

## GENERAL INFORMATION

### CLASS CONTENT

The institution reserves the right to make changes to improve the quality or content of the programs of study offered.

### CLASS SIZE

Class sizes vary depending on a number of factors; however, a laboratory course will not have more than 30 students, and a lecture course will not have more than 50 students. Additionally, nursing laboratory courses are limited to no more than 12 students, and nursing clinical courses are limited to no more than 10 students.

### CLASS SCHEDULES

Day classes are scheduled between the hours of 7:45 a.m. and 5:30 p.m., Monday through Friday and (as required) Saturday.

Evening classes are scheduled between 5:00 p.m. and 11:00 p.m., Monday through Friday, and (as required) Saturday.

Online courses are available 24 hours per day on the Internet at <http://blackboard.broadviewuniversity.edu/>.

A student may register in a degree or a diploma program or in individual subject areas.

Nursing courses that include lab and clinical experiences will be scheduled Monday through Saturday, generally between the hours of 6:00 a.m. and 11:30 p.m. and occasionally between 11:00 p.m. and 7:30 a.m.

Nursing program policies do not excuse students from class or clinical experience due to employment schedules. Students are expected to commit to scheduled hours and courses.

Nursing program students must complete clinical hours within the quarter when the clinical course is offered and in the specific program course sequence.

Every effort is made to minimize conflicts between students' personal and employment requirements and class schedules. However, the institution has the right to schedule the students' class hours within the limitations of its facilities and overall enrollment.

### COURSE CANCELLATION

The school reserves the right to cancel any class or program when enrollment is under fifteen students.

### CRIMINAL BACKGROUND CHECK

A student who is entering and completing a career program should be aware that future employers may elect, or be required, to do background investigations on prospective employees to determine if any criminal records exist. This most frequently occurs when a prospective employee will be involved in "direct contact services" with clients or residents. Background checks may also be required for internships, externships and practicums.

Nursing students must be in compliance with Utah law regarding criminal background checks when working with children and vulnerable adults. Nursing students will be responsible for obtaining criminal background checks through CertifiedBackground.com. The results of a background check are posted on the CertifiedBackground.com website in a secure, tamperproof environment, where the applicant and organizations can view the background check. All nursing students are required to be in compliance prior to acceptance and to have an annual background check done while in the program.

## DISCLOSURES

### Nursing Disclosure

The nursing program is a full-time program, and courses must be taken as shown by the course sequence. Because of limits on cohort and course sizes, students who withdraw from or fail any course, or otherwise do not successfully complete a course in the quarter specified by the course sequence may not be able to complete the program.

Nursing students may be exposed to partial or full nudity for educational purposes.

### Paralegal Disclosure

Paralegals may not provide legal services directly to the public except as permitted by law.

### Pharmacy Technology Disclosure

Utah law allows only one year for students to complete core pharmacy coursework, sit for the PTCB exam, and submit the state licensure packet.

## EXTERNSHIP/ INTERNSHIP/CLINICAL SITES

A site for a nursing, massage therapy, medical assistant, health fitness, digital video, pharmacy technology, medical coding and billing, health information technology, paralegal or veterinary technology externship or clinical is generally provided within a fifty-mile radius of the student's home or home campus. A site outside of that radius may, depending on appropriateness and availability, be secured for the benefit of the student.

Students are required to attend a pre-externship meeting in the quarter prior to the externship. The externship coordinator will notify students of the time and location of this meeting.

All externships must be completed during the normal business hours of the externship site, regardless of whether the student normally attends day and/or evening courses.

A student who is terminated from an externship will receive an F for the course and must come before an appeals committee before being placed on an externship again. Students who receive an F and are successful in their appeal will also have to repeat and repay for the course.

## GENERAL EDUCATION

Broadview University integrates general education into all degree programs. The purpose is to engage and expose the student to the liberal arts disciplines, providing critical and analytical skills and intellectual knowledge that serve as a base for lifelong learning and allows the student to function as a well-informed global citizen.

An associate of applied science degree program requires the student to earn a minimum of 30 general education quarter-hour credits, including three or more quarter-hour credits in each of the following four disciplines: communications, humanities, natural science and mathematics, and social science.

A bachelor's degree program requires the student to earn a minimum of 54 general education quarter-hour credits, including six or more quarter-hour credits in each of the following four disciplines: communications, humanities, natural science and mathematics, and social science.

