

2019

student handbook



Welcome

We are proud to be home to many different types of students—evening, recent high school graduates, not-so-recent high school graduates and new arrivals to our country. We meet the needs of this diverse group by offering a wide variety of courses, program and degree choices and career services.

Most of all, we are glad that you have chosen our college to help you realize your personal, professional and educational goals. Every member of our team — administrators, directors, instructors and staff — will strive to ensure your success.

One of the tools we provide is this student handbook. It is an important resource, so be sure to keep it somewhere handy. Take a few minutes to look through this guide and learn how you can get the most out of your education. A one-stop instruction manual for college life at Broadview University, the handbook covers a range of material including attendance, instructor responsibilities, academic standards and services available.

Of course, this publication does not answer all questions. Be sure to ask our staff or faculty members if an issue arises that this handbook does not address. They will promptly get you an answer.

We look forward to helping you achieve your educational and career goals.

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General Information

ACCESS TO FACILITIES (HOURS SUBJECT TO CHANGE)

The campus is open for student access during the following hours:

Monday – Thursday	8:30 AM – 5:30 PM
Friday	9:00 AM – 4:00 PM

The campus may be open earlier and/or later at times, depending on department needs for animal care and classes. Please check with the campus regarding hours of operation. Only students, prospective students, employees and individuals with official school business are allowed in the school complex. Other individuals will be asked to leave and, if necessary, will be escorted from the premises by school personnel. All visitors must check in at the front desk/administrative areas.

ADVISING

Required academic advising is conducted each quarter. Current students will be informed of advising through campus communications such as CampusConnect, monthly newsletters, emails and the student website.

Students are encouraged to keep in contact with their instructors, who are available either before and/or after classes or during regular office hours.

ALUMNI

Regular input from recent graduates helps Broadview University evaluate its programs and personnel and establish measures that improve outcomes. Alumni of BVU are encouraged to share information regarding employment opportunities and to refer prospective students to the school. Alumni are welcome to use the resources of the career services department at any time.

We hold special alumni events throughout the year to give former students the chance to network and to stay abreast of what is happening at the school. We urge alumni to maintain current contact information at www.broadviewuniversity.edu, so we can stay in touch.

ANNOUNCEMENTS

All college announcements and notices are made through CampusConnect, Broadview's student portal, at connect.broadviewuniversity.edu or via student email. Students should check their CampusConnect and email accounts often so as not to miss important announcements.

ATTENDANCE

Every student is expected to be present and on time for all classes. Regular attendance and active participation are very important parts of our college programs. Consistent attendance is crucial to student success and future employment. Students who are going to be absent should notify the school or instructor via email or telephone.

Expectations

Attendance is monitored for all class sessions and is recorded as actual time attended or missed, measured in contact hours.

Consequences of Poor Attendance

Students who are absent from any class for 10 consecutive business days will be withdrawn from the course and possibly dismissed from the school. Missing 20 percent of required contact hours in a course or courses may make it impossible to complete required material and may result in failing the course(s). If you must miss school due to extenuating circumstances, please meet with your instructor and the dean of education to discuss your individual case prior to missing the scheduled class.

Certificate of Perfect Attendance

We recognize the hard work and dedication of students who maintain perfect attendance while they are enrolled. A student with a perfect attendance record will have it recorded on their transcript under the quarter in which it was achieved. Students who strive for perfect attendance while in school are training themselves for success after they graduate.

Online Participation

Online coursework requires active participation. Active participation is defined as participating in weekly discussion boards and completing weekly assignments. Students taking online courses are expected to log on within the first 72 hours (3 days) of the quarter.

Although a student must log on to each online course a minimum of once per week, we recommend participating in online courses three or more times per week to gain the full benefit of online learning.

CAMPUSCONNECT

Students can view their email, grades, financial aid information, student account information, library resources, make payments on their account, receive messages from school administration, connect to CareerConnect, access electronic forms that are required for your student file through My Forms, and much more, through CampusConnect. Students are encouraged to log into CampusConnect at least once per day to ensure all messages and alerts are received. Students can access CampusConnect by going to <http://connect.broadviewuniversity.edu>.

CAMPUS SAFETY & SECURITY REPORT

Visit the Broadview University's website at <https://broadviewuniversity.edu/accreditation-consumer-info/> for Broadview University – West Jordan Campus Safety and Security Report. Topics include, but not limited to, reporting a crime; emergency response, notifications and evacuation procedures; security procedures and crime prevention; drugs and alcohol policy and prevention; violence, sexual assault, stalking, and registered sex offender information, policy and prevention programs; FERPA, campus crime statistics; and crime categories and definitions.

CHANGE OF ADDRESS

All address and telephone number changes must be reported to the campus. Students may make changes in writing or via the Campus Connect student portal at connect.broadviewuniversity.edu.

CHILDREN, PETS, AND OTHER VISITORS

BVU is an adult training school and does not allow children or pets (personal animals) on campus. Campus staff can help you locate suitable day care for your child(ren) if needed. Students may not bring friends or

relatives to class.

CLOSING

In the event of a closing due to weather or other emergency, an announcement will be made on local radio and television stations.

- In the Salt Lake City area, closing announcements can be heard on KSL Channel 5 television or KSL News radio 1160 and on the station website www.ksl.com.

All campus closings will also be posted on our website as well as through CampusConnect (see the resources section for accessing CampusConnect). All other scheduled closings (faculty in-services and holidays) are located in the course catalog.

COMPUTER SOFTWARE FAIR USE

Use or copying of any software product in violation of the applicable license agreement is strictly prohibited by BVU. All computers purchased and used by the school are supplied with licensed packages of software programs.

Fair Use Policy Overview

Students at BVU may not make unauthorized copies of software. Any student found copying software other than for backup purposes is subject to expulsion from the school. Additionally, any student who gives software to any other person is also subject to expulsion. This policy is designed to limit the legal liability of the college and to protect students—conviction of violating fair use laws can result in harsh penalties.

