

This information includes only:

- Name
- Address
- Telephone number
- Age
- Class level
- Academic major
- Place of birth
- Degrees received
- Most recent educational institution attended
- Email address

If you restrict the release of directory information under FERPA, then the University may not release such information to the military either (FERPA supersedes the Solomon Amendment.) There are additional guidelines for the release of data. The Office of the Registrar authorizes all data release to the requesting units. Please refer any requests to the Registrar.

Online Education Policy

Bellevue University does not warrant that the functions or information contained on bellevue.edu or affiliated websites or online environments will meet any requirements or needs you may have; that such websites will operate error free or in an uninterrupted fashion; that any defects or errors in such websites will be corrected; or that such websites will be compatible with any particular platform. In the event data/documents that are loaded directly to an online classroom or as an attachment to the learning management system are lost or in some way altered, every attempt will be made to recover the original data. However, to the extent such recovery is impossible or not feasible, you agree to hold Bellevue University harmless. You are advised to keep copies of all assignments.

Bellevue University may provide online classroom environments and other educational opportunities under agreements with software, hardware, or Internet service providers. In no event will Bellevue University be liable to you or other users for any incidental or consequential damages (including, without limitation, indirect, special, punitive, or exemplary damages) arising out of any use of, inability to use Bellevue University online, or for any claim by any party, even if Bellevue University had been advised of the possibility of such damages. Bellevue University's total liability with respect to Bellevue University online shall not exceed the tuition paid by you or users for online courses. Please refer to the Bellevue University website Terms and Conditions of Use for further information regarding Bellevue University's online policies.

Personal Conduct Policy

In matters of personal conduct, the University expects you to be governed principally by a sense of discretion and a regard for the interests and dignity of others. If you are unable or unwilling to

participate in the University community in a mature, responsible manner reflecting the University's mission, you may be withdrawn, refused the privilege of reregistration, or suspended or expelled from the University. The rights and privileges of Bellevue University students, with respect to conduct, are described in this section.

Bellevue University complies with the requirements of the Title II of Public Law 101-542, as amended, also known as the Crime Awareness and Campus Security Act of 1990. The Safety Administrator is responsible for administering this Act.

Harassment Policy

University policy prohibits any act of harassment against any individual associated with the University. In keeping with our educational mission, we will foster open learning and working environments. To meet moral as well as legal obligations, the University has developed procedures to protect both you and employees from harassment, as well as establish an environment in which such unacceptable behavior will not be tolerated. These procedures are published in the Student Handbook.

If you exhibit potential harm to yourself or others, you may be removed from the campus and/or classes and may be required to seek professional help. You will be required to submit a petition to the Dean of Students for consideration in returning to classes.

The University's ethical obligation to provide an environment that is free from harassment and from the fear that it may occur is implicit. The entire collegiate community suffers when harassment is allowed to pervade the academic atmosphere through neglect, or through the lack of educational programs designed to clarify appropriate professional behavior and promote understanding of what constitutes harassment.

Plagiarism Policy

Plagiarism shall be defined as appropriation of the words, ideas, or creations of another without crediting the source. In case of academic dishonesty or plagiarism, the instructor shall attempt to discuss the matter with you prior to consultation with the Dean of Students. The instructor may take action as severe as giving you a failing grade in the assignment or course, or filing a written request for suspension or expulsion with the Dean of Students.

Smoking Policy

Bellevue University is a smoke-free institution. Therefore, smoking of any kind is prohibited in any campus building. Smoking is permitted outside of buildings in the areas designated. Smoking is not permitted at building entrances or exits.

Student Complaint Policy

Bellevue University affirms your right to bring forth complaints and is committed to resolving these matters in a fair, equitable, and timely manner, so as to protect the rights of both the individual and the community.

This Complaint Policy applies to your complaints that are not addressed by the Academic Appeals Procedures, Americans with Disabilities Act, Plagiarism, Student Conduct Code, Sexual Harassment Policy, student records policies, or any other existing formal procedure under which a complaint may fall.

You are encouraged to attempt to resolve the issue directly with the member of the faculty, staff, or administration involved in an informal manner. If a satisfactory resolution cannot be reached informally, you need to submit the complaint to your Academic Advisor. The Academic Advisor is your liaison in the complaint process. Academic Advisors will help resolve your complaint by documenting and communicating your request, and following up with the department/College under which the complaint falls.

If satisfactory resolution is not reached with the department, College Dean, or your Academic Advisor, you may submit your complaint in writing to the Dean of Students for review. If a satisfactory resolution is still not reached, you may submit your complaint in writing to the Chief Academic Officer of the University, whose decision will be final.

Student Email Policy

Email is an official means for communication within Bellevue University. Therefore, the University has the right to send you communications via email and the right to expect that those communications will be received and read in a timely fashion.

University email accounts are available for all registered students and alumni. University communications will be sent to your official University email address. You are expected to check your University email account on a frequent and consistent basis to stay current with University-related communications.