The following are goals for each of the four general education disciplines:

### Communications

Students will become effective communicators who apply the principles of communication in reading, writing, speaking and listening.

## Humanities

Students' knowledge of the human condition and human cultures will expand, especially in relation to behavior, ideas and values expressed in works of human imagination and intellect.

## Natural Science and Mathematics

Students will gain improved understanding of natural science principles and of the methods of scientific inquiry; learn the vocabulary of science and realize the importance of ongoing scientific inquiry as a basis for lifelong learning; and increase their knowledge and application of mathematical and logical modes of thinking.

## Social Science

Students will consider major ideas and historical events that shape society, including knowledge of the function of social, cultural and political systems and the variability of human behavior.

## GRIEVANCE POLICY

Broadview University has established the following policies and procedures to assist students with grievances:

1. A student is encouraged to make every attempt to resolve a grievance directly with the staff or faculty member involved.
2. If the student feels unable to resolve the difference in that way, the student may state the grievance to the department supervisor or the dean of students (the dean of faculty will be involved as appropriate). A student who experiences a conflict or problem with an online instructor, and cannot resolve the grievance directly with the online instructor, can state the grievance to the online learning coordinator, the online dean of students or the campus dean of students.
3. An appeal or grievance not resolved to the student's satisfaction at that level may be submitted in writing to the campus director for resolution.
4. If a resolution is not reached at that level, the student may submit an appeal to school ownership at the following:

Director of Academic Operations  
Globe Education Network  
8089 Globe Drive, Third Floor  
Woodbury, MN 55125  
Phone: 651-332-8000

The issue will be resolved promptly and equitably.

Concerns may also be addressed to: Accrediting Council for Independent Colleges and Schools, 750 First Street Northeast, Suite 980, Washington, D.C. 20002-4241, Phone: 202-336-6780, Fax: 202-842-2593.

Broadview University students in Utah may address concerns to: Assistant Commissioner, Utah System of Higher Education, P.O. Box 45202, Salt Lake City, UT 84145-0202. A statement granting permission to forward the complaint to the school must accompany the written statement.

Broadview University students in Idaho may address concerns to: Idaho State Board of Education, P.O. Box 83720, 650 West State Street, Boise, ID 83720-0037. Phone: 208-334-2270.

## GUIDANCE

The school provides academic and financial guidance for students in need of these services.

## HEALTH AND SAFETY

Classrooms and laboratories comply with the requirements of the various federal, state and local building codes and Board of Health and fire department regulations. In case of emergency, the school will obtain the services of medical professionals as required. However, Broadview

University does not provide health care or counseling services to its students.

## INDEPENDENT STUDY

Under exceptional circumstances, a request to complete a required course through independent study may be granted. The method of course completion, including, but not limited to, specific assignments, deadlines and examination dates, will be under the supervision of a faculty member. Some courses may not be suitable for this format; graduate courses (500-level and above) are not offered in an independent study format. The circumstances under which independent study will be approved are very limited. A request must be approved by the dean of students and campus director and approval will be contingent on availability.

## LIMITATION OF LIABILITY

Liability for damages arising from a claim brought by the student against the institution shall be limited to the sum of money the student actually paid the institution for tuition, fees and books, and to any actual costs and disbursements (not including attorney's fees) awarded the student by an arbitrator.

## NAME CHANGES

A student whose name has changed must provide the registrar a Social Security card showing the new name. This is required before any official records can be updated. A copy of the card will be placed in the student's financial aid file.

## OFFICE HOURS

Monday through Thursday: 7:30 a.m. – 10:00 p.m.

Friday: 7:30 a.m. – 4:00 p.m.

Saturday: 9:00 a.m. – 2:00 p.m.

## ONLINE EDUCATION

Students enrolled at Broadview University, Globe University, Minnesota School of Business, Duluth Business University, The Institute of Production and Recording, and Minnesota School of Cosmetology have the option to earn credit for equivalent online courses and programs. Online courses are administered through a centralized, shared e-Education platform, Blackboard™, and delivered by campuses that are approved for online delivery.

This mode of delivery offers flexibility and convenience for busy students. Students can access course material within broad time frames that accommodate their schedules. Assignments and activities are conducted through chat, email, discussion boards and interactive websites. Courses are divided into units, with assignments and learning activities required each week (see Attendance Requirements section of this catalog).