Consequences of Fair Use Law Violations

Illegal duplication of computer software may constitute criminal copyright infringement, which is punishable by a fine of up to \$250,000 and imprisonment for up to five years. Federal civil penalties allow the recovery of actual damages based upon the number of copies produced or statutory damages ranging up to \$100,000 for willful copyright infringement. If you know of any illegal copying of software within BVU, please contact the campus director/administrator immediately.

What are the Details of Fair Use at BVU?

BVU has developed standards to govern the use of computer equipment and networks. In general, it asks that you obey the law and be considerate of others.

Specifically, you may not:

- Enter, without authorization, into another user's network account or file space to use, read, transfer or change contents therein for any purpose¹
- Use another individual's network account or password
- Grant another individual access to your network account²
- Use BVU computing facilities to interfere with the work of other students
- Use BVU computing facilities to send obscene, abusive, derogatory or harassing messages
- Use BVU computing facilities to display, transmit, distribute or make available information that expresses or implies discrimination or an intention to discriminate
- Use BVU computing facilities to interfere with the normal operation of the school's computing facilities, including such things as flooding the network with messages, sending commercial solicitations, and sending chain or pyramid letters
- Use BVU computing facilities for personal profit or commercial gain
- Use BVU computing facilities to gain unauthorized access to any computing facilities of BVU or any other commercial, non-commercial or government entity
- Use BVU computing facilities to interfere with the operation of any other commercial entity
- Use BVU computing facilities to display obscene or otherwise offensive images
- Place any software or data that is illegal for any reason anywhere on BVU computing facilities
- Use BVU computing facilities in any way that violates the intellectual property rights of BVU or of any other commercial or non-commercial entity. This provision specifically prohibits the use of any unlicensed software on BVU computing facilities.
- Use or develop of programs such as viruses and Trojan horses that harass other users, modify the system or account or cause damage to system resources; or knowing transmission of any such destructive program

¹An exception to this rule is that IT personnel may enter another user's account for the purpose of necessary maintenance or if directed to do so by executive management for investigation of suspected violations of school

policy and/or criminal wrongdoing. In the latter case, a record of any such access will be kept.

²You may grant IT personnel access to your account for the purpose of repair of, or maintenance to, your system. You should change your password at the completion of these activities.

See also Copyright and Intellectual Property.

CONDUCT

The business community demands professional behavior at all times. BVU follows good business practice by requiring all students to show respect for one another and for BVU employees. Students are expected to be respectful of instructors and classmates. Examples of disrespectful behavior include talking while the instructor is teaching, tardiness, answering cell phone calls during class, leaving class early, viewing inappropriate sites on any of the school's computers or using verbal, written or e-mail communication that is of a slanderous, harassing, threatening, or inappropriate nature regarding other students, faculty, administration or staff of the college.

Failure to behave in a mature, businesslike manner will result in a conference with the instructor and/ or the campus director/administrator. Continued disruptive behavior may lead to dismissal.

CONSUMER INFORMATION

Visit the Broadview University's website at <https://broadviewuniversity.edu/accreditation-consumer-info/> for information on the following:

- Broadview University Annual ACICS Campus Accountability Report Outcomes
- Placement Rate Calculation Information
- West Jordan Campus: Student Right-to-Know
- College Navigator – National Center for Education Statistics
- West Jordan Campus: Campus Safety and Security Report

COPYRIGHT AND INTELLECTUAL PROPERTY

BVU requires staff and faculty members to abide by the 1978 Copyright Law, Title 17 US Code, and the Off-Air Guidelines, H.R. 97-495. The internal Copyright and Fair Use policy is available to all staff and faculty and clearly outlines guidelines for copyright and fair use at BVU.

Copying which does not comply with the Copyright and Fair Use policy is prohibited on college premises and

will not be used in the classroom or placed on course reserve.

Any person who willfully infringes copyright law or who requests that another person do so will be held liable for his or her actions.

Intellectual Property Rights

Respect for intellectual labor, creativity and property rights is vital to any enterprise. This principle applies to works of all authors and publishers in all media. All use of BVU computing and library resources conform with applicable copyright and trademark laws and licensing agreements for all software used in conjunction with BVU computing resources.

File Access

Users must grant specific permission to IT staff to inspect their accounts and computers for suspected infractions of company policies or as needed for maintenance functions. Users understand that if they do not grant this permission, they will not be able to access their network accounts on the system.

See also Computer Software Fair Use.

CRIMINAL BACKGROUND CHECK

Students should be aware that future employers may elect, or be required, to conduct background investigations on prospective employees. This most frequently occurs when a prospective employee will be involved in direct contact services with clients or residents. Criminal background checks may be required before starting internships, externships, practicums or clinical externships. They may also be required at regular intervals after the initial check.

DRESS CODE AND UNIFORMS

All students should use good judgment and dress appropriately for the classroom. For more information about program-specific uniform requirements, review the material in the appendix for veterinary technology. Students on clinical sites or externships must remove any facial piercings; must cover tattoos with clothing whenever possible; and may not wear dangling necklaces, dangling earrings, extreme makeup or extreme hairstyles.

EATING AND DRINKING

Food is not allowed in any computer or veterinary lab or veterinary classroom with tile floors. Beverages are allowed in (carpeted) lecture classrooms and common areas.

EMAIL

BVU will send important information and official communications via email. Therefore, students must check their BVU student email accounts often. They are responsible for knowing school information distributed via email. BVU has a number of computer labs available for student use.

Student Email Accounts

A student will receive a BVU email address provided by the college. The email address will be assigned at the time of enrollment, and students will be notified of their username and password. Login into your email via CampusConnect.

Acceptable Use

All use of your BVU email must be consistent with BVU's policies as well as with federal, state and local law.

Content

BVU email is to be used for school-related communications only. Non-school related communications include outside business or personal ventures and political or religious causes. Inappropriate or offensive messages, such as those including racial or sexual slurs, are prohibited. Abuse of the email policy will subject the student to discipline.

