

**Grand View University**

# **Student Handbook**

**2022-2023**

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# **Grand View University Mission**

**Grand View engages, equips and empowers students to fulfill their individual potential and serve society.**

Committed to the development of the whole person – mind, body and spirit – and to preparing students for successful careers and responsible citizenship both in their communities and in a diverse and changing world, Grand View offers a liberal arts education that:

- **CHALLENGES STUDENTS TO INQUIRE** with a disciplines and critical mind, communicate effectively and display an awareness of the global issues that affect us all.
- **CREATES A COMMUNITY OF LEARNERS** where differing perspectives are welcome, where friendly interaction is the norm and where intellectual and personal integrity is expected and modeled.
- **OFFERS A SUPPORTIVE ENVIRONMENT** where students can engage in community with others, discern life purpose and grow in leadership.
- **AFFIRMS CHRISTIAN FAITH AND ETHICS** as a vision for life, a vision that enhances our respect for the diversity and dignity of all people, for relating to others and for the pursuit of lifelong learning.

Informed by its Danish Lutheran heritage,  
**GRAND VIEW IS A SCHOOL FOR LIFE.**

# Grand View University

## Academic Calendar – 2022/2023

### Fall Semester, 2022

Thurs, Aug 25	Opening Faculty Meetings
Fri, Aug 26	Opening Faculty Meetings
Fri, Aug 26 – Sun, Aug 28	New Student Days
Mon, Aug 29	<b>Fall Classes Begin</b>
Mon, Aug 29 – Sat, Oct 22	<b>Session I</b> (No Classes September 5)
Fri, Sept 2	<b>Last Day to Add/Drop w/out a "W" Grade for Fall Semester Classes</b>
Fri, Sept 2	<b>Last Day to Drop w/out a "W" Grade for Session I Classes</b>
Mon, Sept 5	<b>Labor Day; No Classes; University Offices Closed</b>
Fri, Sept 30	<b>Last Day to Drop Classes with a "W" Grade for Session I Classes</b>
Tues, Oct 11	<b>Midterm Grades due by Noon</b> (Fall Semester Classes Only)
Fri, Oct 14	<b>Fall Break; No Classes; University Offices Open</b>
Mon, Oct 24 – Sat, Dec 17	<b>Session II</b> (No Classes November 21-25)
Mon, Oct 17	<b>Graduate Students</b> Registration for Spring & Summer 2023 Begins
Tues, Oct 25	Session I Grades Due at Noon
	<b>Last Day to Drop from Classes with a "W" Grade for Fall Semester Classes</b>
Fri, Oct 28	<b>Last Day to Add/Drop w/out a "W" Grade for Session II Classes</b>
Fri, Oct 28	<b>GV Complete Seniors</b> (90 + Credits)
Mon, Oct 31 - Tues, Nov 1	Registration for Spring & Summer 2023 Classes Begins
	<b>Seniors</b> (90 + Credits)
Wed, Nov 2- Fri, Nov 4	Registration for Spring & Summer 2023 Classes Begins
	<b>GV Complete Juniors</b> (60-89 Credits)
Mon, Nov 7 - Tues, Nov 8	Registration for Spring & Summer 2023 Classes Begins
	<b>Juniors</b> (60-89 Credits)
Wed, Nov 9 - Fri, Nov 11	Registration for Spring & Summer 2023 Classes Begins
	<b>GV Complete Freshmen/Sophomores</b> (Fewer than 60 Credits)
Mon, Nov 14 - Tues, Nov 15	Registration for Spring & Summer 2023 Classes Begins
	<b>Freshmen/Sophomores</b> (Fewer than 60 Credits)
Wed, Nov 16 - Fri, Nov 18	Registration for Spring & Summer 2023 Classes Begins
	<b>Thanksgiving Break; No Classes; University Offices Close at Noon on Wednesday; Offices Closed Thursday and Friday</b>
Mon, Nov 21 – Fri, Nov 25	<b>Last Day to Drop Classes with a "W" Grade for Session II Classes</b>
Mon, Nov 28	Fall Semester Classes End
Fri, Dec 9	Fall Semester Examinations
Mon, Dec 12 – Thurs, Dec 15	Final Grades Due for Fall and Session II
Tues, Dec 20	University Offices Closed
Fri, Dec 23 – Mon, Dec 26	University Offices Closed
Fri, Dec 30 – Mon, Jan 2	University Offices Closed

## Spring Semester, 2023

Mon, Jan 9	Spring Semester Classes Begin
Mon, Jan 9 – Sat, March 4	<b>Session III</b> <b>Last Day to Add/Drop w/out a "W" Grade for Spring Semester Classes</b>
Fri, Jan 13	
Fri, Jan 13	<b>Last Day to Drop w/out a "W" Grade for Session III Classes</b>
Mon, Jan 16	<b>Martin Luther King, Jr. Day; No Classes; University Offices Open</b>
Mon, Feb 6	<b>Graduate Student Registration for Fall 2023 Classes Begins</b>
Fri, Feb 10	<b>Last Day to Drop Classes with a "W" Grade for Session III Classes</b> <b>GV Complete Seniors (90 + Credits)</b>
Mon, Feb 20 - Tues, Feb 21	Registration for Fall 2023 Classes Begins <b>Seniors (90 + Credits)</b>
Wed, Feb 22 - Tues, Feb 24	Registration for Fall 2023 Classes Begins
Tues, Feb 21	<b>Midterm Grades due by Noon (Spring Semester Classes Only)</b> <b>GV Complete Juniors (60-89 Credits)</b>
Mon, Feb 27 - Tues, Feb 28	Registration for Fall 2023 Classes Begins <b>Juniors (60-89 Credits)</b>
Wed, March 1 - Fri, March 3	Registration for Fall 2023 Classes Begins
Mon, March 6 - Tues, March 7	<b>GV Complete Freshmen/Sophomores (Fewer than 60 Credits)</b> Registration for Fall 2023 Classes Begins
Tues, March 7	Session III Grades Due at Noon
Wed, March 8 - Fri, March 10	<b>Freshmen/Sophomores (Fewer than 60 Credits)</b> Registration for Fall 2023 Classes Begins
Mon, March 6 – Sat, May 6	<b>Session IV (Spring break March 13 – 17)</b>
Fri, March 10	<b>Last Day to Drop with a "W" Grade for Spring Semester Classes</b>
Fri, March 10	<b>Last Day to Drop w/out a "W" Grade for Session IV Classes</b>
Mon, March 13 – Fri, March 17	<b>Spring Break; No Classes</b>
Fri, April 7, Good Friday	<b>No Classes; University Offices Closed</b>
Fri, April 14	<b>Last Day to Drop Classes with a "W" Grade for Session IV Classes</b>
Fri, April 21	Spring Semester Classes End
Mon, April 24 – Thurs, April 27	Spring Semester Examinations
Sat, April 29	Baccalaureate and Commencement
Tues May 2	Final Grades Due at Noon

## Summer Session, 2023

Mon, May 8 - Fri June 2	<b>May Session Classes</b>
Mon, May 8 – Sat, July 1	<b>Session V (No Classes May 29)</b>
Tues, May 9	<b>Last Day to Add/Drop w/out a "W" Grade for May Session Classes</b>
Fri, May 12	<b>Last Day to Drop w/out a "W" Grade for Session V Classes</b>
Mon, May 15 - Sat, July 29	<b>Summer Trimester Classes</b>
	<b>Last Day to Add/Drop w/out a</b>
Fri, May 19	<b>"W" Grade for Summer Trimester Classes</b>
	<b>Last Day to Drop Classes with a "W" Grade for</b>
Tues, May 23	<b>May Session Classes</b>
Mon, May 29 Memorial Day	No Classes; University Offices Closed
Mon, June 5 to Fri June 30	<b>June Session Classes</b>
Tues, June 6	<b>May Session Grades Due at Noon</b>
Tues, June 6	<b>Last Day to Add/Drop w/out a "W" Grade for June Session Classes</b>
Fri, June 9	<b>Last Day to Drop Classes with a "W" Grade for Session V Classes</b>
	<b>Last Day to Withdraw from Classes with a grade of "W" for</b>
Tues, June 20	<b>June Session Classes</b>
	<b>Last Day to Drop Classes with a "W" Grade for</b>
Wed, June 28	<b>Summer Trimester Classes</b>
Mon, July 3 to Fri July 28	<b>July Session Classes</b>
Mon, July 3 – Sat, Aug 19	<b>Session VI (No Classes July 4)</b>
Tues, July 4 Independence Day	<b>No Classes; University Offices Closed</b>
Tues, July 5	June Session Grades Due at Noon
Tues, July 5	<b>Last Day to Add/Drop w/out a "W" Grade for July Session Classes</b>
Fri, July 7	<b>Last Day to Drop w/out a "W" Grade for Session VI Classes</b>
Wed, July 19	<b>Last Day to Drop Classes with a "W" Grade for July Session Classes</b>
Fri, July 28	<b>Last Day to Drop Classes with a "W" Grade for Session VI Classes</b>
Tues, Aug 1	July Session Grades Due at Noon
Tues, Aug 1	Summer Trimester Grades Due at Noon
Tues, Aug 22	Session VI Grades Due at Noon



# Administration

Humphrey Center  
Monday -Friday  
8:15 a.m. – 4:30 p.m.