Some online courses may require certain software packages, which can be purchased through the online bookstore on the student website. Some courses may offer scheduled meeting times for live lectures and office hours. A student should contact the dean of students with any education questions, and contact the helpdesk with any technical issues, including those involving Blackboard and student email.

Online courses require a high level of interaction and participation via the Internet. It is highly recommended that, in order to succeed in an online course, a student own a computer equipped with the listed system requirements. In order to register for an online course, a student must, at a minimum, have consistent access multiple times per week to a computer that meets the following system requirements:

1. A personal computer (PC) or a Macintosh with Intel architecture. Audio capability is also highly recommended.

2. Microsoft Windows XP, Windows Vista, or Windows 7 operating system and Microsoft Office Professional 2007 or 2010 software. MS Works, WordPerfect, and WordPad are not compatible with Blackboard.
3. Reliable Internet access – high-speed service is strongly recommended. Internet Explorer or Firefox are the recommended web browser. America Online (AOL) web browser will not work.
4. Some online courses require the student to purchase additional software. Reference the Specific Online Requirements for the quarter on the student website under e-Learning.
5. The college provides and requires the use of a web-based email account. All communication to the student will be through this email account, which is established during orientation and supported by the helpdesk.
6. Anti-virus software is highly recommended. Firewall software of Norton security software may cause issues when using Blackboard. Assistance with these and other technical issues is available through the helpdesk (found on the student website at <http://students.broadviewuniversity.edu/>).

All first-time online students are required to complete the Online Learner Orientation course within Blackboard. A student must complete this short orientation course to have access to online courses. The orientation includes important online learning information and course navigation instructions. Registration for the orientation course is automatic after the student registers for the first online class.

The Online Learner Orientation course will be available to the student two weeks prior to the quarter the student's first online class is to begin. The student will receive an email announcement including instructions on how to access the course. The email announcement will only be sent to the student's BVU email account. The student is encouraged to log onto the Online Learner Orientation course in Blackboard within 72 hours of receiving the email announcement, and must complete the Online Learner Orientation course within two weeks of confirmed registration in the course.

A student registered for an online course is expected to log into the course within the first 72 hours (three days) of the quarter, and log in and participate in the course at least once per week throughout the quarter. Online courses require a high level of interaction and participation in the course environment. It is highly recommended that a student registered in an online course log in to the course at least three times per week each week of the quarter.

### NON-DISCRIMINATION POLICY

Globe Education Network institutions offer equal opportunities in all of their academic programs or activities without distinction or discrimination because of race, color, sex, religion, age, sexual orientation, nationality, ethnic origin, physical or mental disability, or veteran status.

In accordance with United States Department of Education Title IX of the Education Amendments of 1972, 29 U.S.C. §§ 1681 et seq. (Title IX) and its implementing regulations, 34 C.F.R. Part 106, Broadview University strictly prohibits discrimination on the basis of sex in any education programs or activities by students and employees of our campuses. Additionally, in accordance with Title VI, Section 504, and the Age Discrimination Act, the following individuals are designated to handle inquiries regarding the non-discrimination policies:

Betsy Conway, Director of Human Resources  
 Globe Education Network  
 8089 Globe Drive, Third Floor  
 Woodbury, Minnesota 55125  
 Phone: 651-332-8015  
 Email: [bconway@globeuniversity.edu](mailto:bconway@globeuniversity.edu)

Milissa Becker, Director of Academic Operations  
 Globe Education Network  
 8089 Globe Drive, Third Floor  
 Woodbury, Minnesota 55125  
 Phone: 651-332-8021  
 Email: [mbecker@globeuniversity.edu](mailto:mbecker@globeuniversity.edu)

Lynn Lundquist, Network Director of Academic Services  
 Globe Education Network  
 8089 Globe Drive, Third Floor  
 Woodbury, Minnesota 55125  
 Phone: 651-332-8089  
 Email: [llundquist@globeuniversity.edu](mailto:llundquist@globeuniversity.edu)

Leggette McEwan, Dean of Students  
 Broadview University-Boise  
 2750 East Gala Court  
 Meridian, Idaho 83642  
 Phone: 208-577-2900  
 Email: [lmcewan@broadviewuniversity.edu](mailto:lmcewan@broadviewuniversity.edu)