Faculty may determine how email will be used in their classes. Faculty may expect that your official email addresses are being accessed and faculty may use email for their courses accordingly.

The University recommends checking email once a week (at a minimum), in recognition that certain communications may be time-critical. Course specific requirements may necessitate you access your email more frequently than once a week. You need to ensure there is sufficient space in your account to allow for email to be delivered. Emails that have been in the "trash can" for 30 days or more will automatically be removed.

You may have email electronically redirected to another email address. If you wish to have email redirected from your official address to another email address (e.g., @aol.com, @hotmail.com), you may do so, but at your own risk. The University will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve you from the responsibilities associated with communication sent to your official email address.

In general, email is not appropriate for transmitting sensitive or confidential information unless its use for such purposes is matched by an appropriate level of security.

Confidentiality regarding your records is protected under the Family Educational Rights and Privacy Act of 1974 (FERPA). All use of email, including use for sensitive or confidential information, will be consistent with FERPA.

Email shall not be the sole method for notification of any legal action. While incidental personal use of email is acceptable, conducting business for profit using University resources is forbidden.

Examples of Inappropriate Use

Use of the University's email system for inappropriate purposes is strictly prohibited. Inappropriate uses include, but are not limited to, the following examples:

- The creation and exchange of harassing, obscene, or threatening messages.
- The unauthorized exchange of proprietary information or any other privileged, confidential sensitive information.
- The creation and exchange of advertisements, solicitations, chain letters, and other unofficial, unsolicited email.
- The creation and exchange of information in violation of any laws, including copyright laws, or University policies.
- The knowing transmission of a message containing a computer virus.
- The misrepresentation of the identity of the sender of an email.
- The use or attempt to use the accounts of others without their permission.

Users who experience such inappropriate uses or who receive email related thereto, should immediately contact the University's OneStop Welcome Center. Material that is fraudulent, harassing, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate may not be sent by email or other form of electronic communication. If you engage in this type of behavior, it will be considered a violation of the policy and may result in disciplinary action; including termination of your student email account. For additional information regarding disciplinary actions and appeals, please consult the Student Handbook.

Student Rights and Responsibilities

The University recognizes the following rights as those which the University has a duty to foster and protect for you:

1. The right to pursue educational goals and activities consistent with the mission of the University.
2. The right to bring forth complaints per the guidelines set by University policies listed within this catalog or most recent Student Handbook.
3. The equal right with others to appropriate, available services of the faculty, administrative offices, and counseling agencies of the University.
4. The right to fair and impartial evaluation of your academic work.

5. The right to due process in the University's appeal and disciplinary procedures.
6. The right to have the University maintain and protect the confidential status of your academic conduct and counseling records. Except under legal compulsion, information contained in such records with the exception of name, major field of study, participation in recognized activities and sports, height and weight of members of athletic teams, dates of attendance, degree and awards received, and most recent previous school attended shall not be released to agencies outside the University without your expressed consent. You shall specify what categories, if any, of your records are excluded from such permission; otherwise the permission will be deemed to be general. If the permission is limited, this fact may be noted on the release. Recognition of this right of confidence shall not, however, infringe on the right of an individual to express his or her unofficial personal judgment within a professional framework as to your ability and character based on personal knowledge and the public reputation you have made for yourself in the University community.

You may obtain a copy of the University's FERPA policy from the Registrar, the Senior Director of Student Financial Services, or the Assistant Vice President for Student Engagement/Dean of Students.

The following are among your recognized responsibilities as a student:

1. The responsibility to exercise initiative in contributing to and maintaining standards of academic performance as established by the faculty and governing authorities of the University.
2. The personal responsibility for acting in such a manner as to promote and ensure for fellow students and members of the University family the rights outlined above.
3. Individual responsibilities for your actions with respect to University rules and regulations.
4. Individual responsibility for your actions with respect to the provisions of local, state, and federal laws.
5. Responsibility for conducting yourself in a manner that helps to create and maintain a learning atmosphere in which the rights, dignity, and worth of every individual in the University community are respected.
6. Responsibility to refrain from individual and group action that causes loss or damage to property and rights therein of the University, fellow students, or any other member of the University community.
7. You are expected to attend all class sessions or to actively participate in online classes, except in cases of significant circumstances (i.e. illness or death in the family). Notify faculty as soon as potential absences may occur.
8. You are bound by all rules, regulations, and processes of the Student Handbook that is effective during the terms of enrollment.
9. You are obligated to follow and be knowledgeable of the rules, regulations, processes, and requirements listed within your applicable catalog and Student Handbook, and as provided in the Bellevue University website Terms and Conditions of use.

Federal Disclosure Information

According to Federal Regulations, institutions must disclose certain information to enrolled students, prospective students, parents, and employees. On the following page (page 11) is a list of available disclosures, a brief description, contact, department, phone number, or where you can locate detailed information.