Dr. Carl Moses  
Provost and Vice President for Academic Affairs

Dr. Rachelle Keck  
President



Bill Burma  
Vice President for Advancement



Christopher Lee  
Vice President for Administration & Finance



Kendall Dillon  
Vice President for Marketing and  
Communications



Debbie Barger  
Vice President for Enrollment Management



Time Wheeldon  
Vice President for Information Services and CIO



# Student Life Office

Student Center  
Monday-Friday  
8:15 a.m. – 4:30 p.m.

The Student Life Office is a multi-faceted office that assists students with their out-of-classroom experiences in order to support and enhance classroom learning. Resources are available through Student Life for Student Affairs, Leadership, Intramurals, Viking Brigade, Multicultural Outreach, Counseling Services, Student Activities, Residence Life, Career Services, Conferencing, Service Learning, Community Service and Student Clubs and Organizations.

**Multicultural and Community Outreach** provides programming, information and resources in the areas of diversity and community services. Students have the opportunity to become involved in a variety of projects and activities. Multicultural and Community Outreach provides opportunities to learn about, and celebrate, the diversity of our campus and community. Activities include Awareness Months, the Multicultural Fair and the Martin Luther King Jr. Day Celebration. Students are also encouraged to become involved in the Diversity Alliance that meets twice each month.

**International Students.** If you are an international student, Alex Piedras, Director of Multicultural and Community Outreach and the Student Life Office can assist with housing, personal and social adjustments, compliance with immigration regulations and special requirements concerning your residence in the United States of America. You need to keep your passport, visa and address up-to-date at all times. The U.S. Citizenship and Immigration Services office requires that all international students update their address information with the Student Life Office within five days of any address change and contact the Student Life Office to keep your immigration status current. You may not be employed or transfer to another school without informing Alex Piedras, Director of Multicultural and Community Outreach & International Student Advisor.

Dr. John Howe  
Senior Student Affairs Officer  
263-2885



Betty Anderson  
Administrative Coordinator –  
Student Life and Success  
Center  
263-2885



Alex Piedras  
Director of  
Multicultural & Community  
Outreach & International  
Student Advisor  
263-6017

# Residence Life Office

Student Center

Monday-Friday

8:15 a.m. – 4:30 p.m.

Nights & Weekends: Contact Your Resident Assistant or Hall Director or  
Campus Security 515-263-6000

The Residence Life staff welcomes you into the Grand View University community, and will strive to provide a quality experience for you. With over 800 students living on campus in our six residence halls, Residence Life offers an exciting opportunity for personal, and social, educational, physical and emotional growth. Each floor of each residential hall is staffed with trained Resident Assistants who are available to assist and engage with the community.

The Director of Residence Life, Associate Director, and Hall Directors live on campus and have the training and expertise to create a safe and engaging atmosphere for all residents. Campus Security is available 24/7 to assist with any lock-outs or emergencies. Residence Life resources and policies are designed to create an environment that balances freedom, responsibility, and a shared vision of educational, social, and cultural interests.



**Robby Patterson**  
*Director of  
Residence Life*

Grand View University offers numerous housing options for upperclassmen and underclassmen. All of Grand View's housing options are facilities that prepare students for their different stops on the journey toward independence. All spaces have wireless internet access. Additionally, each residential space has numerous study locations and printers for student to use at all hours. Below are the six housing options.

**Knudsen Hall** – Knudsen is home to 114 first year & returning students and directly connects to the Charles S. Johnson Wellness Center. Named after the tenth president of Grand View University, Johannes Knudsen, the residence hall was built in 1963 and fully renovated in 2004.

**Nielsen Hall** – Nielsen Hall is home to 118 first year and & returning students, contains a recreation game room area on the first floor lounge for residents – and a lounge on every floor. In the basement is the ESport Gaming Arena built in 2017. Nielsen Hall was built in 1968 and was named after Ernest Nielsen, the University's eleventh president.



**Morgan Riessen**  
*Associate  
Director of  
Residence Life*

**Langrock Suites** – Langrock Suites is home to 148 first year and returning residents including the Nursing Living and Learning Community known as the “nPod”. Langrock Suites is a very attractive building with a large community area on the 3<sup>rd</sup> floor and great natural lighting. Each suite has four students in two bedrooms and contains a living area, private bath and air conditioning.

**Hull Suites** – The Hull Suites are the newest residential addition to Grand View and are connected to the Hull Apartments. Hull Suites provides upperclassmen housing and is home to 151 students. Each suite has four students in two bedrooms and contains a living area, private bath and central air. There are lounges on the second and third floors, and the first floor shares a lounge with



**Jacquelyn Alberto**

*Hall Director  
Langrock Suites  
and L Apartments*

the Hull Apartments. The laundry room for the suites as well as the apartments is located on the first floor on the suites side.

**Hull Apartments** –The Hull Apartments were built in 2003 and are home to 109 students. Six, five and four-person apartments are available to students. Each apartment includes individual private bedrooms, a common living room, full kitchen, two bathroom areas, and central air. There is large community game room and a community kitchen on the first floor that is available for use to anyone living in the apartments or the suites.

**The L Apartments**— This upper-class complex, built in 2011, is designed for independent living. This 232-bed facility offers two or four-person apartments. The building and individual student apartments are accessed via a card admittance system. Each apartment includes a private bedroom for each occupant with a common living room and kitchen, a shared bathroom designed for private multi-person use, and central air.

*Hall Director  
Knudsen and  
Nielsen Hall*

Only full-time (12 credit hours or more for undergrad, 9 credits or more for graduate) Grand View University students may live in the residence facilities during the academic school year. Summer housing is available for graduating students or students who are enrolled for classes the following fall. Summer housing is May-July and students pay a monthly fee for summer housing depending on where they stay on campus.



**Bryce Dean**  
*Hall Director  
Hull Apartments &  
Hull Suites*

An institutional deposit of \$200 is required of each student before an application for a room may be submitted. This deposit is only paid once for the student’s entire time living on campus and is not applied toward room payments. Residents will be held responsible for damage to residential facility property and will pay all charges immediately upon receiving a bill for the damage. Students are also responsible for returning required paperwork by its assigned deadline to maintain their housing status and housing deposit. Cancellation of housing must be received in writing by March 1 for returning residential students and by July 1 for new residential students for a refund to the deposit to be made. After those dates students can still cancel their housing contract for the school year, but will forfeit their deposit.

Apartment housing is limited to students who are either a) 21 or older at start of semester, b) at least 2 years past their high school graduation year, or c) qualify for an accommodation. Hull Suites are limited to students at least 1 year past their high school graduation year.

# Student Activities



**Heidi Pries**  
*Director*  
*Student Involvement*  
*& New Student*  
*Programs*  
515-263-2843

A university education involves more than obtaining course credits. It is the total experience, in and out of the classroom, where individual growth is optimized through participation in activities and organizations. Student organizations and programs provide the opportunity to explore, experience, and enhance potential interests while also connecting to others in the campus community.

Grand View University through the Student Life Office offers a full range of programs and events. University-sponsored activities and organizations are offered free of charge or at a minimum cost. Involvement outside of the classroom can supplement and strengthen the educational experience, provide skill development and build lifelong friendships.

The **Student Involvement Office** helps students get off on the right foot - from Welcome Week and orientation to providing leadership and resources for the development and success of the student leaders of Grand View University clubs and organizations. The Student Involvement Office answers question about clubs and organizations, as well as how to start a new club/organization. In addition to assisting with campus-wide events, the Student Involvement Office assists with service learning and community service activities.



**Rachelle Mitchell**  
*Manager*  
*Social Media &*  
*Public Relations*  
515-263-6024

# Public Relations

Toot your own horn! If a student would like Grand View University to send information about their honors and activities to their hometown newspaper, the **Public Relations** department will send out the news releases. Simply complete the newspaper information requested on the registration form or contact the Public Relations department. Let your hometown residents know of all your university achievements!