Sheryl Aird, Dean of Students  
 Broadview University-Layton  
 869 West Hill Field Road  
 Layton, Utah 84041  
 Phone: 801-660-6000  
 Email: [saird@broadviewuniversity.edu](mailto:saird@broadviewuniversity.edu)

Nathan Butterfield, Dean of Students  
 Broadview University-Orem  
 898 North 1200 West  
 Orem, Utah 84057  
 Phone: 801-822-5800  
 Email: [nbutterfield@broadviewuniversity.edu](mailto:nbutterfield@broadviewuniversity.edu)

Eric Frauwirth, Dean of Students  
 Broadview University-Salt Lake City  
 240 East Morris Avenue  
 Salt Lake City, Utah 84115  
 Phone: 801-300-4300  
 Email: [efrauwrith@broadviewuniversity.edu](mailto:efrauwrith@broadviewuniversity.edu)

Pamela Jacobs, Dean of Students  
 Broadview University-West Jordan  
 1902 West 7800 South  
 West Jordan, Utah 84088  
 Phone: 801-304-4224  
 Email: [pjacobs@broadviewuniversity.edu](mailto:pjacobs@broadviewuniversity.edu)

These individuals have been adequately trained and are responsible for investigating complaints of noncompliance. General procedures for the resolution of grievances can be found under the General Information section of the catalog under Grievance Policy. Grievances will be resolved promptly and equitably.

For further information on notice of non-discrimination see the information below for the office that serves your area, or call 1-800-421-3481.

The OCR office for Utah:  
Denver Office-Office for Civil Rights  
U.S. Department of Education  
Cesar E. Chavez Memorial Building  
1244 Speer Boulevard, Suite 310  
Denver, CO 80204  
Telephone: 303-844-5695  
TDD: 877-521-2172  
Fax: 303-844-4303  
Email: OCR.Denver@ed.gov

The OCR office for Idaho:  
Seattle Office-Office for Civil Rights  
U.S. Department of Education  
915 Second Avenue, Room 3310  
Seattle, WA 98174-1099  
Telephone: 206-607-1600  
TDD: 206-607-1647  
Fax: 206-607-1601  
Email: OCR.Seattle@ed.gov

The OCR National Headquarters:  
U.S. Department of Education-Office for Civil Rights  
Customer Service Team  
550 12th Street Southwest  
Washington, D.C. 20202-1100  
Telephone: 800-421-3481  
TDD: 877-521-2172  
Fax: 202-245-6840  
Email: OCR@ed.gov

## REFRESHER COURSES

Any graduate of Broadview University may return and audit any previously completed course. A graduate who wishes to exercise this option should contact the dean of students at the campus. The graduate will be assigned to a class for auditing, tuition-free, on a space available basis. The student may attend the course(s) for only the cost of books, fees and/or supplies.

## RESOLUTION OF ALL DISPUTES

### Authorization of Legally Binding Contact

It is important for each Student to be satisfied with the School's services. Part of achieving this satisfaction requires the quick and amicable resolution of any dispute between a Student and the School. The best way this can be accomplished is through informal discussion between the parties or by using the School's internal dispute resolution procedures. If a dispute cannot be resolved through these informal methods, these disputes will ultimately be resolved through a process called binding arbitration.

Except as otherwise provided in Utah or Idaho code, rule, or regulation, ALL DISPUTES and claims of any kind or nature whatsoever, whether arising under common law, statutory law or equity (including, but not limited to, all torts, whether for negligence, misrepresentation, false advertisement or fraud; all contract disputes, whether concerning express or implied terms; and all claims for deceptive trade practices and the reasonableness or lawfulness of any act) heretofore or hereafter arising out of or directly or indirectly related to (i) the Enrollment Application, and/or any amendments or addenda thereto, or the breach, invalidity, or termination thereof; (ii) any previous or subsequent agreement between the parties thereto, and/or (iii) any relationship, transaction or dealing

between the Student and the School, will be subject to and resolved by binding arbitration.

### Governing Law

Any arbitration shall be governed by the laws of the State of Utah or State of Idaho depending on the home campus of the student.

All arbitration proceedings must be instituted within twelve (12) months from the date of the incident giving rise to the dispute. Failure to institute an arbitration proceeding within such period will constitute an absolute bar and waiver to the institution of any proceeding with respect to such dispute. No arbitration hereunder will include (by consolidation, joinder or otherwise) any third party, nor may any arbitration hereunder be part of, or constitute, a class action.

