, administrators and staff networked computers.

- Operate a University-owned computer in a manner that is otherwise wasteful of any computing or network resource.

- Gain access to Briar Cliff University technology resources when one is no longer an eligible user.

- Employ a computer to annoy or harass other users; for example, to send obscene, abusive, or threatening mail or email.

- Misuse information accessed while performing work as a Briar Cliff University employee. Information stored on administrative computers and servers is confidential. Use or distribution of such information other than as authorized or assigned is prohibited by University policy and state and federal laws.

- Access or attempt to access the University’s administrative systems and records unless explicit permission has been granted by the data owner or their designee.

- Read, delete or in any way modify the University’s administrative system data without explicit permission; distribute, publish, or in any way make known any such data to unauthorized persons.

- Tamper with computers, printers or any other associated University-owned equipment.

- Remove, without authorization, computer equipment, disks, paper documentation, data, or other technology resources.

- Connect any device to the Briar Cliff network that may cause interference or disrupt operations (e.g., wireless access point or router).

- Unless prior arrangements are made with the Information Technology Center, student accounts will be deleted once they are no longer an actively registered student. Accounts will not be kept active for the sole purpose of saving email.

- All University members have the right to post news to publicly available posting areas such as the e-bulletin board on BCYou. Some posting areas may be moderated and subject to the limitations imposed by the moderator.
COMPUTING RESOURCES
The accidental or intentional introduction of a destructive program, such as a “virus,” can have serious consequences to the network. Users should be aware of the threat of viruses and use adequate protection against spreading them to their own machines. Any attempt to compromise the University computer security systems will not be tolerated.

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

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

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

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

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

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

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

- Regular deletion of unneeded files from one’s accounts on servers.
- Refraining from overuse of information storage space, printing or processing capacity.
- Refraining from sharing accounts with ineligible parties (friends or relatives).
- Acquiring accounts for which you are ineligible.
- Refraining from the distribution of mass emails without proper authorization.
**Electronic Harassment**
Any harassment, threats, or intimidation through electronic media, including, but not limited to, cell phone, text message, social media, email, or any other form may be automatically referred to the Sioux City police for investigation and/or action.

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

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

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

**Liability**
Briar Cliff University hereby expressly and explicitly disclaims any liability and/or responsibility for violations of the policy stated above. Briar Cliff University does not warrant that the function or services performed by users or that the information contained on the University’s technology resources will be kept confidential, meet the users requirements or that the resources will be uninterrupted or error free or that defects will be corrected.
ACADEMICS
The University catalog contains all polices and requirements of Briar Cliff’s academic programs. Check the University catalog for specific information regarding majors; academic status; internships; adding, dropping or withdrawing from classes; transfer credit; conditional admission; good academic standing; academic probation; academic dismissal; and, degree requirements for all programs.

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

- Obtaining, disseminating or using unauthorized materials for the completion (by oneself or another student) of an examination, paper or assignment;
- Unauthorized collusion with another student in completing an assignment;
- Submitting as one’s own the work of another student or allowing one’s work to be submitted for credit by another;
- Copying from another student’s paper or allowing one’s paper to be copied;
- Computer theft which includes unauthorized duplication of software, unauthorized access into accounts other than one’s own and the use of University resources (computer facilities, networks, software, etc.) for financial gain;
- Plagiarism: the representation of another’s ideas, statements or data as one’s own. Plagiarism includes copying, paraphrasing or summarizing another’s work (even if that work is found on the Internet) without proper acknowledgment (footnotes, in-text credit, quotation marks, etc.). For a more detailed explanation of what constitutes plagiarism and how to avoid it, refer to The Little Brown Handbook, available in the University bookstore and Bishop Mueller Library.

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

In all cases of alleged academic dishonesty, the faculty member or work supervisor shall, in writing, notify the student of the specific charges and circumstances and a copy of the notice shall be sent to the vice president for academic affairs. If the student wishes to deny the
allegations or appeal the penalty, he/she must, within 10 working days, file a written intent to appeal, first the program director or the work supervisor’s immediate superior. If the appeal is not resolved and the student wishes to continue the appeal, the student must, within three working days, file a written intent to appeal with the department chairperson, if applicable. If the appeal is not resolved and the student wishes to continue the appeal process, the student must, within three working days, file a written intent to appeal with the vice president for academic affairs.

If the instructor is the program director of the department, the appeal shall be directed to the department chairperson, if applicable. If the instructor is both the program director and the department chairperson, the appeal shall be directed to the vice president for academic affairs.