EMERGENCY INFORMATION

BVU follows these emergency guidelines in situations such as severe weather, fire, or intruder. There are two basic rules to follow:

- Remain calm
- Walk, don't run

If weather looks threatening, a radio should be kept on for the latest weather information. If a tornado warning is issued, take cover immediately. Faculty or staff members will be present to assist while you wait in a secure location. Sit with your knees drawn to your chest, rest your head on your knees, and cover your

head with your arms. If the fire alarm sounds, evacuate the building immediately and once outside keep moving away from the building. Stay with your class or other group; this makes it easier to account for everyone. You will be advised when it is safe to reenter the building. Refer to posted floor plans and procedures for evacuation at each campus location.

Emergency Meeting Place After Building Evacuation

- McDonald's west parking lot

Attendance will be taken at the emergency meeting place to make sure that everyone has left the building.

Security Phone Numbers

- Emergency 911
- West Jordan Police Department 801-256-2000

A record of all reported crimes will be maintained in the office of the campus director/administrator. This record will appear on the student website for anyone seeking information.

EXTERNSHIPS/INTERNSHIPS

Some programs require students to complete externship (also known as internship, practicum, or clinical externship) hours. Consult with your program chair for details about a specific program. General rules regarding externships are as follows:

- Performance during the externship, as shown by site evaluations, must be satisfactory to meet the requirements for graduation.
- A student must have completed all required courses with passing grades before starting an externship.
- Students are required to attend a pre-externship meeting during which the program chair will notify students of their externship assignments.
- Externships in a field of study that hold regular daytime business hours are likely to require completion of externship hours during the normal daytime hours of the externship site, regardless of whether the student normally attends day or evening courses.
- A student must log externship hours within the first 14 calendar days of the quarter or may be dropped from the course (and from the school if the

externship is the student's only course).

- Students who wish to arrange their own externships must notify the school during the quarter prior to when the externship is scheduled so that the externship coordinator may contact the proposed sites to discuss externship requirements before granting permission.
- A student who is terminated from an externship will receive a grade of F for the course and must come before an appeals committee before being placed on an externship again. A student who receives a grade of F and is successful in his/her appeal will also have to repeat all required hours and repay tuition and fees for the course. Students will not be permitted to attempt a third externship unless determined otherwise by school officials. In the event of two failed attempts with no provision for a third attempt, the student will not be permitted to graduate nor receive a diploma/degree.
- Additional externship policies will be discussed in the course syllabus.

Refer to program requirements in the catalog to learn whether you are required to complete externship/internship/practicum/clinical externship.

FELONY DISCLOSURE

Broadview University is committed to the security and safety of the entire college community. To safeguard the well-being of its campuses, applicants convicted of a predatory offense or offenders required by the courts to register are prohibited from admission to the college. This includes entering upon Broadview University property, using any Broadview University facility or attending any Broadview University event.

If warranted by the particular facts, the office of the Chief Executive Officer may modify any aspect of this protocol.

A prospective student in a health science field who has been found guilty of a felony or anyone who has plead guilty to a felony, may not be eligible to take certification examinations and may not be employable. This rule also applies to a list of misdemeanor convictions as determined by each state. Certifying

boards and employing agencies may occasionally grant waivers to applicants. Moreover, different states have different laws regarding felonies and the impact on professional qualifications. Having any criminal history may affect a student's ability for employment in some areas of the criminal justice field. Specifically, felony convictions, multiple convictions for similar offense, theft convictions, and individuals still on probation, parole, or conditional/supervised release will provide the most restrictions on employment opportunities.

FINANCIAL AID/STUDENT ACCOUNTS

Financial aid is available to students who qualify. Students should contact the financial aid department or call the FA/SA Support line at 651-332-8100 or 1-877-862-0662 by selecting Option 2 with questions. For maximum benefit, students should remember the following:

- Students are responsible for providing the financial aid department with requested forms, documentation and transcripts in a timely manner
- Students are responsible for notifying the financial aid department of changes in program of study, credits taken or length of program
- Students are responsible for making satisfactory academic progress and maintaining continuous attendance
- Students are responsible for making any scheduled payments for balances that are not covered by their financial aid each term by the specified dates

Preferred payment method for school payments is either credit card or electronic check through the CampusConnect portal under the "Account" tab. Log into CampusConnect:

- Click on Account in the upper toolbar
- Select "Account Information" from the drop-down
- Select "Make Payment"

Most financial aid awards will be disbursed directly to the student's account beginning the second week of each term.

GRIEVANCE POLICY

BVU has established the following procedure to assist students with grievances:

1. A student is encouraged to make every effort 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 his/her grievance to the department supervisor or campus director. 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 campus director.
3. An appeals or grievance not resolved to the student's satisfaction at that level may be submitted in writing to the VP of Academic Affairs or VP of Operations for resolution.
4. If resolution is not reached at that level, the student may submit an appeal to the school ownership at the following:

Broadview Education Consortium

8089 Globe Drive, Third Floor, Woodbury, MN 55125
651-332-8000

The issue will be resolved promptly and equitably.

Concerns may also be addressed to the following:

The Accrediting Council for Independent Colleges and Schools

750 First Street NE, Suite 980
Washington, D.C. 20002-4241
202-336-6780

Utah Students

Utah Division of Consumer Protection

160 East 300 South

P.O. Box 146704

Salt Lake City, Utah 84114-6704 801-530-6601

For copies of the complaint forms visit www.dcp.utah.gov.

HOUSING

The school makes every effort to help students identify resources to locate suitable housing accommodations.

Students in need of housing should contact the student services department, who will help identify resources to locate listings and direct students to other resources. BVU does not own, maintain or approve housing facilities.

LIBRARY

The mission of the library is “To show We Care by engaging our community in lifelong learning and information literacy.” The Library provides students with resources, support, and the environment they need to complete the courses in their academic programs and equips students with the knowledge required for their careers.