To commence the arbitration, the party seeking arbitration shall give notice by certified or registered mail, return receipt requested and obtained, or by service as authorized for the commencement of a civil action. For Utah students, the arbitration shall be governed by the Utah Uniform Arbitration Act, Utah Code §§ 78B-11-101, et seq., and be conducted in accordance with the Rules of Commercial Arbitration of the American Arbitration Association except as may be modified herein. For Idaho students, the arbitration shall be governed by the Idaho Uniform Arbitration Act, Idaho Code §§ 7-901, et seq., and be conducted in accordance with the Rules of Commercial Arbitration of the American Arbitration Association except as may be modified herein. The Arbitrator may not, for any reason, award punitive damages, exemplary damages, attorney's fee (except as expressly specified below) or any costs associated with the Arbitration proceeding. The Student and the School shall each be responsible for their own costs and expenses related to the arbitration proceeding.

The fee paid to the arbitrator shall be paid one-half by each party. Liability for damages arising from a claim brought by the student against a School shall be limited to the sum of money the Student actually paid to the School for tuition, fees and books. All arbitration proceedings and awards will be kept confidential.

If either party commences any action in a court, whether to vacate or modify an arbitration award, to avoid or preempt arbitration, or appeal the award of an arbitrator, the commencing party shall immediately upon demand, pay all costs and expenses, including attorney's fees, incurred by the other party in defending such action.

If any portion of this Dispute Resolution section, or its application, is determined to be invalid or unenforceable, the remainder of this section shall be unimpaired and remain in full force and effect.

Notwithstanding the above, a Student always has the right to contact the State office of higher education, the accrediting agency regulating the school, or the federal department of education to request assistance in resolving a dispute. See contact information in this college catalog for more information.

No arbitration award or decision can be contrary to or inconsistent with any higher education statutes of Utah, Idaho and/or Title IV Financial Aid rules.

## SCHEDULE CHANGES, WITHDRAWALS AND RE-ENTRIES

Permission for a change in the program of study or class schedule must be obtained from the dean of students. A student who wishes to withdraw from a program must notify the dean of students in advance of withdrawal. A student who wishes to re-enter a program must contact the dean of students for an appointment.

### Nursing Program Requirements

#### Retaking Courses / Re-Entry to Program Policy

1. No NA course may be repeated more than once.

2. If any component of a nursing course is not successfully completed, the entire course must be repeated and completed with a grade of C or greater on the next attempt. This includes lecture/theory, lab and/or clinical components of a course as applicable.
3. Students are not allowed to automatically repeat a nursing course. Any student failing or withdrawing from a nursing course must follow program policy.
4. Students who withdraw, fail, or receive a grade of D in one or more nursing courses in one quarter will receive notification stating they are on probation and are required to schedule an appointment with the dean of nursing and faculty committee regarding the student's status and/or progression within the program.
5. Eligible students will not be allowed to re-register for a failed course or any other nursing course until approval is given by the nursing department chair and faculty committee.
6. Students required to repeat a course due to a withdrawal or failing grade will be considered a re-entry student. Students may re-enter the program one time only. Re-entry will be based on course sequencing and space available.
7. Due to the sequential nature of the nursing curriculum:
  - a. Based on pre-requisites the student may not be able to re-enter and progress in other nursing courses until the failed course is successfully repeated.
  - b. Graduation will be delayed, based on the course(s) required to be repeated.
  - c. Re-entry may be granted on a space available basis only for courses with a clinical component.
  - d. The student may not be able to progress in general education or NA designated courses if a grade of W (withdraw) or a letter grade of D or less is received in a general education course that is a pre-requisite.
8. The program reserves the right to deny approval for re-entry to the program based on re-entry program criteria and compliance with completion of re-entry conditions by the student.

#### **Conditions for Exit from the Nursing Program**

Nursing program students are allowed one re-entry to the program. Students required to repeat a nursing course due to a withdrawal or failing grade will be considered a re-entry student.

Students will be permanently exited from the nursing program if they have failed or withdrawn from:

1. The same nursing course more than once.
2. Two different NA courses over more than one quarter, including a course previously failed and repeated with a passing grade.
3. Re-entry may be approved or denied by the nursing program. The nursing program reserves the right to deny approval for re-entry to the program based on re-entry program criteria and compliance with completion of re-entry conditions by the student.