The person to whom the appeal is made will weigh the evidence presented (in writing or at an oral hearing) by both the student and the instructor or work supervisor and make a judgment. If the matter is not resolved to the satisfaction of the student, faculty member, supervisor, department chair or program director, the appeal process will continue to the vice president for academic affairs, whose decision will be final. If a student is found in violation of the University’s Policy on Academic Honesty, the student may be subject to disciplinary review that may include an appropriate penalty, up to and including dismissal from the University. Depending on the severity of the offense, the University reserves the authority to exact maximum penalty even on the first offense.

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

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

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

**Academic**

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

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

**Student Charges**

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

**Campus Jobs**

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

**Athletics**

Briar Cliff pledges its support to work with the NAIA to restore a full season of athletic eligibility to any student-athlete who was unable to complete an athletic season because of the call to active duty.
**BRIAR CLIFF UNIVERSITY SCHOOL OF GRADUATE STUDIES**

**PURPOSE**
The global purpose of graduate programs at Briar Cliff University is to prepare students to be professional leaders competent in fulfilling roles as practitioners or educators, while working within complex systems, as well as a rapidly changing society. Opportunities to enhance ongoing personal and professional growth and development are guided by Christian principles within a Catholic Franciscan framework. Graduate level scholarly inquiry based on theoretically and clinically directed research provides the foundation for fulfillment of the core competencies of graduate programs and exists within an educational milieu that fosters innovation and experimentation. Interaction with faculty, student colleagues, mentors, preceptors, and other professionals empower the advanced of the graduate student as an adult learner to meet the expectations of this role. Graduate programs provide a solid foundation for continued learning through personal study and/or doctoral education. The programs purposes reflect the development/refinement of values and ethics, critical thinking, and competencies that are foundational attributes required to attain graduate program outcomes.

**MISSION**
In parallel to the mission and values of Briar Cliff University, the School of Graduate Studies is devoted to providing quality graduate education. The School challenges graduates to grow through self-reflection and awareness, as well as through their relationship with others and God. The School is dedicated to developing graduates who can work in interprofessional teams and provide ethical, legal, compassionate, evidence-based, and culturally competent client-centered services, while meeting the societal needs of the region.
DIRECTORY

STREET ADDRESS
Briar Cliff University, 3303 Rebecca Street, Sioux City, Iowa 51104

TELEPHONE
1-800-662-3303

FINANCIAL AID
Brian Eben, Director of Financial Aid 712-279-5239

TRANSCRIPTS AND CLASS SCHEDULES
Deidre Engel, Registrar 712-279-5447

GRADUATE SUPPORT
Library/Information Services 712-279-5449
IT Services Specialist 712-279-1673
Vice President for Academic Affairs 712-279-5402
Richard Petersen, EdD, MSN, RN, Chair, Executive Committee of the Graduate School 712-279-1662
APPLICATION PROCESS TO GRADUATE PROGRAMS
The Office of Admissions at Briar Cliff University administers the application process for graduate programs. Each graduate department determines eligibility and acceptance for the program. When the Office of Admissions receives an application and all proper documentation, the applicant will be sent an acknowledgement that these items have been received. The respective graduate department will review all applications, determine acceptance and notify applicants of their status. Each graduate department may opt to have admissions deadlines, as well as interviews. All applicants who meet the minimal admissions requirements will be approved for the pool of the specified graduate program. From this pool of approved applicants, those who (a) best exemplify the admission requirements, and (b) are most likely to benefit from the program, will be admitted until the program is full. Once the program is full, the approved applicant may be placed on a waiting list.

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

- One copy of the formal application for admission.
- A minimum cumulative grade point average (GPA) of 3.0 (on a 4 point scale) from the undergraduate program from which one received his/her degree.
- An official transcript from all prior undergraduate and graduate study documenting a baccalaureate degree from an accredited program.
- Two letters of reference/recommendation from individuals within the profession.
- A $35.00 non-refundable application fee, which must accompany the application (waived for Briar Cliff alumni).

Additional admission requirements may be made by each graduate program.

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

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

ADMISSIONS PROCESS

- Once an applicant’s application folder is complete, the file will be transferred to the office of the graduate program.
- Each graduate program will determine and publish the mode for evaluating applications, including whether or not interviews will be part of the process, as well as the maximum number to be admitted, waiting list procedures, and application deadlines.
- Notification of admission to the graduate program is made by the respective department. After the department notifies the applicant of admission to the graduate program, the
student will have a defined amount of time to accept or decline admission to the program. If accepting admissions, the student must pay a $250 non-refundable deposit that will be applied to the tuition for the first semester. Upon accepting placement and paying the deposit, the student will receive a packet of required documents to complete and return. Students must return the completed paperwork prior to starting classes. Students may be required to complete background checks and/or drug screens based on the graduate program and/or clinical placements. Outcomes of these tests may affect the admission status for the applicant.

