

Course Syllabus Part III

ADA POLICY

Bellevue University is committed to ensuring equal access to all programs for people with disabilities. Program access is provided in the most integrated setting appropriate to the needs of the individual and to the maximum extent feasible. Bellevue University prohibits disability discrimination, and assures equal opportunity to access the institution, to include participation in educational activities, and access to academic programs.

The Accommodations Resource Center (ARC) provides appropriate accommodations to all students with documented disabilities. To request ARC services, students must submit complete and appropriate documentation that verifies eligibility under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990/ADA Amendments Act of 2008. Students are encouraged to register with the Accommodations Resource Center as early as possible, as eligibility must be established before services may be provided and as accommodations are not retroactive.

Further information regarding the Accommodations Resource Center is available at [the Accommodations Resource Center Website](#) or visit the ARC office on Bellevue University's main campus.

Accommodations Resource Center
John B. Muller Administrative Services Building
OneStop Welcome Center
Phone: 402-557-7422 or 402-557-7417
Fax: 402-557-5405
Email: disability@bellevue.edu

ACADEMIC HONESTY POLICY

Academic honesty includes adherence to guidelines established by the instructor in a particular course for both individual and group work. It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); using similar papers or other work product to fulfill the obligations of different classes without the instructor's permission; tampering with library, computer, or student materials; or facilitating dishonesty by others.

In the event an instructor believes an incidence of academic dishonesty occurred, the instructor will inform and discuss the incident with the student, including which disciplinary action, if any, he/she shall initiate.

Penalties for academic dishonesty may include a warning, a reduction in grade, a grade of "F" for the work in question or, with Dean approval, a grade of "F" for the course. In addition, any student engaged in academic dishonesty will be subject to disciplinary action including reprimand, short-term suspension, long-term suspension, and/or expulsion according to the policies and procedures of the University.

Policy Statement 1035 provides detailed information pertaining to academic honesty, including procedures for determining disciplinary action, and a student's right to appeal.

WITHDRAWAL POLICY

Responsibility for Withdrawal

Students are responsible for initiating and ensuring the withdrawal process is complete. Merely ceasing to attend classes does not constitute an official withdrawal. Any student who has not been withdrawn from a course will be assigned the grade earned as of the end of the course. If they have not received a confirmation of the withdrawal, please contact Bruin Support Services at 1-800-756-7920, option 0, or BRUINSupportServices@Bellevue.edu. Students who wish to withdraw from a class after the “last day to withdraw or change to audit,” must obtain the Dean’s approval through their Student Coach. International students must secure an authorization from a Student Coach prior to any course load adjustment.

Withdrawal/Dropping a Course

Students are encouraged to seek solutions to academic problems by utilizing Student Coaching resources. When considering withdrawal from the University, students should consult with their instructors and Student Coach to determine if this is the best course of action. International students should also confer with the Immigration Specialist to determine how withdrawing may impact the student’s F-1 visa status.

Withdrawals usually impact the student’s accounts, financial aid, tuition assistance, and veterans’ benefits status; thus they are encouraged to consult with their student financial counselor prior to withdrawal.

Withdrawal from a Program

Prior to withdrawing from a program, students are encouraged to meet with their professor and their Student Coach, to discuss alternatives. If the student must withdraw from an accelerated, cohort-based program, they will follow the withdrawal schedule as stipulated in their financial agreement. A student may initiate the withdrawal through their Student Coach; however, it is the student’s responsibility to ensure the proper withdrawal forms are provided to the Student Finance Office.

The academic goals of a student experiencing dramatic changes in their work or life situations during the year may be affected. Students in this situation are encouraged to meet with their major professor, and with their Student Coach, to discuss alternatives.

A student experiencing medical or family health issues is encouraged to contact Disability Services. An international student, prior to contacting Disability Services, should confer with the Immigration Specialist to determine if they are eligible for a medical hardship or other exception available to F-1 visa students.

ADMINISTRATIVE WITHDRAWAL

The University reserves the right to withdraw students who fail to meet financial or academic obligations including participation or who, because of misconduct, disrupt the academic process. Administrative Withdrawals are reflected on student’s transcript as appropriate. For more information on administrative withdrawals, please contact a Student Coach.

COMPUTER AND NETWORK USE POLICY

Bellevue University has the responsibility for securing its computing and networking systems (both academic and administrative) to a reasonable and economically feasible degree against unauthorized access, while making the systems accessible for legitimate and innovative uses. This responsibility includes informing persons who use the Bellevue University computer and network systems of expected standards of conduct.

The Bellevue University data network is a private network and may only be used for authorized purposes by authorized individuals. Unauthorized use, access, or modification of any information on this system may result in prosecution. All data transmitted or stored on any location within this network is the sole property of Bellevue University that will be monitored and audited at the discretion of the University. All individuals gaining access to this system are hereby notified that use of this system constitutes consent to such monitoring and auditing.

It is important for the user to practice ethical behavior in computing activities because the user has access to many valuable and sensitive resources, and the user's computing practices can adversely affect the work of others. For the good of all users, improper use and abuse of the computer and network privileges will not be tolerated. Bellevue University authorizes user accounts solely for use in conducting course-related research and University business.

The use of Peer to Peer (P2P) software for downloading, copying, and sharing material such as music, movies, games, software, or other copyrighted materials for which the copyright holder not given rights, is both against the law and Bellevue University's Computer and Network Use Policy. Penalties for copyright infringement include civil and criminal penalties that may include both fines and imprisonment.

For more information, please see the [Bellevue University Copyright Center](#).