The nursing program reserves the right to summarily exit a student at any time for unsafe or unethical performance or violation of the Code of Conduct.

#### **SEXUAL HARASSMENT**

Broadview University regards sexual harassment of others by employees or students as unacceptable behavior, which is just cause for disciplinary action. It is a violation of Section 703 of Title VII of the Civil Rights Act of 1964 as amended in 1972, the Utah Antidiscrimination Act, and Title IX of the Education Amendments, and is punishable under both federal and state laws. A student who experiences sexual harassment is encouraged to inform the sexual harassment advisor and, if appropriate, register a complaint.

#### **BULLYING**

Broadview University regards bullying of others by employees or students as unacceptable behavior and is just cause for disciplinary action. A student who experiences bullying is encouraged to inform the dean of students and, if appropriate, register a complaint.

#### **STUDENT COURSE LOAD POLICY**

In order to complete a degree in the standard time frame (one and one-half to two years for an associate degree, and three years for a bachelor's degree), a student must complete an average of 15 credits per quarter, based on attending four quarters a year. That course load may include credits earned in the following ways: at the student's home campus, online, through attendance at a non-home campus or school for which a consortium agreement exists, through independent study courses, and through externship/internship hours.

Broadview University provides a master class schedule that lists all course offerings at all campuses for the specified quarter. The course catalog will note programs that require students to travel to specific campuses for specialized courses or for courses that may have limited offerings. A student who chooses not to follow the recommended course sequence for a program may need to take a required class at another campus, online or through a blended-delivery format.

#### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973 guarantee students with disabling conditions equal access to educational opportunities. All students with physical or mental disabling conditions seeking academic adjustments and/or other modifications because of a disabling condition are eligible to receive academic adjustments in the educational environment and for participating in programs, services, and activities offered by Globe Education Network member schools. Academic adjustments and/or modifications include, but are not limited to, auxiliary aids, changes in the length of time permitted for the completion of degree requirements, substitution of specific courses required for the completion of degree requirements, adaptation of the manner in which specific courses are conducted, and/or modification of school policies and procedures. Broadview University is not required to make adjustments and/or modifications that are essential to the instruction being pursued or would fundamentally alter the nature of the service, program or activity; those that represent a personal service; or those that would result in a violation of accreditation or regulatory requirements.

A student wishing to request reasonable accommodation must submit a Disclosure of Disabling Condition and Request for Academic Adjustment to the dean of students at the student's home campus, including acceptable documentation concerning the disability, so that reasonable accommodations can be made. Some important considerations follow:

1. Potential students requesting accommodations for the entrance assessment must complete the accommodations process prior to being granted such accommodation.
2. Accommodations are not granted on a retroactive basis. Academic work that has been submitted prior to a request cannot be resubmitted with the accommodations granted and will remain graded as originally submitted.
3. Applicants requesting accommodations must acknowledge that the school is afforded an appropriate amount of time to determine and secure reasonable accommodations. Accommodations that require the acquisition of equipment, software/ hardware, or additional resources will require additional time to secure and will not be immediately available upon request.

It is the student's responsibility to self-disclose a disabling condition and to request reasonable accommodation as soon as the student determines a need or desire for such accommodation. For more information about

required documentation or to request academic adjustments, please contact the dean of students at your home campus.

### TERMINATION BY THE INSTITUTION

The institution reserves the right to terminate the enrollment of any student who engages in the following:

- Failure to maintain passing grades
- Tardiness or absences in excess of school policy
- Failure to pay a school financial account
- Destruction of or damage to any property of the school (the student may also be held liable for repair or replacement of the damaged property)
- Unlawful or improper conduct (including academic dishonesty)
- Conduct contrary to the best interest of the school or that reflects discredit upon the school
- Behavior disruptive of normal classroom conduct

### TRANSCRIPTS

A copy of each student's transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974. The school reserves the right to withhold a transcript if the student's financial account is in arrears.

There is a processing fee of \$5.00 for each official transcript.

Transcripts issued by Broadview University will include the student's coursework completed at Broadview University and any additional coursework completed at Globe University, Minnesota School of Business, The Institute of Production and Recording, and/or Minnesota School of Cosmetology.