**Conditional Acceptance**

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

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

**Health Status**

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

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

Additionally, various graduate programs may have essential functions and technical standards which students must meet in order to progress in the respective program.
BACKGROUND CHECK
In order to maintain the highest standards possible and protect the safety of the public, certain graduate programs may institute a mandatory background check. Students participating in programs that require such checks will be required to submit data for a certified background check at their expense. Individual departments will determine the type of background check that must be completed and when they must be completed by. Students each have confidential access to the results of their own background check status, but will be reviewed by each graduate program. Should there be a negative background check finding, the department will determine if a student is eligible to participate in the program and/or clinical courses. Eligibility is based on the nature of the finding, clinical site requirements, and licensure board rules. Students may submit an appeal and supply additional data that may be have benefit. Appeal decisions will be judged on documented factual issues. Students may be dismissed from the program in which they are enrolled for not being truthful on an application and/or a negative finding before or during the program of study.

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

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

TUITION
Tuition is subject to change annually for each graduate program.

FEES
$35.00  Non-refundable application fee (waived for Briar Cliff alumni)
$50.00  Non-refundable graduation fee
Additional fees may be set by each graduate program, including, but not limited to: library/technology, audit, clinical/practicum, books, other required materials, placement services, and transcripts. Fees are subject to annual change.

PAYMENT
Briar Cliff’s payment policy requires all charges to be paid by the date shown on the billing statement. Checks and money orders should be made payable to Briar Cliff University. To assist students in meeting their financial obligations, a wide range of financial aid options are available.

Accounts not paid in full by the date shown on the billing statement will be assessed a late-payment charge. Unpaid account balances are subject to a one (1) percent per month late-payment charge. Before registering for a new semester students must have accounts current.

All charges are subject to change at the beginning of any semester or on 30 days’ notice. Briar Cliff will not be responsible for money or valuables. Textbooks and other supplies are sold on a cash basis in the University bookstore.

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

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

- Federal Stafford Loan
- Federal Perkins Loan
- Federal Work Study

Guidance for applying for graduate-specific grants and scholarships is available from the Program Director or Advisor. Students who have questions regarding the financial aid process can contact the Department of Financial Aid at 1-800-662-3303, ext. 5239 or 712-279-5239.
REFUNDS
If a student totally withdraws from all classes before the end of the semester, charges for tuition are made on the following basis:

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

DEVELOPMENT OF A PLAN OF STUDY

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

ACADEMIC ADVISING

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

PLAN OF STUDY CHANGES

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

PROGRAM LENGTH/ TIME LIMITS

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

OUTDATED COURSES ON PLAN OF STUDY

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

PROCEDURE FOR UPDATING OUTDATED COURSE WORK

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

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

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

**COURSE OFFERINGS**

Graduate program courses will be offered as adequate enrollment, faculty, and available resources permit. Due to conditions beyond the control of Briar Cliff University, the School of Graduate Education reserves the right to modify, consolidate, or cancel courses. Graduate study may include required activities on campus and in off-campus locations for degree completion.

**GRADE POINT AVERAGE**

Students must earn a cumulative grade point average of at least 3.0 on a 4.0 scale. Students whose GPA falls below 3.0 at any time during the program will be placed on academic probation and are subject to dismissal from the program if the GPA does not return to a 3.0 at the end of the next semester of coursework. Students must have a cumulative GPA of 3.0 in order to graduate.

**GRADING**

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

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

<table>
<thead>
<tr>
<th>Grade Rating</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior</td>
</tr>
<tr>
<td>A-</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
</tr>
<tr>
<td>B-</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Average</td>
</tr>
<tr>
<td>C</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Below Average</td>
</tr>
<tr>
<td>F</td>
<td>Failure</td>
</tr>
</tbody>
</table>
The mark “I” signifies that work in a course is incomplete because of illness or circumstances beyond the control of the student or because an instructor feels further evaluation is needed before the grade can be determined. A student who receives an “I” at the end of a course must complete the necessary work within three weeks, or in the time specified by the instructor, or the “I” will automatically become an “F.”

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

The mark “W” signifies withdrawal from a course and is given when a student officially withdraws from a course in the registrar’s office with the approval of the advisor. Students may not withdraw from a course after the end of the 70% point of the course. If they do so after the 70% point, they will earn a grade of “F,” unless they are completely withdrawing from the university.