Library staff help students use the library, teach basic research methodology, and answer questions. The library and computer labs are available for study, academic research, internet access, and general interest reading. The campus has a collection of books, serials, and reference materials. The library provides access to a variety of databases that are available on-campus or online for research. All BVU rules and regulations apply to the library and the library resources, including the use of computers, internet and email.

Library User Responsibilities and Conduct

Library users are responsible for maintaining necessary and proper standards of behavior in order to protect their individual rights and the rights and privileges of others. The use of the library may be denied if library materials are not returned or fines not paid. Destruction of library property, disturbance of other library users or any other illegal, disruptive or objectionable conduct on library premises can lead to denial of library privileges.

Overdue and Lost, Missing or Damaged Materials

Upon checkout, students will receive notice of the material due date. If an item is not returned by the date due or if the loan has not been renewed after notification through the BVU email system, the campus librarian will place a hold on the student’s record. This hold may affect a student’s ability to register for classes and may affect his or her ability to complete the

program. This hold can be removed by campus staff upon return of the overdue material.

If an item is lost, missing or damaged, a hold will be placed on the students’ account in order to recover the replacement cost of the item according to the schedule below. This hold may affect a student’s school account and can only be removed by the student accounts department.

Schedule of Charges:

- Books (out of print/out of stock indefinitely): \$50
- Books (in print, in stock): retail cost plus \$10 processing
- Periodicals (not replaced): \$20 per item

LOST AND FOUND

A found item should be given to the campus receptionist at the front desk and a lost item should be reported to the receptionist. BVU is not responsible for losses resulting from theft or damage to students’ personal belongings. Photo I.D. must be presented to recover an item from the lost and found.

ONLINE EDUCATION

Online assignments and activities are conducted using chat, email, discussion boards and interactive websites. Some online courses may require students to purchase additional software packages or programs for instruction. Other courses may require scheduled appointments for testing or research. There are no additional tuition or access fees for online courses. Students should contact a member of their academic services team for education questions and the service desk for technical problems regarding hardware and software.

A student registered for an online course is expected to log in to the course within the first 72 hours (3 days) of the quarter, and log in and participate in the course at least once per week throughout the quarter. Students who do not log into class(es) for two consecutive weeks will be administratively withdrawn from the online class(es). 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 into the course at

least three times per week each week of the quarter. Online courses may not be added after the last day of the add/drop period each quarter. Broadview University reserves the right to withdraw online offerings at any time.

Online System Requirements

Online courses require a high level of interaction and participation in the course environment. It is highly recommended that a student own a computer with the specifications listed in the Online Education section of the student catalog.

Internet Access

A student who does not own a computer must have consistent access, multiple times per week, to a computer that meets the minimum system requirements.

Online Orientation

All first-time online students must successfully complete the Online Orientation before starting their first online course. The unit will teach students how to use all of the online learning tools within CampusConnect, BVU's online learning environment. CampusConnect is a comprehensive virtual campus that will allow students to access all of their online course and school resources in one convenient location. The online learning unit of will be facilitated in CampusConnect by the campus online learning coordinator who is available to assist students with completing the training successfully and preparing them to begin their first online class.

ORIENTATION

New student orientation sessions are held each quarter. These sessions provide students with information about BVU policies, procedures and available services.

Students are responsible for the information provided at orientation and the policies and procedures published in the student handbook and college catalog.

PARKING AND TRANSPORTATION

Free parking is available at all BVU campuses. Inquire at each campus for parking specifics. Students are

welcome to park in any non-reserved space. Violators parked in reserved spots at any campus location will be towed at the owner's expense.

- West Jordan campus - Parking is available directly around the campus complex.

Transportation Resource:

Utah: www.dot.state.ut.us.

Go to maps and info > Public Transit

PREREQUISITES

Many courses offered at BVU require students to complete one or more prerequisite courses. These prerequisite courses contain material that will be essential for success in the subsequent course. In order to take a course requiring completion of a prerequisite, a student must have received a passing grade in the prerequisite course.

SATISFACTORY ACADEMIC PROGRESS

In order to make satisfactory academic progress toward a diploma or degree in a BVU program, a student must maintain a specified cumulative grade point average as well as proceed through the program at a pace leading to completion of the program in a specified time frame. Evaluation points and standards of satisfactory academic progress are described in the college catalog and apply to all students.

Records are reviewed on a quarterly basis to determine whether students are making satisfactory academic progress. A student who does not meet minimum requirements for satisfactory academic progress will be notified by the director of student and career services regarding his or her academic status. For additional information regarding evaluation points and standards, please see the college catalog.

Honors and High Honors Distinction

In order to stress the importance of academic performance, BVU recognizes students whose grade point averages (GPA) are 3.5 and above each quarter. Those exceptional students who have earned GPAs between 3.5 and 3.99 will have their names posted on the honors list and those who have earned 4.0 GPAs will have their names posted on the high honors list.

SMOKING

Smoking is not permitted anywhere within the educational facilities or near any front entrance. Designated smoking areas outside of the buildings are posted. Chewing tobacco and E-cigarettes should only be used during breaks from class(es) and in the designated smoking areas.

STUDENT COMMON AREAS

Students are expected to be professional and respectful when using the student common areas. When working in a career after graduation, a student may encounter a company lunchroom. The college expects students to behave as they would in the facilities of their future employers. Students are reminded to keep their language and conversations appropriate for a general audience. It is also important for students to clean up after themselves so everyone may enjoy the student common areas.

STUDENT PORTAL

The student portal is a website available to students through CampusConnect. It can be used to browse the BVU catalog, pay school bills, access or print a degree audit and other administrative activities.