## ACADEMIC INFORMATION

### ADD/DROP PERIOD

The first five business days of each quarter are designated as the "add/drop period" for schedule changes involving individual courses. By the end of the five-day period, each individual's schedule will be in place for the remainder of the quarter. Individual courses dropped during this period will not appear on a student's transcript, and no tuition will be charged. Unused books may be returned within ten business days after the start of the quarter for a full credit. Students who attend classes within the add/drop period and completely withdraw from school during the first week will be charged for the portion of the classes attended and receive a W grade. Courses that a student has attended and dropped after the add/drop period will appear on the student's transcript and tuition for the course will be charged to the student's account.

### ATTENDANCE REQUIREMENTS

Students are expected to be present and on time for all residential class meetings. Broadview University does not distinguish types of absence. Instead, attendance is monitored for all class sessions and is recorded as actual time attended. Any time missed from a scheduled class is considered time absent. The student is responsible for communicating with the academic services department about all absences. The student is also responsible for communicating with his/her instructor when absent from part or all of a class to determine missed assignments, due dates and his/her eligibility for submitting missed class work.

A student registered for an online course is expected to log into the course within the first 72 hours (three days) of the quarter and log in and participate in the course at least once per week throughout the quarter. Online courses require a high level of interaction and participation in the course environment. It is highly recommended that students registered in online courses log in to each course at least three times per week each week of the quarter.

Ten consecutive business days of absences from one or more courses will result in the administrative withdrawal from such course(s) and may lead to discontinuation of enrollment at BVU. In addition, 20 percent of the required contact hours missed from a course may lead to an inability to complete required course material. This may result in failure of the course(s) and may lead to discontinuation of enrollment at BVU. A student not in attendance by the end of the add/drop period may be dropped from all courses and withdrawn from school.

Regular and punctual attendance is a very important part of training for employment. Every student who achieves perfect attendance in a given quarter will receive a 20 percent discount on all textbook and/or clothing purchases made during break week, week one and/or week two of the quarter following the student's achievement. Perfect attendance for residential courses is defined as being present for the full length of every class period for which the student is registered for the entire length of the quarter. Perfect attendance for online courses is defined as a minimum of three days of online attendance per week (Monday through Sunday).

### AUDIT POLICY

An audited course is one in which a student is allowed to attend class and participate. The student is expected to fulfill the audit agreement as determined by the dean of students and is encouraged to participate fully in all aspects of the class. A student who wishes to audit a course must obtain permission from the dean of students and register for the course. A student may not change a course registration from credit to audit after the add/drop period. A student auditing a course will be responsible for the cost of books and/or supplies and fees associated with the course. Any graduate of BVU may return and audit any previously completed course as a refresher (please see Refresher Courses in General Information).

### CONDUCT

A student must establish and maintain a record of good standing throughout the student's program. Good standing includes satisfactory attendance and academic performance as well as courteous personal behavior. Any conduct that disrupts the learning environment may result in permanent dismissal. The institution reserves the right to dismiss a student when personal conduct, attendance or academic progress is considered to be unsatisfactory. The student will only be readmitted to school with the approval of the campus director and dean of students. Broadview University is committed to providing an open, diverse and insightful learning environment in all of its residential and online courses. Communication in the online course environment should at all times be professional, courteous and respectful of the diversity of the community.

#### Academic Dishonesty

Academic dishonesty includes cheating on tests or assignments, turning in work completed by others, turning in the same work or portions of the same work for different courses without the prior approval of the instructors, providing false or misleading information to faculty or staff members, or plagiarizing. All work submitted must be in the student's own words and must cite the source of the idea where applicable. Students who act dishonestly may be required to repeat an assignment or test, receive a zero, or receive a failing grade for the course. Repeated or serious violations may result in termination of educational privileges. If a student wishes to appeal disciplinary actions such as these, he or she must follow the grievance policy found in this catalog.

#### Explicit Internet Content

Computers are located in public areas and, as such, material viewed is not private. Users must be considerate of other individuals using the public space and refrain from displaying materials that might reasonably be considered objectionable by others. In addition, the viewing of pornographic material may be grounds for sexual harassment charges by other users. Any such grievances will be investigated and resolved per the Globe Education Network grievance policy in the Sexual Harassment section of this catalog. If use of the Internet becomes disruptive or objectionable, a