# Viking Council

Viking Council, the official student government of Grand View University, has its office in the Student Center next to the Student Life and Student Success Center. The student body elects the officers of Viking Council in February, and those elected serve for the following academic year. Interested students may check the Viking Council Constitution concerning eligibility to participate, elections, selection of representatives and related matters.

All full-time students are welcome to attend Viking Council meetings. General Board Meetings take place the second Thursday of each month in the Krumm Building in the Centrum.

An activity fee is a part of all full-time Grand View University tuition. This money is allocated to Viking Council to support campus activities, projects and community programs. Viking Council in turn allocates money to University-recognized student organizations. The bulk of activity fee money is spent to provide a diverse array of activities which will appeal to the greatest number of students. Viking Council attempts to achieve a balance between social, recreational, educational and cultural programming.

The **Executive Board**, which governs Viking Council, is made up of the officers elected by the student body. The adviser for the Viking Council is the Vice President for Student Affairs.

The **Student Activities Council**, or **SAC**, of Viking Council develops and schedules campus-wide programs and activities and promotes special programs. Examples of campus-wide programming are: dances, film series, educational workshops, political speakers, professionally produced entertainment specials and special musical entertainers. Smaller student organizations often co-sponsor events and activities with SAC. The Associate V.P. for Student Affairs serves as the advisor for SAC.

**How to Start a New Club or Reactivate One that is Dormant.** If a group of like-minded students form an organization and wish to be recognized by Grand View University, they should set up a meeting with the Director of Student Involvement, who will assist them. In general, a group may expect that they will need to present:

*Sample constitution.* Templates and examples are available from the Director of Student Involvement.

*Roster of members.* Only enrolled Grand View University students may be principal representatives.

*Name of at least one faculty or staff sponsor/adviser.* The adviser serves as a counselor and guide to help facilitate growth within the group. The adviser can assist students in realizing the goals of an organization and make sure the organization functions within all the guidelines and procedures. Adviser responsibilities include: attending organization meetings and/or functions as often as possible; be aware of Grand View University concerns for activities and commitment; assist student officers in submitting information on time, being regularly represented at Viking Council meetings, and understanding obligations to Grand View University; actively advise students about issues of concern to the organization; informing the organization that an adviser has no financial liability for organizational debts or programs; consult as needed with administrative staff whose responsibilities relate to the effective functioning of the student organization.

Benefits of being a Grand View University recognized club or organization include:

- Listing in the Organizations section of the Student Handbook, the Grand View University catalog or in other official Grand View University publications.
- Participation in University-sponsored activities involving recognized student organizations.
- Publicity of meetings and approved events including posting in compliance with the policies established by the Vice President for Student Affairs and in campus sources such as the *Grand Views* and MyView website.
- The services of the Student Life Office in assisting with events and community contracts.
- Representation on the Viking Council, which affords the group the opportunity to participate in campus leadership and to acquire skills to help with the group's programming.
- Freedom to organize activities with the prior approval of the Student Life Office and to hold fund raising events to benefit the organization.
- Opportunity to share common interests and broaden social horizons.
- Consideration for funding by Viking Council.

**Student organizations are prohibited** from engaging in projects to evaluate faculty or staff members outside of those procedures identified in the faculty and/or staff handbooks.

**Fundraising.** Student organizations may wish to supplement the funds they obtain from Viking Council's distribution of student activity fee monies by raising money themselves. Proposals for fund raising events must be discussed with and approved by the Student Life Office **in advance** of publicity and/or financial commitments.

**Posting.** Any sign, poster or notice, in order to be posted on campus, must first be stamped and dated at the Welcome Desk in the Student Center. The person/organization posting an approved sign is responsible for removing the sign(s) on the day following the event. Signs advertising personal service will be posted for a maximum of two weeks, after which time the signs must be removed. Signs or notices found in violation of the above stipulations will be removed by University staff.

Signs and notices may be posted on bulletin boards only in academic buildings, the Humphrey Center, the Student Center, the residence halls or the faculty office buildings. Signs may not be placed on windows, doors or walls. If you have any questions as to what is appropriate, the Student Life Office will assist you. Any sign, poster or notice to be posted must clearly identify:

1. Organization(s)/person(s) who are sponsoring the event,
2. Date, time and location of event and
3. Any charges for the event.

Students are encouraged to be creative in how they advertise events. This creativity, however, should not be unsafe in any manner or disrupt the smooth operation of the campus community.

# Clubs and Organizations/Leadership Teams

\*Denotes Leadership Teams

Following is an alphabetical list of current student clubs, leadership teams, honorary societies and organizations and the name of the faculty/staff sponsor:

**AAUW** - Grand View's official chapter is open to both men and women in the promotion of better understanding of the opposite gender. We are committed to gender equity and have a specific focus on preparing women and girls for the workplace and raising awareness about gender stereotypes and challenges that face women in professional society. We are also interested in the discussion of gender roles for both men and women and the examination of the psychological and sociological factors that contribute to said gender roles. AAUW is open to all Grand View students, faculty, and staff. *Advisor: Brittany Cottrill*

**Alpha Chi** - a national honor society, promotes and recognizes scholarship and strong character among students in all academic divisions of universities and universities. Membership is by invitation to all juniors and seniors, full-time or part-time, in the upper 10 percent of their classes academically. Students must have completed a minimum of 24 semester credits at Grand View University in order to qualify for membership. As a student organization, the Iowa Theta Chapter of Alpha Chi exists to promote excellence and the love of learning among its members within Grand View University and the community. *Advisor: Dmitry Yarushkin*

**Alpha Mu Gamma** - honors students for outstanding achievement during their first year of foreign language study. Students may be admitted at any stage of their university career. Applicants must have an A in one foreign language course, no lower than a B in a second language course and have at least a B average in all other coursework. *Advisor:*

**Alpha Psi Omega** - is a national honorary fraternity founded to recognize student achievement in university theater. To be eligible for membership, students must meet the national criteria for participation in acting, directing and technical theater. *Advisor: Kristin Larson*

**Alpha Sigma Lambda** - National Honor Society is a non-profit organization devoted to the advancement of scholarship and to the recognition of non-traditional students continuing their higher education. Potential inductees may be part-time or full-time students, must have completed a minimum of 24-graded semester hours at Grand View University and have attained a minimum grade point average of 3.5 on a 4.0 scale. *Advisor: Jacquie Welty*

**Art Club** - open to all students, promotes a greater appreciation of art through various projects and student art exhibitions. *Advisor: Rachel Schwaller*

**ASBMB** – Connect students interested in Biochemistry and Molecular Biology with a network beyond Grand View and the Des Moines community. *Advisor: Laura Salazar*

**BESO** – The purpose of B.E.S.O. is to promote and advocate for bilingual/bicultural/ELL education. B.E.S.O. provides opportunities for students to network, fellowship, support one another, and grow through professional development. B.E.S.O. also seeks to serve/mentor/recruit future bilingual educators and engage with underrepresented populations in the community. Attending and participating in conferences related to bilingual/bicultural/ELL, enhancing leadership skills, and connecting with resources are other main purposes of B.E.S.O. *Advisor: Lindsay Grow*

**Biology Club** - The goal of the Biology Club is to encourage students with an interest in the Biological and Physical Sciences to pursue academic advancement through discussion and activity in the college and around the community, including volunteering, fundraising and education outreach, with an emphasis in preparing students for their future as professionals in the Biological science field. *Advisor: Marisa King*

**BSU Black Student Union** – The purpose of the Black Student Union is to provide the Grand View community with opportunities to expand their knowledge of African American Culture around the Grand View campus. The Black Student Union will also work toward establishing a cohesive union of African American Students, African American faculty, and the greater GVVU community to become involved on campus. *Advisor: Alex Piedras and Kimberlee Gregory*

**Campus Fellowship** - provides Christian fellowship for students at Grand View University. Campus Fellowship is dedicated to providing opportunities for students to interact with other students of the same faith and to serve Grand View University by actively participating in campus life and being a resource of assistance where needed or called upon. *Advisors: Pastor Russ Lackey*

**Diversity Alliance** - organizes many different events to promote campus cooperation and understanding, including: bi-weekly meetings, cultural awareness projects, Multicultural Visit Day, leadership conferences, Martin Luther King, Jr., Day Program, campus speakers, campus newsletter, Ethnic Food Fair and cultural sharing programs through volunteer work. *Advisor: Alex Piedras*