TELEPHONE CALLS, CELL PHONES, AND OTHER COMMUNICATION DEVICES

Students should remember these policies regarding the use of cell phones and other devices while on campus:

- The staff at the school cannot deliver a message to a student except in case of emergency.
- Phones for student use are located at each campus location. Please limit time to three minutes.
- Use of any technical communication devices such as cell phones, pagers or smartphones during class sessions is prohibited for non-educational use. Use of such items must be limited to class break periods. Any communication device must be turned off or silenced during instructional time.

TEXTBOOKS

BVU utilizes e-books and additional e-resources to enhance student engagement. The cost of e-books and e-resources is included in the course fees. The e-book is accessed through the course content in CampusConnect beginning the first day of class.

Students will have access to the ebook for two years from the time that the book is downloaded. Students may purchase a printed copy of their books on their own from an outside source. Some required textbooks may not be available in print.

VIOLENCE AND CRIME PREVENTION

Broadview University is committed to preventing workplace violence and to maintaining a safe and secure campus. Given the increasing violence in society in general, we have adopted the following guidelines to deal with intimidation, harassment, threats of violence or actual violence that may occur during business hours or on its premises.

- All employees and students should be treated with courtesy and respect at all times.
- Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from all school buildings. An employee or student becoming aware of the presence of one of those items in the building should report it to a supervisor, instructor or another member of management immediately.
- Employees and students are expected to refrain from fighting, horseplay, or other conduct that may be dangerous.
- Conduct that threatens, intimidates, or coerces another employee, student or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including but not limited to harassment that is based on an individual's sex, race, age, gender identity, national origin, or any characteristic protected by federal, state, or local law.
- All threats of violence or actual violence, direct or indirect, should be reported as soon as possible to

the victim's immediate supervisor, instructor or any other member of management. This includes threats by employees, students, visitors or other members of the public. When reporting a threat of violence, be as specific and detailed as possible.

- All suspicious individuals or activities should be reported as soon as possible to a supervisor, instructor or another member of management. BVU will promptly and thoroughly investigate all reported threats of violence or actual violence, suspicious individuals, and activities of concern. The identity of the individual making a report will be protected as much as is practical.
- In order to maintain employee and student safety and the integrity of its investigation, BVU may suspend the employee(s) or student(s) allegedly involved, pending investigation.
- Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment or expulsion from school.

BVU encourages an employee or student to bring a dispute or difference with another to the attention of a supervisor or instructor before the situation escalates into potential violence. BVU is eager to assist in the resolution of employee and students disputes and will not discipline employees or students for raising such issues.

See also the Grievance Policy section of this handbook for information and grievance procedures.

For more information about reporting a crime and responding to a crime report, security phone numbers, law enforcement authority, campus security programs, monitoring and recording of criminal activity and occurrences of crimes on campus, refer to Broadview University's Campus Safety and Security Report on the website at:

<https://broadviewuniversity.edu/accreditation-consumer-info/>.

The information is also available at any time upon request, including in paper format.

Resources

ANSWERS: WHERE TO GO

For answers to questions not covered in this handbook, students should consult with the following individuals, staff members or departments:

- **Admissions:** Questions regarding program choices. Also to refer others looking for career training options
- **Campus Director/Campus Administrator:** Campus oversight and support for all departments
- **Dean of Education/Career Services:** Questions about registration, schedule, grades, program changes, attendance, accommodations for learning disabilities, academic advising, degree progress, student organizations, daycare, housing, transportation, tutors, jobs, résumé preparation and career opportunities, instructor concerns and classroom concerns. If you are not able to get the answers you need or if your concerns have not been resolved
- **Financial Aid:** Questions about how to pay for school, grants scholarships, loans and Veterans benefits
- **Front Desk:** ID card pickup, lost and found items and address/name changes
- **Instructors:** Questions about homework, research papers, tests, grades and tutors
- **Library Staff:** Questions on how to use print and online library resource, how to do research for class projects and papers and how to cite sources properly
- **Student Accounts:** Questions about your bill, payments, payment plan set-up or Tax form 1098T

**If you are not sure whom to see or the person you want is unavailable, ask any staff or faculty member at Broadview University. He or she will promptly forward your request to the correct department.

CLASSROOM RESPONSIBILITIES

The learning experience is a cooperative activity. In order for learning to be effective, it is important for the instructor and the student to understand their roles and responsibilities.

Instructor Responsibilities

The following instructor responsibilities affect student performance and achievement:

- Planning objectives for knowledge, skills and values are relevant to the subject area, giving direction to the program and ensuring that students are focusing upon experiences that will be of value in their pursuit of employment and advancement in their career fields. The instructor is responsible for defining those objectives and conveying them to the students.
- Planning activities, both within the classroom and as assignments, helps students achieve course objectives and is a major responsibility of the instructor. These planned activities may include class lectures, discussions, demonstrations, audio-visual presentations, guest speakers, simulations, outside project work, research projects, homework and assignments, tests and evaluations and classroom projects.
- It is the instructor's responsibility to organize course materials, subject matter and activities in a way that will complement the students' efforts to attain course objectives.
- Closely supervised classes and activities are essential to the students' progress toward accomplishing course objectives. It is the instructor's responsibility to hold classes as scheduled, to supervise all in-class activities and to be available to students for assistance during all scheduled class time. While instructors are not generally available for tutoring outside of class time, they are responsible for advising students who are attending regularly, participating in scheduled classes, attempting assignments but still need additional work to accomplish the goals of the course.

- An intimidating atmosphere is a detriment to learning. It is the responsibility of the instructor to provide an environment for learning in which the student is free to question and explore without fear of reproach or ridicule.
 - Accurate and timely feedback reinforces learning and allows students to track their progress. It is the instructor's responsibility to provide feedback by confirming understanding of facts and concepts during class sessions, reinforce appropriate professional behaviors, evaluate and return assignments, tests and other evaluations promptly and provide information about progress at the request of the students.
 - A syllabus provides information about the content of a course, expected outcomes and objectives, required course materials, major projects and methods of instruction. Instructors are expected to maintain accurate and up-to-date syllabi for their courses, to provide a syllabus to the administration for each course to ensure that the course coordinates with the student's overall program and to provide a copy of the syllabus to each student.
- When instructors fulfill these responsibilities, students know that every opportunity has been provided for acquiring the skills, knowledge and training necessary for careers in their chosen fields.

