

# University Policies

## Cell Phone and Pager Policy

All cell phones and pagers will be turned off when in the classroom or library. If there are job related (on-call) or medical reasons (illness at home) to have the device active in the classroom/library/test center, the device will be set on the "vibrate" ring-mode, and the instructor/librarian/test administrator will be informed. In those cases, if you are contacted, you will need to leave the classroom/library to have the conversation. **Cell phones and pagers are not allowed within the testing rooms of the test center at any time.**

## 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.

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 cannot be tolerated. Bellevue University authorizes user accounts solely for use in conducting course-related research and University business.

Internet access is granted to all users for the purpose of business or course related research. The Internet is comprised of many individual computers connected to a world-wide network. This network provides each user access to millions of pages of information that are outside the University. 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 this information 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 evaluation of the alleged violations.

For additional information, a complete copy of the policy statement discussing computer and network use is posted on the bulletin board in the student computer labs. Your use of [bellevue.edu](http://bellevue.edu) and affiliated websites is further subject to the Bellevue University website Terms and Conditions of Use.

## Copyright Protection Policy

It is illegal for anyone to violate any of the rights provided by the copyright law to the owner of copyright. These rights, however, are not unlimited in scope. Sections 107 through 121 of the 1976 Copyright Act establish limitations on these rights. In some cases, these limitations are specified exemptions from copyright liability. One major limitation is the "fair use" doctrine, which is given a statutory basis in section 107 of the 1976 Copyright Act. In other instances, the limitations take the form of a "compulsory license" under which certain limited uses of copyrighted works are permitted upon payment of specified royalties and compliance with statutory conditions. For further information about the limitations of any of these rights, consult the copyright law or write to the U.S. Copyright Office.

## Drug/Alcohol Policy

Bellevue University subscribes to the Drug-Free Work Place Act of 1988 (34 CFR, Part 85, Subpart F), the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226), and section 5301 of the Anti-Drug Abuse Act of 1988.

Bellevue University strictly prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol on its property or as part of any of its activities. The University will impose disciplinary sanctions on students and employees (consistent with local, state, and federal law), up to and including dismissal from the University or termination of employment and referral for prosecution, for violation of these standards of conduct. Disciplinary sanctions may include the completion of an appropriate rehabilitation program.

Alcohol is medically classified as a depressant drug and is just as dangerous as illegal drugs. Its effects are swift in the short term, and it also can cause long term problems. In the State of Nebraska, possession or use of alcohol as a beverage by an individual under the age of 21 is illegal.

Possession or use of alcohol on University property is prohibited. Empty or partially empty containers, caps, or alcohol related items would be considered possession. All alcohol found in University facilities will be confiscated.

The above policy is included in all pertinent school publications, including faculty, staff, and student handbooks. Members of the University community who may need drug or alcohol abuse counseling may contact the Human Resources Department or the Dean of Students' Office for appropriate referral.

## Annual Notification of Student Privacy (FERPA)

Section 99.7 of the Family Educational Rights and Privacy Act (FERPA) requires you be informed of your rights under the FERPA regulations. These student rights include the following:

1. The right to inspect and review your education records. (See Inspect and Review of Educational Records.)
2. The right to request the amendment of your education records to ensure that they are not inaccurate, misleading, or otherwise in violation of your privacy or other rights. (See Amendment of Educational Records.)
3. The right to consent to disclosures of personally identifiable information contained in your education records, except to the extent that the Act and regulations in this part authorize disclosure without consent such as University officials with legitimate educational interest.
4. The right to file with the U.S. Department of Education a complaint under Section 99.4 concerning alleged failures by the University to comply with the regulations of the Act and this part. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202

5. The right to obtain a copy of the policy adopted under Section 99.6 of the FERPA regulations. You may obtain a copy of the University's FERPA policy from the Registrar, the Senior Director of Student Financial Services, or the Dean of Students.
6. The following has been identified as Directory Information and may be released without your written consent:
  - Student name
  - Student address
  - Major field of study
  - Participation in recognized activities and sports
  - Height, weight, and photos of members of athletic teams
  - Current employer
  - Current employer location
  - Job title
  - Dates of attendance
  - Degree and awards received
  - Most recent previous school attended

NOTE: All other personally identifiable information is considered Non-Directory Information and will not be released without your written consent.