**Criminal Justice Club** - broadens educational experience of the Criminal Justice majors beyond classroom experience while working to increase awareness of the role of the discipline within the campus community and beyond. *Advisor: Dr. Ahmadu Baba-Singhri*

**Education Club** - is open to any student interested in becoming an educator. Members are given the opportunity to explore teaching as a career, to develop an understanding of education as a profession and to assume leadership positions. A wide range of social, service and professional events are held to complement and enhance classroom learning experiences. Membership in the Student Iowa Education Association is an option. *Advisor: Leah Cole*

**FCA (Fellowship of Christian Athletes)** - The mission of the Fellowship of Christian Athletes is “to present to athletes and coaches, and all whom they influence, the challenge and adventure of receiving Jesus Christ as Savior and Lord, serving Him in their relationships and in the fellowship of the church.” *Advisors: Pastor Russ Lackey*

**FOCUS (Fellowship of Catholic University Students)** - The purpose of this organization shall be to foster knowledge of biblical Christianity, Jesus Christ and the Roman Catholic Church among students at Grand View University. FOCUS is a national outreach to college campuses. Through small group Bible studies, large group leadership training and one-on-one mentoring, FOCUS offers the fullness of life in the Catholic Church to all college students and equips them with the knowledge and tools to help them share this good news with their friends. *Advisors: Pastor Russ Lackey*

**GV Athletic Training** - Promote the importance and benefits of Athletic Training

- Provide members with opportunities to build resumes and network
- Create a community within Grand View with like-minded individuals
- Host events that provide learning and leadership opportunities for the continued growth of its members

*Advisor: Chris Visselman*



**Grand View Student Ministries** - Students who have a passion for ministry can find an outlet for their gifts through Grand View Student Ministries (GVSM). GVSM supports and connects students at all stages of faith – the searcher, the doubter, and the committed – with ministry and service opportunities both on and off campus. The Student Ministry Team provides valuable guidance for students hoping to launch new ministries and support to those continuing ones. GVSM is committed to prayerfully identifying and purposefully seeking to better meet needs both on campus and in our local community for the sake of the gospel. *Advisors: Pastor Russ Lackey*

**Grand View University Choir** - is open to all students by audition. It rehearses four days per week with a fifth class period devoted to developing and improving sight-singing skills. Choir members receive course credit and may apply for choral scholarships. The Choir performs for University and community events, assists in the leadership of worship and tours during spring vacation each year. *Advisor: Dr. Kathryn Duffy*

**Grand View University Kantorei** - is a small ensemble selected by the director from the students involved in the Choir. Kantorei performs works suited to a small number of voices and sings regularly for University chapel services. Selection is based on a combination of factors, including sight-singing ability, voice quality, blend with other voices in Kantorei, number and voice part positions open. *Advisor: Dr. Kathryn Duffy*

**GV Dance Marathon** - The purpose of GV Dance Marathon is to support The Children's Miracle Network Hospitals by partaking in the Dance Marathon, raising money for research, equipment, enhancements, and education for the children's hospitals. Our hospital would be the University of Iowa Children's Hospital. We plan to create several smaller events to promote and fundraise for the GV Dance Marathon "Big Event," which will be a 12 marathon in the Spring to raise interest and inform students on the Grand View campus about Dance Marathon and Children's Miracle Network. *Advisor: Heidi Pries*

**GV Eco** – The purpose of GV Eco is to provide students opportunities to discuss and debate environmental issues and educate the Grand View Community on issues related to the environment. *Advisor: Paul Brooke*

**\*GV United** - is committed to serving Grand View University by creating connections between students, alumni and corporate supporters. Student members of GV United have unique opportunities to serve, lead and represent Grand View University both on campus and at alumni events. If selected to be a member, involvement is essential and extremely rewarding. Involvement on the GV United team develops effective and responsible leadership skills through contact and experience in university projects and programs, thereby enhancing the education of the student team members and preparing them to serve as future alumni leaders. This leadership team is advised by the Grand View University Alumni Relations Office. *Advisor: Carrie Sponheim*

**Human Services Club** - The purpose of this club shall be to represent the interests, further the social and personal growth, and promote the general welfare of the members of the organization. *Advisor: Kris Owens & Jill Sudak-Allison*

**Intramurals** - Grand View University's Intramural program offers opportunities for all members of the Grand View University community to participate in intramural activities. Depending on student interest, the intramural program may include men, women and co-ed flag football, basketball, volleyball, golf, Frisbee golf, ultimate Frisbee, kickball, badminton, table tennis, billiards, bowling, dodge ball, sand volleyball, whiffle ball and any other activity that students would like to participate in. All students, faculty and staff are eligible and encouraged to

participate throughout the year. There are many leadership opportunities for students available within the intramural program. The intramural program is supervised by the Director of Intramurals, supported by the Viking Council, and sponsored by the Student Life Office. *Advisors: Robby Patterson*

**Investment Club** – The purpose of The Investment Club is to provide Grand View University with a platform where students can learn more about investments in a fun and open environment. *Advisor: Amanda Daugherty*

**Kinesiology Club** – Promotes Health and Wellness throughout the GV Community. *Advisor: Zeb Sullivan*

**Math and Computer Science Club** - goal is to encourage students with interest in mathematics and computer science topics to pursue academic advancement and field-related opportunities in Grand View University and around the community. Membership is open to all Grand View University faculty, students and staff. Four official club officers are elected by voting members of the club and, in addition to the two faculty sponsors, comprise the executive board (E-board). *Advisor: Dr. Sergio Loch*

**\*Multicultural Ambassadors** – The role of Multicultural Ambassadors at Grand View University is to engage the community by bringing events and activities to campus to allow people to experience diversity. *Advisor: Alex Piedras*

**Nursing Student Association (GV-NSA)** - is open to all students enrolled in the nursing and pre-nursing programs. Its purpose is to prepare nurses for active participation in the ongoing affairs of nursing and in charting its future direction. The GV-NSA fosters the formation of leadership skills and cultivates attitudes that result in a commitment to the challenges which nursing faces. The GV-NSA sponsors social and professional events throughout the school year. *Advisor: Rachel Seltz-Falk*

**Phi Beta Lambda** - The purpose of the GV - PBL chapter is to provide Grand View University students with opportunities for advancement through business-oriented campus and community outreach. PBL is an integral part of the instructional program and in addition promotes a sense of civic and personal responsibility. *Advisor: Alec Zama*

**Phi Eta Sigma** - a national academic honor society, membership is extended to freshmen students who have excelled in their class work. Any full-time student, with no previous university course work and a 3.50 grade point average for the first or first two semesters of full-time enrollment, is eligible. *Advisor: Steve Snyder*

**Poetry Club** - Grand View Poetry Club is a safe space where aspiring poets can gather to read, critique, and gain helpful criticism for their poetry. We will maintain an atmosphere of comradery to better understand and gain meaningful insight into our own works and the works of others. *Advisor: Paul Brooke*

**PreSOMA** - The purpose of the PreSOMA club is to provide information and knowledge about osteopathic medical schools and what they have to offer to students planning to pursue a medical degree after Grand View. *Advisor: Jori Avery*

**P.R.I.D.E.** - provides students with an engaging and safe learning atmosphere. We seek to educate students and faculty about what it means to be gay, lesbian, bisexual or transgender. We hold a nonjudgmental view of one's sexual orientation. We want to serve the community at large as well as our school community. We celebrate and support each other individually. We seek to teach acceptance so that the future generations will not be afraid to speak out about or live their sexual orientation. *Advisors: Josh Call & Myke Selha*

**Psychology Club** - exists to promote interest in the study and application of human service skills through campus activities, to promote an understanding of the human services population through community-based organizations (internships) and to serve the greater Des Moines area by providing direct volunteer services. Membership is open to all students. *Advisor: Josh Woods*

**Social Work Club** - The purpose of the organization shall be to promote interaction of social work students between first year student's, sophomores, junior, and seniors by providing such opportunities as social events, specific work projects, and other learning experiences. The organization will also raise awareness and provide information to the entire student body, faculty and staff about social issues and social problems. *Advisor: Myke Selha*

**\*Residential Experience Council** – Campus residents are active in this hall government organization, which speaks to policies and matters of concern to all residents. Programs, events, and facility upgrades are planned to enrich the residential experience and to provide an environment which supports the total educational and student development process on campus. *Advisor: Morgan Reissen*

**\*Resident Assistants** - Grand View University Resident Assistants are the student staff members who assist students living in our residence halls. Resident Assistants build community in their buildings by hosting floor events, walking the building at night, and listening to any residential issues. *Advisor: Robby Patterson*