Student Responsibilities

Students who meet the responsibilities outlined below will receive maximum benefit from their educational experiences.

- Attending and participating in each class meeting is important in order to receive maximum benefits from the program. A student is expected to attend and participate in the activities of every session.
- Class meetings are primarily designed to clarify concepts and provide experiences that cannot be achieved by students outside of the school setting.

This means that a certain amount of out-of-class work will be assigned to help students prepare. Instructors understand that students will have questions about their outside work and expect them to take responsibility for requesting clarification of material covered outside the classroom.

- Written evaluations or tests are to be taken on the scheduled dates and at the scheduled times. Exceptions will only be made for emergencies or extremely unusual circumstances at the discretion of the instructor; documentation will be required to grant an exception. Students should plan for foreseeable events such as inclement weather, heavy traffic, automotive failure, limited parking space and other problems that the average person overcomes on a daily basis.
- Assignments and projects are due on the assigned date and time and it is the responsibility of the student to take necessary measures to complete and submit projects as assigned.
- Appropriate help is always available. It is the responsibility of the student to ask for assistance and clarification when needed. Because instructors are responsible for providing assistance, a student should not hesitate to exercise the right and responsibility to ask questions.
- Instructors cannot learn facts for students nor can they create skills in students. However, the instructor is essential in identifying course goals as well as the resources and processes needed to achieve these goals. Therefore, the student carries a great deal of responsibility for asking for clarification when it is needed.

POLICY INFORMATION

BVU has established policies in accordance with standard educational practices, state, federal and accrediting regulations, and to best serve our students. All policies are designed as guidelines to assist the college to continue to maintain high standards, remain compliant and to provide the opportunity for excellent outcomes for all students. Exceptions to policy may be made at the discretion of the campus director or the director's designee. However, any exception to established internal policy may not violate local, state, or federal rules, regulations or statutes, and must maintain compliance with accreditation standards.

Appendix A:

Veterinary Technology

ANIMAL CARE DUTIES:

As newly enrolled members of the animal health care profession, veterinary technology students will be required to be directly involved in animal care duties related to the veterinary technology program. In an effort to mimic similar responsibilities to those experienced in veterinary clinical settings, students will, after completing the Institutional Animal Care and Use Committee Tutorial and Animal Care Duty Training, be required to participate in shifts of animal care duty. Students will be responsible for coverage of shifts assigned to them. They will exercise and hone techniques in cooperation and flexibility while developing advanced animal husbandry and veterinary skills.

RABIES:

Broadview University strongly recommends students in the veterinary technology program receive rabies vaccinations prior to enrolling. Individuals involved in animal health care professions do innately place themselves at higher risk of exposure to the rabies virus. Though students are not required to be vaccinated for rabies, they are urged to discuss rabies vaccinations with their primary physician in light of the veterinary technology career path.

HANDLING AGGRESSIVE/DANGEROUS ANIMALS AND MANAGEMENT OF STUDENT INJURIES

Students and program personnel must be protected from personal harm and injury. Care is taken to avoid placing individuals in risky situations.

Guidelines for General Animal Handling

The use of gloves and other personal protective equipment when working with animals and handling specimens is encouraged in order to prevent the transmission of zoonotic diseases. Proper personal hygiene, including hand washing and hair restraint, must be followed by any animal handler while in the school.

Supervision of Animal Use

Veterinary Technology faculty instructs and demonstrates animal handling techniques to the students. From the moment of admission of the animals to their placement in cages, students are supervised for the correct manner in transport and handling of dogs, cats and other animals. Students that have not been properly trained are not allowed to handle the animals being housed on the school premises.

Personal Safety: Handling Aggressive or Dangerous Animals

Animals exhibiting signs of consistent aggression and biting will not be allowed to be handled by students. Faculty and staff of the veterinary technology department are the only individuals allowed to work with these animals. A sign is placed on their kennel indicating they are only to be handled by faculty.

Any animal with a history of biting or attacking a person or other animal, or an animal that demonstrates aggressive behavior towards a person or other animal during a behavior assessment or evaluation is immediately removed to the owner-handler.

The safety of the personnel in every aspect of this program comes first. If at any point, a student or faculty/staff member is uncomfortable doing some task or handling a particular animal, it is their responsibility to speak to the program chair or resident veterinarian.

Never handle an animal that is known to be aggressive or is feared to be aggressive without proper training.

Animal Bites and Scratches

Bites and scratches can expose technicians, veterinarians, students and others working with animals to biological hazards transmitted through contaminated saliva, secretions, or blood. In order to avoid these situations, take the following precautions: exercise caution at all times and know where to find a First Aid kit; wear appropriate clothing (gloves), work with at least one other person when handling fractious animals; women of child-bearing age working with cats should discuss toxoplasmosis with their physician. In addition, make

sure you have the correct vaccinations.

Animal Exposure

1. Massage the wound immediately to expose the possible contamination.
2. Cleanse and irrigate the wound with soap and running water for at least 15 minutes.
3. Use whatever supplies (disinfectants and bandages) necessary from the First Aid kit. If redness, pain, or swelling occurs around the wound, a physician is consulted.
4. For any non-emergency injury, if a student wishes to see a physician, he or she is encouraged to contact his or her personal physician.
5. For emergency injury, 9-1-1 is called, a supervisor on staff is contacted, and the instructions provided by the dispatcher are followed.
6. Notify the program chair or veterinarian and take whatever measures necessary to prevent the animal from biting again and to evaluate the situation.
7. A record of the injury is noted in an incident report form.