As a part of FERPA policy, Bellevue University defines legitimate educational interest for University official as: a person employed by the University in an administrative, supervisory, academic or research, support staff, or a person employed by (or under contract to) the University to perform a special task, such as an attorney or auditor.

A University official has a legitimate educational interest if the official is:

1. Performing a task that is specified in her or his position description or by a contract agreement that is related to your education.

2. Performing a service or benefit relating to you or your family such as counseling, job placement, or financial aid.
3. An official of another school, upon request, in which you seek or intend to enroll.
4. Of the U.S. Department of Education, the Comptroller General, and state education authorities, in connection with certain state or federally supported education programs.

The University outsources functions to meet your service expectations during peak times to different organizations (subject to change based on contractual agreements) in support of University educational initiatives, including: Inquiries of prospective students: Colewell Salmon; Financial Aid Packaging: Kenaly Complement; Legal Services: Koley Jessen P.C., L.L.O.; Marketing: Zaiss & Company; Refunds: Sallie Mae; Marketing: Serendipity; Marketing: PhenomBlue; Public Relations: Jones PR; and Research: Corporate Analytics and Medallia, Inc.

FERPA permits the disclosure of personally identifiable information from students' education records, without consent of the student, if the disclosure meets certain conditions found in 99.31 of the FERPA regulations. Except for disclosures to university officials, disclosures of directory information, and disclosures to the student, 99.32 of FERPA regulations require Bellevue University to record the disclosure. Eligible students have a right to inspect and review the record of disclosures.

A postsecondary institution may disclose personally identifiable information from the education records without obtaining prior written consent of the student:

1. In connection with your request for or receipt of financial aid.
  2. If required by a state law requiring disclosure that was adopted before November 19, 1974.
  3. To organizations conducting certain studies for or on behalf of the University.
  4. To accrediting organizations to carry out their functions.
  5. To your parents if they claim you as a dependent for income tax purposes.
  6. To comply with a judicial order or a lawfully issued subpoena.
- NOTE: The University will make a reasonable effort to notify you or a parent of the order or subpoena in advance of compliance.
7. To appropriate parties in a health or safety emergency.
  8. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (99.31 9a) (13)

9. To the general public, the final results of a disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a) (14))

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  - Student name
  - Student address
  - Major field of study
  - Participation in recognized activities and sports
  - Height, weight, and photos of members of athletic teams
  - Current employer
  - Current employer location
  - Job title
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NOTE: All other personally identifiable information is considered Non-Directory Information and will not be released without your written consent.

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A University official has a legitimate educational interest if the official is:

1. Performing a task that is specified in her or his position description or by a contract agreement that is related to your education.

2. Performing a service or benefit relating to you or your family such as counseling, job placement, or financial aid.
3. An official of another school, upon request, in which you seek or intend to enroll.
4. Of the U.S. Department of Education, the Comptroller General, and state education authorities, in connection with certain state or federally supported education programs.

The University outsources functions to meet your service expectations during peak times to different organizations (subject to change based on contractual agreements) in support of University educational initiatives, including: Inquiries of prospective students: Colewell Salmon; Financial Aid Packaging: Kenaly Complement; Legal Services: Koley Jessen P.C., L.L.O.; Marketing: Zaiss & Company; Refunds: Sallie Mae; Marketing: Serendipity; Marketing: PhenomBlue; Public Relations: Jones PR; and Research: Corporate Analytics and Medallia, Inc.