**\*Student Activities Council (S.A.C.)** - The S.A.C. board is funded by and reports to the Viking Council. The board develops and schedules campus-wide programs and activities throughout the school year to meet the diverse needs of the student population. *Advisor:*

**Sigma Tau Delta** – International English Honor Society, the society shall confer distinction for high achievement in English language and literature in higher education. *Advisor: Bobbi Olson*

**Sigma Theta Tau** - is the Grand View University Chapter of Sigma Theta Tau, the international honor society of nursing. The purposes of Zeta Chi are to encourage and recognize superior achievement and leadership qualities, to foster high professional standards and to strengthen commitment to the ideals and purposes of the profession. Membership is an honor conferred on nominated juniors and seniors. Criteria for eligibility are completion of nursing courses through the first semester of the junior year, a minimum GPA of 3.0 and demonstration of superior achievement in academic status, leadership and professionalism. Graduates of baccalaureate programs demonstrating excellence in leadership positions in nursing also are eligible for membership consideration. *Advisor: Catherine Homard*

**Spanish Club** - focuses on practicing Spanish and participating in community and cultural activities. Students feel comfortable no matter what the level of Spanish they have. Currently there are no dues, just voluntary donations for the various activities. There is room for all to participate and brainstorm. We are excited about many new community activities such as the Day of the Dead

display at the Art Center, helping with a Spanish Family Retreat Weekend, a game night, movie times and more. Join the fun and practice your Spanish! *Advisor: Amy Schumann*

**Sports Management Club** – The purpose of this club is to provide the Grand View University community with opportunities to expand their knowledge and awareness of the field of sport management, to increase engagement with sport management practitioners in the field, and to promote service and volunteerism at sport organizations and events locally and beyond. *Advisor: Scott Bull*

**\*Student Leadership Team** - The Student Leadership Team provides input and planning for campus leadership activities and enthusiastically promotes leadership development on campus. Team members help to facilitate communication among student leaders as a whole, promote a healthy student leader community and have a desire to train and mentor potential student leaders. *Advisor: Kent Schornack*

**Theta Alpha Kappa** - is a national honor society for professors and students of Religious Studies/Theology. The primary purpose is to further the study of Religious Studies and Theology at the undergraduate and graduate levels. The title embraces the three areas of primary concern to students of Religion: God, Humanity and Community. Students may become eligible for membership in TAK by meeting the following requirements and any others determined by the local chapter: (1) completion of a minimum of two semesters at the institution where the inducting chapter is located; (2) completion of a minimum of 12 credits in Religious Studies/Theology; (3) attainment of a grade point average of at least 3.5 (or B+) in Religious Studies/Theology and a cumulative index of 3.0 (or B); and (4) achievement of standing in the upper 35 percent of their class in scholarship. All members participate in the work and in the direction of the society. *Advisor: Rev. Dr. Mark Mattes*

**Veteran's Club** – A student organization welcome to all students who have served or have a family member that has served in the armed forces. *Advisor: Kip Bottenfield*

**\*View Crew** - assists the Student Life Office as student representatives for Grand View University. Responsibilities include developing and implementing orientation programs, giving campus tours to prospective students and campus visitors, performing office work and telephoning prospective students to share with them opportunities available at Grand View. View Crew members are selected each year based on their communication skills, enthusiasm for Grand View University and responsibility. *Advisor: Heidi Pries*

**Viking Brigade** - supports Grand View University athletic teams throughout the school year. Students gather for sporting events to cheer on the Vikings to victory. Membership is open to all Grand View University students. The Viking Brigade is always looking for more members to fill the stands and become leaders in creating spirit at athletic events. *Advisor:*

**\*Viking Council** - is the Grand View University student government. The Council is composed of officers elected by the student body and a representative group of student senators. Viking Council is responsible for expenditure of student activity fees. The Council does this by providing programming and activities for all students with consideration for educational, social, cultural and recreational aspects of student life. *Advisor:*

**Viking Volunteers** - is a service organization open to all students interested in serving in the community. The group promotes community service projects to all students on campus. *Advisor: Heidi Pries*

**Voz Latinx** – The purpose of the “Voz Latinx” is to provide the Grand View community with opportunities to create a bond with others to expand their knowledge of Latinx Culture. The “Voz Latinx” will also outreach to the surrounding communities through volunteering in different programs and institutions. *Advisor: Alex Piedras*

### **How to get involved with a club or organization:**

- Attend the Involvement Fair held at the beginning of each semester and talk with current members of the group.
- Contact the organization advisor listed above to learn when the group will be meeting.
- Contact Heidi Pries if you are having a difficult time connecting with the group.
- Understand you can join an organization at any time during the year!

### **How to Start a New Club/Organization at Grand View University:**

#### ***Checklist to get started:***

- Establish a clear statement and purpose of mission to the Grand View community
- Compose an official club/organization constitution
- Assemble potential club members along with elected officers
- Acquire a faculty or staff advisor who is unattached to a currently recognized organization
- Schedule a meeting with the Director of Student Involvement and the Viking Council VP for Clubs and Organizations.
- Secure a place on executive board agenda.
- Secure a place on a General Board meeting agenda and present proposed club/organization constitution, roster, and a brief explanation to the general board.

#### ***Once you are approved as a recognized organization on campus you must:***

- Participate in yearly community service
- Attend monthly Viking Council general board meetings to share your updates/activities and receive funding
- Attend activity fairs
- Update your club display board used at the activity fairs
- Follow all posting procedures (signs must be stamped and hung in approved locations)

Contact Heidi Pries, at [hpries@grandview.edu](mailto:hpries@grandview.edu) with any questions on clubs and organizations.

## Things to consider when joining a group

### What is a 'high-pressure' group?

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These are other groups that use persistent recruiting efforts to win you over. They try to change your beliefs, opinions and values. Even if you say you're not interested, the recruiters may pursue you through frequent phone calls or even harassing behavior. These groups' way of recruiting members often lacks transparency and can use deception pulling in new members. You may be invited to fun

events such as volleyball or picnics but the recruiter won't tell you that everyone in attendance will be from the same organization. These virtual strangers will want to spend huge amounts of time with you.

These groups find potential members by looking for vulnerable people. Freshmen are particularly targeted because they are experiencing a transitional time in their lives. The focus can be religion, moneymaking ventures, politics or therapy. Their methods and beliefs may include homophobia, sexism or racism. To avoid recognition, the group may change its name frequently.

### Can high-pressure groups be harmful?

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These groups tend to isolate their members from family and friends and from other groups. They may ask you to give up control of your life, thoughts and decisions. They often focus on guilt and shame. They may promote crises with school, your career or your relationships. Sometimes their tactics of control and manipulation can frighten you to the point that you stop making decisions and asking questions for yourself.

### How can I identify a high-pressure group?

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Observe the group's responses to you and how you feel around them. If you can answer yes to most of these statements, you may want to seriously reconsider your involvement: The group seems perfect.

- Everyone agrees and follows all orders cheerfully and without question.
- The group claims to have 'all the answers' to your problems.
- You are required to recruit new members soon after joining.
- You begin to feel guilty and ashamed, unworthy as a person.
- The group encourages you to put their meetings and activities before all other commitments including studying, family and friends. The group speaks in a derogatory manner about your past religious, social or political affiliations.
- Your parents and friends are defined as being unable to understand or to help you with religious, political or other matters. Associating with them is not encouraged.
- Doubts and questions are seen as signs of weak faith or commitment.
- You are invited on a retreat with the group, but they can't give you an overview of the purpose, theme or activities before you go.

### When Will I Be Approached?

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College is an adult world with many decisions, anxieties and pressures. There are times when you may feel homesick, unloved or overwhelmed. These feelings are very normal; learning to cope with such feelings and keeping them in the proper perspective is an opportunity college provides. Yet, it is at these times that high-pressure groups tend to seek you out and begin recruiting. Members don't *join* a high-pressure group; they are *recruited*.

### When Am I Vulnerable?

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#### *When You Are Having a Tough Time Socially*

You don't have a date for an important social event. You feel as if you aren't a part of anything. You're bored with the same, dull routine of classes, dinner, studying and bed.

### *When You Are in Trouble Academically*

You feel like a failure because you are not meeting your personal academic standards. You are under pressure to improve your grades.

### *When You Are Hurting*

Your friends forgot to get you a ticket to a concert or to invite you to eat dinner with them. You just had a fight with your family. You are grieving over a person or relationship.

### *When You Are Lonely*

You are homesick for familiar friends and places. Your roommate is always out with other friends. You miss your significant other who is at another school.