PREGNANCY:

Any veterinary technology student who becomes pregnant student is encouraged to speak with a member of the veterinary technology program at the student's campus to discuss potential risks and recommended practices to minimize risk to the pregnancy. Documentation verifying consultation with a physician regarding these risks, or documentation refusing further medical advice from a physician in spite of strong recommendations from Broadview University, will be required to continue in the program.

UNIFORMS:

All veterinary technology students will be required to wear scrubs with a BVU embroidered or screen print logo, purchased through the school. Students are required to wear clean, closed toed shoes in good repair. Wearing scrubs will encourage students to take pride in their profession, enhance professional appearance and support professional behavior.

Students will be required to wear coveralls and boots for the Large Animal field trips. The coveralls and boots are the responsibility of the student to provide. Students will not be able to participate in the field trips if they are not properly dress and it may result in failure of the course.

Students who come to class out of uniform will be required to leave class to change into their scrubs and

will be counted absent for any time missed from class. There will be no exceptions.

LABORATORY DRESS RULES:

- Clean, closed toed shoes in good repair with no open backs
- Limited jewelry
- No dangling necklaces
- No dangling earrings; earring should not exceed the size of a nickel
- A stud should be worn in any exposed piercing, no hoops
- Short sport length nails only
- Hair clean and pulled back off the face
- Scrubs must be clean and wrinkle free

Appendix B:

Information about Hepatitis

Hepatitis A: Prevention and Information

Adapted from the Minnesota Department of Health:
<http://www.health.state.mn.us>, November 2004

Hepatitis A is a liver disease caused by the hepatitis A virus. Hepatitis A can affect anyone. In the United States, hepatitis A can occur in situations ranging from isolated cases of disease to widespread epidemics. Good personal hygiene and proper sanitation can help prevent hepatitis A. Vaccines are also available for long-term prevention of hepatitis A virus infection in persons two years of age and older. Immune globulin is available for short-term prevention of hepatitis A virus infection in all ages.

How Do You Get Hepatitis A?

Hepatitis A virus (HAV) is found in the stool of persons with hepatitis A. HAV is usually spread from person to person by putting something in the mouth that has been contaminated with the stool of a person with hepatitis A. For this reason, the virus is more easily spread in areas where there are poor sanitary conditions or where good personal hygiene is not observed. Persons with hepatitis A can spread the virus to others who live in the same household or with whom they have sexual contact. Casual contact as in the usual office, factory, or school setting, does not spread the virus.

Who Is At Risk For Hepatitis A?

- Persons who share a household or have sexual contact with someone who has hepatitis A
- Travelers to countries where hepatitis A is a common disease or where clean water and proper sewage disposal are not available
- Persons, especially children, living in regions of the United States with high rates of HAV infection
- Travelers to regions where HAV is common, including Central and South America, Africa, and Asia

How Do You Know If You Have Hepatitis A?

A blood test (IgM anti-HAV) is needed to diagnose hepatitis A. Talk to your doctor or someone from your local health department if you suspect that you have been exposed to hepatitis A or any type of viral hepatitis.

What are the Signs and Symptoms of Hepatitis A?

Persons with hepatitis A virus infection may not have any signs or symptoms of the disease. Older persons are more likely to have symptoms than children. If symptoms are present, they usually occur abruptly and may include fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes).

Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range: 15 – 50 days).

How Can You Prevent Hepatitis A?

You should always wash your hands after using the bathroom or changing a diaper, and before eating or preparing food.

Hepatitis A vaccines provide long-term protection against hepatitis A and are licensed for use in persons two years of age and older. Children and adults need two shots of hepatitis A vaccine for long-term protection. Your doctor or nurse will tell you when to return for the second shot. Immune globulin, a preparation of antibodies, is recommended for short-term protection against Hepatitis A and for persons who have already been exposed to HAV. Immune globulin must be given within two weeks after exposure to HAV for maximum protection.

Who Should Receive Hepatitis A Vaccine?

Hepatitis A vaccination provides protection before one is exposed to hepatitis A virus. Hepatitis A vaccination is

recommended for the following groups who are at increased risk for infection and for any person wishing to obtain immunity.

- Persons traveling to or working in countries that have high or intermediate rates of hepatitis A
- Children in states, counties, and communities where rates of hepatitis A were/are at least twice the national average during the baseline period of 1987 – 1989
- Illegal-drug users
- Persons who have occupational risk for infection
- Persons who have chronic liver disease
- Persons who have clotting-factor disorders

Can You Get Hepatitis A From Food Or Water?

You may get hepatitis A by ingesting contaminated food or water. If you would like more information on hepatitis A, the CDC's Hepatitis Branch, Division of Viral and Rickettsial Diseases, Center for Infectious Diseases, now has an automated telephone system that provides information on viral hepatitis, including modes of transmission, prevention, serologic diagnosis, infection control and statistics. Persons requesting information on viral hepatitis should call the CDC Disease Information Hotline at (404)332- 4555. You may also visit the CDC's website at <http://www.cdc.gov>.

Hepatitis B: Prevention And Information

Adapted from the Minnesota Department of Health: <http://www.health.state.mn.us> November, 2004 "Hepatitis" means inflammation of the liver. This condition can be caused by drugs, alcohol, chemicals, and viruses that attack the liver, such as hepatitis virus types A, B, C, D, and E. The following information concerns only hepatitis B infection.

How Do You Get Hepatitis B?

Hepatitis B virus is spread when blood or body fluids from an infected person enter another person's body through a break in the skin (e.g. cuts, needle sticks) or mucous membranes (e.g. eyes, sores in the mouth), or through sexual intercourse. In addition to blood, hepatitis B virus can be found in semen, vaginal fluids, and saliva. Hepatitis B virus is not found in urine or feces. Persons who put themselves at risk for getting hepatitis B include those who share needles to inject drugs, sexual

partners of injection drug users, and any person who has sex with more than one partner. Hepatitis B can also be spread by ear or body piercing, tattooing, and acupuncture, if equipment or needles are not sterilized between uses. Although rare, the virus can be spread if personal items, such as razor blades used by an infected person, are shared with a non-infected person. Employees in jobs which expose them to human blood may be at risk for hepatitis B infection. Also at risk are persons from certain areas of the world where hepatitis B is common. Children born to mothers who are carriers of hepatitis B virus are at the greatest risk of getting infected from exposure to the mother's blood during birth. Unless vaccinated at the time of birth, these babies can become "chronic carriers," which means they are infected with the virus for life. Between 6 and 10 percent of adults who get hepatitis B can become chronic carriers. As long as the virus is present in the blood and body fluids, the person is infectious.