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

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

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

Dropping a Course
Students may drop a course if done so during the first 5 days of the course with a 100% refund. No refund is given for withdrawing after 5 days. Students may withdraw up until the 70% point of the course and receive a “W.” If the student withdraws after the 70% point a punitive grade of “WP” for withdrawal passing or “WF” for withdrawal failing. The “WF” calculates as an “F” when figuring cumulative GPA. Please note certain graduate programs require that students pass certain courses prior to progressing in the program.
DISMISSAL FROM THE PROGRAM
A student may be dismissed from the program at any time for failure to meet the program’s standards of academic performance and progress. A student may be denied admission or be dismissed from the program for such things as:
- Poor academic performance,
- Conduct which violates the ethical or professional standards of the program.

GRADUATION
Students must have a minimum overall GPA of 3.0 and have completed the plan of study to satisfaction within six years of the student’s initial admission into the program. Various graduate programs may also have other requirements for graduation, including, but not limited to a scholarly paper, defense, oral, written, and/or practical cumulative examination.

INTENT TO GRADUATE
The student must file an “Application for Graduation” form with the Registrar’s Office in the semester prior to intended graduation. Graduation requirements will be determined by the respective graduate departments.
**PROFESSIONAL BEHAVIOR**

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

**IN THE CLASSROOM**

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

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

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

**UNSAFE OR UNACCEPTABLE BEHAVIOR DURING CLINICAL COURSES/ PROFESSIONAL EXPERIENCES**

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

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

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

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

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

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

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

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

Students must adhere to integrity standards that pertain to research, including, but not limited to, proper submission and updates to Institutional Review Boards, obtaining proper informed consent, ethical treatment of subjects, appropriate record retention, upholding confidentiality, and appropriate dissemination of findings. Failure to do so may result in consequences up to and including expulsion from the program.
GRIEVANCE PROCEDURES
APPELLING GRADES
Please refer to Briar Cliff University’s Student Grievance Procedures above.

GRIEVANCES OUTSIDE OF DUE PROCESS
Grievances made by individuals that fall outside of the due process, such as complaints from clinical education sites, employers of graduates, and the public, must be submitted in writing to the Vice President for Academic Affairs. The written document should include circumstances of the grievance, specific concerns, and a possible remedy. The individual will be notified in writing of the Vice President for Academic Affairs’ decision. Complaints, supporting documents, and a copy of the decision, will be maintained by the Vice President for Academic Affairs.
PROTECTIVE POLICIES

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

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

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

HUMAN SUBJECTS PROTECTION

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

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

OCCUPATIONAL EXPOSURE TO BLOODBORNE PATHOGENS

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

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

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

**ADDITIONAL STUDENT INFORMATION**

**IDENTIFICATION CARDS**

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

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

All students are held responsible for all uses of their card until its loss is reported in writing to the Registrar’s office. There will be a charge for replacing the card.

Lending this card or failure to present it when requested by authorized university personnel, i.e., student leaders, faculty members, or official members of the university staff, is in violation of university regulations and will result in disciplinary or legal action.

**PARKING**

For safety and security reasons, all cars parked on Briar Cliff property must have a valid parking permit. This includes students, faculty, staff, and visitors. Parking permits must be obtained from the Security Office (Ground Floor, Heelan Hall, 279-5430) at the time of orientation.

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

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

**LIBRARY SERVICES**

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

**PHOTOCOPYING SERVICES**

Students are responsible for expenses of photocopying related to class presentations and other course assignments.
STUDENT HEALTH CARE
A registered nurse coordinates the health services. In addition, the nurse practitioner provides medical care during regularly scheduled hours on campus at no cost to the student. The Health Office provides educational programs and activities to encourage a healthy lifestyle. If a student is unable to see the nurse practitioner on campus, the nurse will assist the students in scheduling appointments with primary care providers off campus. The student may need to use insurance or pay an office fee.

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

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

USE OF UNIVERSITY VEHICLES
Compliances with policies concerning the use of Briar Cliff University vehicles is critical. Violation of these policies will not be tolerated and could lead to those involved being dismissed from the program. Vehicles are for official use only. The driver must be a faculty member or students. Faculty, if present, command the vehicles and should be in possession of the keys.

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

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

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

EMERGENCY PROCEDURES
Fire evacuation and tornado emergency procedures are located in each building. Please review these procedures and discuss them with faculty if you have questions. Periodically there will be emergency drills to review these safety procedures. Students are expected to follow instructions and participate in the drills.
**FACULTY OFFICE HOURS**
Each faculty member will post office hours specific to their schedule. Students are expected to schedule face-to-face appointments within the set office hours. If a student requires a meeting time different than the scheduled office hours, the faculty member will make every attempt to accommodate the needs of the student. However, the student must be mindful of faculty workload and other responsibilities.

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

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

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

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

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