### *When You Have Big Questions*

You're not sure if you've chosen the right major or career path. You don't know where you belong. You've had hard things happen to you in the past that you're trying to understand.

## What Should I Know?

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Feelings of fear, hurt and loneliness are reactions that can be confronted, put into proper focus and overcome. They are, however, uncomfortable if left unattended...and they are a clear invitation to high-pressure recruiters.

Reach out and get the opinion of someone you trust who is *not* a member of the group, such as a friend, professor, parent, counselor, residence hall advisor or a member of the clergy.

- Find out about new religious groups from your church or synagogue back home.
- Don't be afraid to ask questions! Be skeptical!
- Don't accept evasive answers.
- Don't be afraid to take a stand.
- Remember that it is okay to say "No."
- Examine yourself: Are you vulnerable?
- Check out organizations before you attend meetings.
- Call the Director of Student Involvement on campus for help and more information.

Do not give your telephone number, email address or home address to any group unless you are certain they are trustworthy. If the group's intent isn't entirely transparent, you can't be sure what its intention is.

Register complaints of harassing behavior with the appropriate authorities.

## Who Can Help?

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If you want to talk about high-pressure groups or you have questions you would like to ask, there are a number of places you can go to talk. At Grand View University a good place to start is the Director of Student Involvement, the Director of Leadership and Counseling and our campus pastors. Don't forget you can always talk with a trusted professor.

# Dining Services

Kent L. Henning Student Center

Amanda Riordan	Director of Dining Services	515-263-2838
Robert Zacek	Chef Manager	515-263-6148
Kianna Caldwell	Catering/Retail Manager	515-263-6147

Grand View University's food service is provided by ARAMARK Educational Services, LLC. The Grand View Dining offices are located on the second level of the Kent L. Henning Student Center adjacent to the Dining Center

## Meal Plans:

Flexibility makes it easy to get the most value from your plan. Whether you just need a between class snack, a full course meal, or coffee on the go, it's covered when you have a meal plan.

All students living on campus are required to purchase a meal plan. Students in their third year (or later) living in the L Apartments, Hull Apartments, or a Knudsen single will have the option to choose from a new All-Access plan or any of our Block plans. All-Access meal plans allow a student to eat all day long, whenever they choose. All-Access plans can be purchased on a five day or seven-day plan. (Five-day plans cover Monday-Friday. Weekend meals will need to be paid for with DB.) Block meal plans give you a set number of meal swipes per semester, and can be used on any day of the week. When you eat at the Student Dining Center, a meal will be deducted from your account automatically. Einstein's and Grand View Express will accept only Declining Balance (DB), cash, or credit cards. Block meals may be used to admit guests into the Student Dining Center, however, those who have All-Access plans must use DB to pay for guests.

When you purchase a block meal plan, you get:

- Credit for a certain number of meals at the Student Dining Center
- Flex Points or DB you can spend at Grand View Express or Einstein's. Plus you can add more DB at any time.

All Access 7: The 7 Day All Access plan comes with \$250 Declining Balance dollars to use at the Grand View Express, Einstein Bros. Bagels, or to treat a friend at the Student Dining Center. (This plan allows you to eat all 7 days of the week.)

All Access 5: The 5 Day All Access plan comes with \$250 Declining Balance dollars to use at the Grand View Express, Einstein Bros. Bagels, or to treat a friend at the Student Dining Center. (This plan only allows dining Monday-Friday with weekend meals being paid with DB.)

Block 160: A great value if you keep regular hours and eat most of your meals at the Student Dining Center. Includes 160 meals/semester and 300 DB/semester.

Block 100: A perfect plan so that you don't have to cook. Includes 100 meals/semester and 250 DB/semester.

Block 50: The best value if you don't want to pay with cash or leave campus to find food. Includes 50 meals/semester and 150 DB/semester.

Commuter 300: A convenient option if you like to grab snacks while on campus. Includes 330 DB. Available to any student not living on campus.



Commuter 80: All full-time students not living on campus will be required to purchase this plan, which includes 80 DB/semester. Great for quick snacks between classes or a warm coffee drink on a cold day. Can also be used at the new Student Dining Center.

Whether you eat every meal on campus or just grab a bite now and then, you'll love the value, variety and convenience of your meal plan.

All meal plan accounts are accessed via the Student Identification Card and are non-transferable. The Student ID functions like a debit card when scanned through the machines at the campus restaurants. The meal is deducted and the remaining balance is displayed after each use. You must have your ID card present when making a purchase.

Both All-Access and Block meal plans are valid per semester. Any unused meals will be forfeited. Meal plan change are only allowed at the beginning of each semester.

The DB included with your meal plan provides flexibility to your dining options, and also does not carry over semester to semester. Any remaining unused DB will be forfeited. These points may be used at any of the three Grand View Dining options on campus (Student Center Dining, Grand View Express, and Einstein's). If you have a significant amount of DB left to spend, there will be an opportunity to purchase items in bulk from GV Express at the end of each semester.

## **Dining Room Policies:**

In order to provide an enjoyable and pleasant meal-time experience, the following policies have been established for the campus restaurants:

1. Student identification cards must be presented prior to service.
2. Shirts and shoes must be worn in the dining room areas.
3. Guests are welcome in any of the food service locations. They will pay a guest cash-line price.
4. No china, glassware, silverware or any other non-disposable food service items may leave the dining hall.
5. Each customer is responsible for bussing his or her own food service tray to the designated return area. If assistance is needed, a Grand View Dining employee will be happy to help anyone with the proper procedure.

## **Dining Locations & Hours of Operation:**

### **Student Dining Center**

Kent L. Henning Student Center

263-6148

The all-you-care-to-eat dining hall is the perfect place to meet up with friends. This residential kitchen offers comfort food, pizza and pasta dishes, a produce market and deli, an all-American grill, as well as an exhibition station

### **Monday - Friday**

#### **Breakfast:**

Hot Breakfast 7:00 a.m.-9:00 a.m.

(Continental Breakfast 9:00 a.m.-10:45 a.m.)

#### **Lunch:**

10:45 a.m.-1:30 p.m.

(Light Lunch 1:30p.m.-4:45 p.m.)

#### **Dinner:**

4:45 p.m.-8:00 p.m.

(Until 7:00 p.m. Friday)

### **Saturday**

#### **Brunch:**

9:00 a.m.-1:00 p.m.

(Light Lunch 1:00 p.m.-4:30 p.m.)

#### **Dinner:**

4:30 p.m.-7:00 p.m.

**Sunday**

**Brunch:**

11:00 a.m.-1:00 p.m.

(Light Lunch 1:00 p.m.-4:30p.m.)

**Dinner**

4:30 p.m.-8:00 p.m.

**Grand View Express**

Kent L. Henning Student Center

The Grand View Express offers access to a variety of snacks and beverages, specifically tailored to students on the go. You'll be sure to find everyday essentials to keep you fueled up during your busy day.

**Monday-Thursday**

7:30 a.m.-9:00 p.m.

**Friday**

7:30 a.m.-3:00 p.m.

**Einstein Bros. Bagels**

Library  
263-6164

The library is now home to Einstein Bros, Bagels and is a perfect place to put the finishing touches on a paper or catch up with a friend. Einstein's offers a sophisticated blend of freshly baked bagels and sandwiches, specialty salads, and gourmet coffee.

**Monday-Friday**

7:45am-2:00pm

# Grand View University Bookstore

Student Center

Phone: 515-263-2833

Shop online any time at: [bookstore.grandview.edu](http://bookstore.grandview.edu)

Monday – Thursday 8:15 a.m. – 5:00 p.m.

Friday 8:15 a.m. to 4:30 p.m.

***During Breaks & Holidays:*** Monday - Friday 8:15 a.m. – 4:30 p.m.

***Summer:*** Monday – Friday 8:00 a.m. – 4:00 p.m.

***Extended hours will be announced as needed.***

## About the Bookstore

The Grand View Bookstore is owned and operated by Grand View University. All proceeds from the Bookstore help support University programs and operations. We guarantee the correct course materials or your money back.

## Reserve your books

Make ordering your textbooks simple by reserving your textbooks online ([bookstore.grandview.edu](http://bookstore.grandview.edu)) for pick up in the store at the beginning of fall classes. No need to hunt for books and stand in line. You can simply select your classes, choose new or used preferences and at checkout, select the in-store pickup option. When you arrive on campus, just stop by the Bookstore and give us your name and we give you your books. It's that simple. ***We also allow students to charge books and school supplies to their student accounts beginning two weeks before the start of each main semester through noon, Friday, of the first week of class.***

## Textbook Affordability

We know that textbooks are an important and sometimes expensive part of your education. That's why we try to have many ***used*** copies available, offer many titles for ***rent*** and are expanding into digital ***textbook*** formats. Our goal is to provide you with the best value in all your course material needs.