What are the Symptoms of Hepatitis B?

The symptoms of hepatitis B disease may develop between six weeks and six months (average time is two to three months after exposure). Symptoms develop slowly and may include tiredness, loss of appetite, abdominal discomfort, nausea, vomiting, and mild fever. Joint pains, muscle aches, rash, and jaundice (yellowing of the skin or eyes) may occur in some cases. Less than 1 percent of the people who get hepatitis B die from it during the acute (early) phase. Recovery from hepatitis B may take several months. Some persons who are infected with hepatitis B virus may have only mild symptoms or no symptoms at all.

These persons may not know they are infected, and may not see a doctor. Persons with chronic hepatitis B infection may later develop serious problems like liver cancer and liver failure.

How Do I Know If I Have Hepatitis B?

Blood tests can tell if you are infected with the hepatitis B virus. These tests can also help your physician determine whether you are currently ill with hepatitis B or if you are a chronic carrier.

Is There A Treatment For Hepatitis B?

Although there is no treatment for the disease, bed rest and an adequate diet are important. Alcohol and medications (unless prescribed by your physician) should be restricted. Follow-up blood tests are

necessary to tell if the disease is gone.

How can the risk of spreading hepatitis B be reduced?

- Do not share needles, syringes, or other drug injecting equipment.
- Properly sterilize instruments used to puncture the skin.
- Abstain from sex or have sex only with a mutually faithful, uninfected or vaccinated partner.
- Maintain good personal hygiene. Do not share toothbrushes, razors or other personal items.
- Clean and disinfect objects or surfaces that are contaminated with blood or body fluids. Disinfect with a household bleach and water solution (use 1/4 cup bleach in 1 gallon of water).

If you are at risk for getting hepatitis B infection, talk to your physician about the need for hepatitis B vaccine. The vaccine is given intramuscularly in the arm according to the following schedule:

- First dose elected date
- Second dose one month later
- Third dose four to six months after first dose

Injections of hepatitis B immune globulin (HBIG) may be indicated for some exposed persons. Contact your physician or health department for information.

What Should I Do If I am Infected With the Hepatitis B Virus?

- Tell your medical and dental provider.
- Do not donate blood, semen or organs.

Who Should Be Vaccinated?

- All infants
- All previously unvaccinated children and adolescents
- All other persons whose lifestyle, occupation, or health condition puts them at risk of getting the disease

Hepatitis C: Prevention and Information

Adapted from the Minnesota Department of Health: <http://www.health.state.mn.us> and the Centers for Disease Control <http://www.cdc.gov>, November, 2004.

What Is Hepatitis C?

Hepatitis C is a liver disease caused by the hepatitis C

virus (HCV), which is found in the blood of persons who have this disease. The infection is spread by contact with the blood of an infected person.

What are the Signs and Symptoms of Hepatitis C?

There are no signs or symptoms in 80 percent of infected persons. The other 20 percent may have the following symptoms:

- Jaundice
- Fatigue
- Dark urine
- Abdominal pain
- Loss of appetite
- Nausea

What are the Long-Term Effects of Hepatitis C?

Chronic infection will occur in 55-85 percent of infected persons. Chronic liver disease will occur in 70 percent of chronically infected persons. Deaths from chronic liver disease affect 1 to 5 percent of infected persons.

Hepatitis C is a leading indication for liver transplant.

How Do You Get Hepatitis C?

Transmission occurs when blood or body fluids from an infected person enters the body of a person who is not infected. HCV is spread through sharing needles or “works” when “shooting” drugs, through needle sticks or sharps exposures on the job, or from an infected mother to her baby during birth.

How Can I Protect Myself From Getting Hepatitis C?

- There is no vaccine to prevent hepatitis C.
- Do not shoot drugs; if you shoot drugs, stop and get into a treatment program; if you can't stop, never share needles, syringes, water or “works”, and get vaccinated against hepatitis A and B.
- Do not share personal care items that might have blood on them such as razors and toothbrushes.
- If you are a health care or public safety worker, always follow routine barrier precautions and safely handle needles and other sharps; get vaccinated against hepatitis B.
- Consider the risks if you are thinking about getting a tattoo or body piercing. You might get infected if the tools have someone else's blood on them or if the artist or piercer does not follow good health practices.
- HCV can be spread by sex, but this is rare. If you are

having sex with more than one steady sex partner, use latex condoms correctly and every time to prevent the spread of sexually transmitted diseases. You should also get vaccinated against hepatitis B.

If you are HCV positive, do not donate blood, organs, or tissue.

How is Hepatitis C Treated?

- HCV positive persons should be evaluated by their doctor for liver disease.
- Interferon and Ribavirin are two drugs licensed for the treatment of persons with chronic hepatitis C.
- Interferon can be taken alone or in combination with Ribavirin.
- Combination therapy, using pegylated interferon and Ribavirin, is currently the treatment of choice.
- Combination therapy can get rid of the virus in up to five out of 10 persons for genotype one and in up to eight out of 10 persons for genotypes two and three.
- Drinking alcohol can make your liver disease worse.

For Information on Viral Hepatitis:

Persons requesting information on viral hepatitis should

- Call the CDC Disease Information Hotline at (404) 332-4555
- Visit the CDC's website at <http://www.cdc.gov>
- Send an email inquiry by visiting the following website: <http://www.cdc.gov/netinfo.htm>