Individuals accessing the Internet via a computer located within the University's network are warned that the University has no control over what quality content may be found through even the simplest search of the Internet and that many of the available pages may contain offensive, sexually explicit, or inappropriate material. The University does not condone intentionally accessing information of this nature via the Internet connection.

Any person using a University computer or network resources does so within the bounds of this authorization. Persons who violate this policy will lose their access privileges to Bellevue University's computing systems, pending an investigation of the alleged violations. For additional information, a complete copy of the [policy statement](#) is available online.

The policy statement is also posted on the bulletin board in the student computer labs. The use of www.bellevue.edu and affiliated websites is further subject to the Bellevue University website Terms and Conditions of Use.

ACADEMIC PARTICIPATION VERIFICATION POLICY

Unless otherwise noted, faculty are required to verify academic participation status for all students during the initial verification period. The initial verification period is a 14 day period from the start of the course or three days from a late enrollment date, whichever is greater.

In accordance with federal regulations academic participation is a demonstrated academic activity in an enrolled course. The activity must indicate that a student participated in class or was otherwise engaged academically. Actions that satisfy academic activities include: physical presence in class, submission of assignment, Interaction between instructor and student relative to the enrolled course, participating in an online discussion about academic matters, participating in tutorial or computer assisted instruction, etc. Students who do not demonstrate academic participation during the initial verification period will be dropped from the course.

Once initial academic participation is verified, continued academic participation is monitored through assessment during the course. After academic participation has been verified a faculty member may initiate the performance warning process for any student whose failure to participate in classes threatens their academic progress, which may result in being withdrawn from class.

GRADE APPEALS

The student has the responsibility and right to call to the attention of an instructor any grade which they believe to be in error. Before filing an official appeal to the administration, the student must first meet with the instructor. If the instructor is no longer with the University, the student must meet with the instructor's director to seek clarification of the grade. If the grade is correctly recorded and the student wishes to appeal it, [submit the initial written appeal](#) of the instructor's grade within 30 calendar days of the posting of grades in BRUIN.

Please note, the Dean may process the appeal in accordance with the colleges appeal procedure. The Dean has the authority to raise or lower the original grade that was assigned and has 15 days to respond to the appeal. A student may appeal the Dean's decision to the Chief Academic Officer (CAO) (or designee), in writing, within fifteen (15) business days of the decision by the Dean. The appeal of the Dean's decision will be considered only if one of the following condition is met:

- I. Procedural irregularity that affected the outcome of the matter;
- II. New evidence that was not reasonably available at the time the decision was made, that could affect the outcome of the matter; and/or
- III. The Dean had a conflict of interest or bias for or against the student that affected the outcome of the matter.

The decision by the CAO or designee is final.

EMERGENCY GUIDELINES

Weather, Disasters, and Emergencies at the Bellevue, Nebraska, Campus

Severe weather and other emergencies will occasionally affect classes held on the Bellevue, Nebraska, Campus. In the event that the Bellevue Campus closes, an announcement will be posted on the Bellevue University web page, typically by 6:00 A.M. in the morning for the day classes and by 3:30 P.M. for the evening classes. Students should check the Bellevue University web page for the most up-to-date and accurate information. Local area radio and television will also carry the announcement. Campus closure for severe weather or other disasters/emergencies is to mitigate the hazards to faculty and students traveling to/from campus. Therefore, a Bellevue Campus closure generally does not affect online classes. Unless otherwise announced, online classes will continue as scheduled during a Bellevue Campus closure.

Disasters and Emergencies in Other Areas

Sometimes there are major emergencies and disasters in other areas affecting our online students (e.g., hurricanes, fires, evacuation orders). Bellevue University faculty understand the disruption and the paramount need to protect life and property. If you find yourself directly affected by a major emergency, contact your professor(s) as soon as it is safe to do so and develop a plan for communicating with them throughout the emergency and determine when you can resume your coursework.

Medical Hardship and Compassionate Withdrawal

A student may request and be considered for a medical hardship or compassionate withdrawal when extraordinary circumstances prevent the student from continuing with classes. You may obtain the Medical Hardship/Compassionate Withdrawal request forms from your Student Coach/Advisor. Additional details may be obtained from [Disability Services](#).

Blackboard System Outage

Blackboard system outages occasionally occur without warning. If you believe the Blackboard system is inoperative, call or email BRUIN Support to confirm the outage and determine if there is a time estimate on system restoral. During confirmed outages, additional time for assignments may be granted by the instructor, depending of the length of outage, the proximity to assignment due dates, and other factors. If you believe the outage will affect your ability to complete your assignments on time, continue working on them to the best of your ability and contact your instructor as needed.

BRUIN Support

Phone Hours:

Monday - Friday 7:00 a.m. to 6:00 p.m.

All hours are Central Time Zone

Phone: 1.402.293.2000 or 1.800.756.7920

Email: BRUINSupportServices@bellevue.edu

NOTICES

Notice regarding online class participation option: Some residential classes allow for student participation online in place of attending class in person on campus. However, some students, including international students and students receiving military or veteran's benefits, may have residency requirements. Contact your Student Coach before participating in classes online in order to avoid any potential disruption to your financial benefits or student status.

Notice of Recording: Bellevue University reserves the right to make video and/or audio recordings of class sessions. Such recordings will only be used in accordance with the Family Educational Rights and Privacy Act (FERPA).

Copyright Notice: Under federal copyright law, copyrighted works may not be copied, published, disseminated, displayed, performed or played without the permission of the copyright holder, unless such use is deemed to be "fair use" under the law. Every Bellevue University user must maintain a basic understanding of copyright law and must comply with applicable Bellevue University copyright policies.