Tim Reger  
Director  
515-263-6136



Jessica Rodgers  
Assistant Manager,  
Operations &  
Merchandise  
515-263-6146

# Campus Services

Student Center in the Bookstore  
515-263-2925  
[campusservices@grandview.edu](mailto:campusservices@grandview.edu)

## *During Regular School Hours*

Monday – Thurs. 8:15 a.m. – 5:00 p.m.

Friday 8:15 a.m. to 4:30 p.m.

## *During Breaks & Holidays*

Monday - Friday 8:15 a.m. – 4:30 p.m.

## *Summer*

Monday – Friday 8:00 a.m. – 4:00 p.m.



Tim Reger  
Director  
515-263-6136



Brandon Dunkerson  
Manager  
515-263-2976



Brenda Beehler  
Bookstore/Campus  
Services Associate  
515-263-2925

Services provided include:

- Student Mail Box Assignment
- Mail Processing (incoming and outgoing), postage stamps
- Print and Copy Center (including, Large Format Printing, Commercial Printing, Laminating, Binding and General Copying)
- Campus IDs (\$20 to replace lost or damaged IDs)
- Grand View Vehicle Registration and Parking Decals
- Package Service (sending and receiving): US Postal Service, FedEx, and UPS
- Papercut Print Money Refill
- Faxing
- Accepts Visa, Mastercard, American Express, cash and checks

# Campus Security

Johnson Wellness Center  
Office: 515-263-2900

**Dial extension  
6000 or 515-263-6000  
ANY TIME Day or Night**

Per Mar, Inc. personnel provide campus safety services 24 hours per day, seven days per week, throughout the year. Officers patrol the grounds to deter and identify unsafe conditions that would adversely affect Grand View University students, faculty, staff, and visitors. Officers monitor security cameras that are positioned throughout the university buildings and grounds. In an event where safety may be compromised, officers will provide assistance.

Campus security officers work closely with Grand View University and with the area law enforcement agencies. Although not armed, the officers are trained to respond and deal with situations in a safe and effective manner and are in contact with the Des Moines Police Department when required.

Students wishing safe passage from one campus building to another, or to or from their vehicle, may call Campus Security for escort.

Although students may always call Campus Safety directly, in non-emergency situations, residential students may wish to first contact the Resident Assistant, Hall Director or Director of Residence Life, who have been trained to take action appropriate to the circumstances or the Associate Vice President for Student Affairs for non-residential incidents.

Other measures taken to assure the safety of the Grand View University community include electronic keycard security and professional staff in all campus residences, fire alarms and smoke detectors in all rooms, security lighting and emergency phones distributed around the campus. The phones automatically dial the Des Moines Police Department when the receiver is lifted.

**Note:** All yellow and red curbs on campus are fire lanes. Parking in Fire Lanes or tow-away zones will result in a \$100 fine. Parking is patrolled 24 hours a day, 365 days a year!

## Buildings & Grounds

Brad Erdmann, Director  
515-263-2841

Students should report maintenance problems via MyView with the shortcut to Maintenance Direct in the upper right corner or on the Facilities Management page under the Campus Life tab. For utility emergencies, please call Maintenance directly at extension 2841 or via Campus Security at 6000.



# Parking

**All students pay a parking fee for every semester enrolled unless a parking exemption waiver is completed and approved by the deadline stated on the exemption form.**

**Parking decals** are required for *all* vehicles that will be parked in campus parking lots. The parking decal is to be displayed on the inside of the back windshield, in the lower left-hand (driver's side) corner.

**Vehicle registration** for parking decals is available at summer registrations or during normal business hours at the Campus Services Desk in the Student Center. The following information is required to register a vehicle:

1. Name of student using the vehicle
2. Make, model and year of vehicle
3. Current license plate number
4. Color of vehicle
5. Name on Registration of vehicle

Parking decals authorize vehicles to park in specific campus lots. Each lot contains a parking sign indicating the decal color(s) allowed to part in the corresponding lot.

These colors correspond to the parking decal color of those who are permitted to park in that lot.

Green	Commuting Students (Student)
Yellow	Yellow Resident (Resident)
Orange	Reserved Resident (RR)
Blue	Faculty and Staff (Employee)

Grand View Campus Parking maps are available on My view, at the Circle Desk in the Student Center or Campus Services.

**Replacement Parking Decals/Changing Vehicles.** Damaged, destroyed, or otherwise irretrievable parking decals may be purchased from Campus Services. A majority of the damaged decal must be presented to qualify for a free replacement. If remains are not available a new parking decal can be obtained for \$15.00. If the vehicle you drive to campus on a regular basis changes during the school year, you must remove the current parking decal from your old vehicle and bring it in to Campus Services to obtain a new decal that will be linked to your new vehicle. Proof of accident or proof of vehicle sale will be required. If you receive a new license plate for your vehicle, please bring your old parking decal to Campus Services for a new one as your parking decal is keyed to your license plate number.

Students cross-registered with Drake University and Des Moines Area Community College are required to obtain and display Grand View University parking permit decals when on the Grand View University campus. Parking permit decals do *not* designate, reserve or guarantee a parking space, nor does Grand View University guarantee protection of vehicles parked in University lots or provide reimbursement for damage which occurs in campus lots. Lots which are shared with Grand View University by neighboring churches may upon occasion be closed to Grand View University parking for funerals or other special events. If the designated parking lot is full or unavailable, vehicles must be parked on the street, *not in a lot not authorized by the color of the decal*. As parking is limited, Des Moines commuting students may wish to take advantage of the Des Moines Metropolitan Transit Authority ([www.ridedart.com](http://www.ridedart.com)) which provides bus service to and from Grand View University along two of its major routes, as well as para-transit for those with qualifying special needs. This service is free by requesting a "ride dart" sticker to place on the front of your GV ID. Then simply show your GV I.D. when you board DART.

If the lots that you are to park in are all full and street parking is available, it's ok but highly discouraged. This is out of courtesy to our GV neighborhood homes and driveways. GV Campus Security provide safety for you as well as your vehicles when parked on campus. Street parking will be in accordance with Des Moines parking regulations. If you ever are concerned for your safety either heading to or exiting a class or practice, call 515-263-6000 to have a Security guard meet and escort you.

**Visitor Parking** spaces are reserved for short term use in designated areas, by vehicles without a Grand View University parking decals. If a student knows they will have a guest on campus, they may obtain a special guest parking decal to put on the guest's vehicle when they arrive. The guest parking decal is only for the Visitor lot outside the Student Center. Your guest cannot park in the lot that you are assigned. The guest parking decals are available from the Campus Services Desk in the Student Center. If a guest receives a Grand View University parking citation before the student has had a chance to request the special parking decal, the student should bring the citation with them to the Student Center Circle Desk so the citation may be voided and the guest decal issued.

**Handicapped Parking** spaces are available nearby all campus buildings. A state-approved plastic tag which attaches to the rearview mirror of a car that signifies the student has an impairment must be displayed *in addition to a Grand View University parking permit decal* to park in handicapped spaces in campus parking lots. The state-approved plastic tag may be obtained from the Iowa Department of Transportation's Office of Vehicle Registration. Vehicles parked in handicapped spaces without both tags may be subject to both Grand View University and city fines, and their vehicle may be subject to an auto boot or towing at the owner's expense.

**Vacation and Breaks.** Vehicles may not be left on campus lots during scheduled vacations and academic break periods without prior approval, and could be subject to parking violations or being towed.

**Snow Removal.** Vehicles may need to be moved during snow removal operations. Students will be notified via email and postings in resident halls if vehicles need to be moved, and a reasonable deadline will be given. If vehicles have not been moved by the deadline, the vehicle will be towed at the owner's expense.

An attempt will be made to contact the student before towing, but it is the vehicle owner's responsibility to move his/her vehicle by the deadline posted on the notice. Students who are off-campus without their vehicle for several days during the winter months should consider leaving their car keys with a trusted friend to assure car is moved as necessary.

**Towing and Parking Boot.** The University reserves the right to tow vehicles or implement a parking boot when deemed necessary. The owner of the vehicle will be responsible for all costs incurred. If a vehicle is moved before the tow vehicle arrives, the student/owner will be held responsible for any charges assessed by the towing company. When a parking boot is used, the vehicle owner should notify security; a \$50 fine will be assessed and any previous parking fines should be paid in full in order for the removal of the parking boot. Occasions for towing or use of the parking boot include, but are not limited to: provision for emergency vehicle access; pedestrian safety; abandonment; no parking permit; improper parking; failure to move vehicle after a reasonable time from notice to move; failure to pay fines. By accepting a parking permit, the individual agrees to pay all fees associated with towing or the use of a parking boot and assumes full liability for any damage, cost, or inconvenience incurred.