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2. If required by a state law requiring disclosure that was adopted before November 19, 1974.
3. To organizations conducting certain studies for or on behalf of the University.
4. To accrediting organizations to carry out their functions.
5. To your parents if they claim you as a dependent for income tax purposes.
6. To comply with a judicial order or a lawfully issued subpoena.

NOTE: The University will make a reasonable effort to notify you or a parent of the order or subpoena in advance of compliance.

7. To appropriate parties in a health or safety emergency.
8. To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (99.31 9a) (13)
9. To the general public, the final results of a disciplinary proceeding, subject to the requirements of 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (99.31 (a) (14))

10. To parents of a student regarding the student's violation of any Federal, State or local law, or any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (99.31 (a)(15))
11. Information the school has designated as "directory information" under 99.37. (99.31 (a)(13))

## Inspection and Review of Educational Records

You may inspect and review your education records upon request to the appropriate record custodian.

Submit a written request which identifies as precisely as possible the record or records you wish to inspect to the record custodian or an appropriate University staff person. The record custodian or an appropriate University staff member will make the needed arrangements for access as promptly as possible and notify you of the time and place where the records may be inspected. Access must be given in 45 days or less from the receipt of the request.

When a record contains information about more than one student, you may inspect and review only the records which relate to you. Bellevue University reserves the right to refuse to permit you to inspect the following records:

- The financial statement of your parents.
- Letters and statements of recommendation for which you have waived your right of access, or which were placed in file before January 1, 1975.
- Records connected with an application to attend Bellevue University if that application was denied.
- Those records which are excluded from the FERPA definition of education records.

Bellevue University reserves the right to deny transcripts or copies of records not required to be made available by FERPA in any of the following situations:

- You have an unpaid financial obligation to the University.
- There is an unresolved disciplinary action against you.

## Types, Locations, and Custodians of Education Records

Type	Location	Custodian
Admissions Records	Registrar's Office	Registrar
Cumulative Academic Records	Registrar's Office	Registrar
Financial Records	Student Accounts	Controller
Financial Aid Records	Student Financial Services	Senior Director of Student Financial Services

## Amendment of Educational Records

You need to ask the appropriate University official (Registrar, Dean of Students, or Chief Academic Officer) to amend a record. You should identify the part of the record you want amended and specify why you believe it is inaccurate, misleading, or in violation of your privacy or other rights. Please note this procedure excludes grades. (See grade appeals on page 18 for more information.)

Bellevue University may comply with the request or decide not to comply. If we decide not to comply, you will receive notification of the decision and advice on your right to a hearing to challenge the information believed to be inaccurate, misleading, or in violation of your rights. Upon request to the Chief Academic Officer, the University will arrange for a hearing, and notify you, reasonably in advance, of the date, place, and time of the hearing.

The hearing will be conducted by a hearing officer (who is a disinterested party). The hearing officer may be an official of the institution. You shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend your educational records. Bellevue University will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision.

If the University decides the challenged information is not inaccurate, misleading, or in violation of your right of privacy, we will notify you that you have a right to submit a statement commenting on the challenged information and/or a statement setting forth reasons for disagreeing with the decision for placement in the record. The statement will be maintained as part of your education records as long as the contested portion is maintained. If Bellevue University discloses the contested portion of the record, it must also disclose the statement. If Bellevue University decides the information is inaccurate, misleading, or in violation of your right of privacy, we will amend the record and notify you in writing that the record has been amended.

Contact the Registrar or the Dean of Students with questions regarding FERPA or to file a complaint with the University.

## The Solomon Amendment

The Solomon Amendment (1998) is a federal law authorizing institutions that receive federal funding to allow the Department of Defense:

- Entry to campus
- Access to students on campus
- Access to lists containing recruiting information on students

The Solomon Amendment identifies certain information that military recruiters may request about you if you are a student aged 17 years or older, and are registered for class(es). This information is known as Student Recruiting Information.