# Parking Regulations

**Parking regulations are in effect and enforced 24 hours per day, 7 days per week, 365 days per year – This includes breaks and holidays.**

1. All vehicles must appropriately display a current parking permit decal.
2. Vehicles must be parked within the areas specified for use by the color of their parking decal.
3. Vehicles must be parked within designated marked stalls at all times. Curbs marked in yellow or red are no-parking zones.
4. Vehicles may not be parked so as to obstruct the usual flow of traffic.
5. Parking is not allowed on any sidewalk.
6. Parking is not allowed on the grass.
7. Vehicles parked in Grand View University handicapped parking stalls must display the state-approved handicapped decal at all times.
8. Parking permit decals may not be used on any vehicle but that which is registered in the Campus Services. If a student gets a new vehicle and/or license number, it is their responsibility to contact the Campus Services to assure their vehicle registration is accurate.

All vehicles found to be in violation of the above regulations will be issued a parking ticket. Fines imposed for parking violations range from \$30 to \$100 per occurrence. A full fee schedule is kept by Campus Services, Student Life, and Campus Safety. A vehicle can receive two tickets in one day if spaced 12 hours apart.

Students are responsible for any citations that are issued to their car, regardless of the date issued or who was driving at the time of issuance. A vehicle parked on campus without a Grand View University parking decal sticker will be traced via local law enforcement agencies and a ticket will be issued to the student, staff, faculty associated to the vehicle owner.

All parking fines will be applied to the students' account, which may be paid in the Business Office. Failure to pay fines may cause negative balances to the student's account, which may restrict ability to receive future services with Grand View University.

**Right to Appeal.** If a parking ticket is perceived to be unjustified, the student has the right to file an appeal **within 10 days of receiving the citation** at the Student Life Office. All appeals made after ten days of receiving the citation will not be considered. *Ignorance of parking regulations is not an acceptable excuse for appealing a parking citation.*



## **Health Services**

Johnson Wellness Center, Room 119B

Monday - Friday: 8:00 AM – 4:00 PM

August 2<sup>st</sup> – End of 1<sup>st</sup> Semester

January 3<sup>rd</sup> – End of 2<sup>nd</sup> Semester

**Please call for an appointment**

**Phone: 515-263-2823**

**FAX: 515-263-6038**

Grand View Student Health Center is offered by Unity Point Health Systems/Blank Children's Hospital. It is located in the Wellness Center on the 1<sup>st</sup> floor. Our health care staff is available to help you with your health care needs while you are a student at Grand View University. All visits are confidential. Sick visits are free and physical and women's health exams and influenza vaccines are \$25, allergy injections are \$100/semester, and TB tests are \$20. Other injections will vary according to vaccine.

All full-time residential students, athletes and international students are required to complete the Student Health Form, a record of immunizations including 2 MMR vaccinations given after age 1 and a meningitis vaccine given in the past 5 years, and upload their insurance card information. Students indicating "yes" to any of the tuberculosis questions on the health form are required to have TB testing in the United States since their most recent high-risk exposure, or in the past 24 months. Nursing students need to follow their nursing handbook for required immunizations. Immunization records, insurance card copy and Student Health Forms should be turned in together.

We highly recommend students have health insurance. There is a Student Health Insurance Plan option offered to Grand View University Students. The coverage is limited although it does provide some financial relief for some of the major medical expenses. For information about insurance offered by Grand View University, inquire at the Student Life Office Reception Desk or on MyView. International students and athletes are required to carry health insurance.

**If you have an emergency, call 911.**

The closest hospital in Iowa Lutheran Hospital at 700 E. University Ave. Their phone number is 515-263-5612.

The closest Urgent Care is UnityPoint Health/Ingersoll at 2103 Ingersoll Ave. STE 2. Their phone number is 515-323-5680.

If you are ill and will miss a class, Health Services does not routinely provide excuses for students absent from classes. In the case of minor illness which causes a student to miss class, students are responsible for contacting the professors themselves. In the case of prolonged hospitalization or illness or family emergency, the student should contact the Student Life Office or the Vice President for Student Affairs to assist with communication to advisors and faculty.

# Campus Ministry

## Campus Pastor's Office:

Luther Memorial Church (M–TH; 9am to 4pm)

*Campus Ministry oversees faith life at Grand View. As a Lutheran university, grounded in the gospel of Jesus, the pursuit of faith matters deeply to our identity. For this reason, we welcome people of all stages of faith – the searcher, the doubter, and the committed – and support students in their own spiritual journey, regardless of their religious affiliation. There is a place for you at Grand View.*



Want to get involved with campus ministry? Check out any of the ministries below or email Pastor Russ or Levi.

- **Worship** - Singing, message, prayer, and community. There are multiple ways to engage worship on campus. Sunday mornings, Chapel, and Huddle.
- **Prayer** – Each week we send out a campus prayer. Included are prayer requests for the community. Feel free to send your prayer requests to the Campus Pastor at any time.
- **Huddle** – So much of our spiritual journey takes place in relationships with others. Come hear a word of hope, play games, and make friends that last a lifetime.
- **Small Groups** – Student-led, casual, Christ-centered. There are a number of groups on our campus. Meeting times vary by semester.
- **Peer Ministry** – Ministry of the everyday: welcoming someone, listening to a friend, helping a roommate with an issue, just being present with another person. Just us for our spring retreat!



Pastor Russell Lackey  
Campus Pastor  
rlackey@grandview.edu



Levi Faas  
Campus Ministry Associate  
lfaas@grandview.edu

## Ministries at Grand View:

- Chapel
- Huddle
- Small Groups
- Peer Ministry
- Catholic Mass
- Outreach
- Viking Catholics
- Fellowship of Christian Athletes
- Student Ministry Team
- Hougen Team
- Interfaith Opportunities



# Counseling Center Leadership Center

Student Center # 27

Monday – Friday

8:15 a.m. – 4:30 p.m.

Appointments Preferred

The Grand View University Counseling Center provides counseling services as well as referral to professional community resources. The center provides a confidential and supportive environment to discuss personal issues and work towards making positive changes to one's thoughts, feelings, behaviors and relationships. Frequently discussed concerns include relationships with others, life decisions, depression and anxiety, sexuality, eating disorders, substance abuse and loss. All services are provided at no cost. Appointments can be made by submitting a request at <https://www.grandview.edu/student-life/services/counseling> or by calling or e-mailing Kent Schornack (263-2986, [kschornack@grandview.edu](mailto:kschornack@grandview.edu)) or Emily Barnes (263-2881, [ebarnes@grandview.edu](mailto:ebarnes@grandview.edu)) at the Counseling Center.

The Office of Leadership oversees the development and training of student leaders at Grand View University. This includes recruiting and coordinating the hiring process for student leaders, providing leadership training to student leaders and advisors, encouraging leadership development and growth opportunities campus wide, and developing and maintaining standards for excellence in leadership. Students interested in student leadership opportunities at Grand View should contact Kent Schornack (263-2986, [kschornack@grandview.edu](mailto:kschornack@grandview.edu)) or Emily Barnes (263-2881, [ebarnes@grandview.edu](mailto:ebarnes@grandview.edu)).



**Kent Schornack**  
Director of Leadership and  
Counseling  
515-263-2986



**Emily Barnes**  
Assistant Director of  
Leadership and Counseling  
515-263-2881

# Academic Advising & Learning Support

## Academic Advising



**Dr. Bonnie Hall**

Director of Faculty Advising  
515-263-6018

**Academic Advisors** assist students with understanding Grand View University's academic requirements, curriculum, course sequences, major requirements and registration. Advisors also guide students in exploration of majors, careers, and vocations. Advising is a collaborative educational process that fosters holistic student development that leads to academic success and lifelong learning.

The relationship between a student and their faculty advisor is one of the most important of the student's college years. In order to make the most of the advising relationship, the student should:

- Schedule and participate in regular advising appointments per semester.
- Come prepared for each advising appointment.
- Learn how to access information using MyView and Navigate including scheduling advising appointments, the Grand View University catalog, core and degree requirements, student records and other tools.
- Become knowledgeable about and comply with university policies, regulations, programs and procedures.
- Create and maintain an appropriate completion plan.
- Make final decisions about own academic life and be actively responsible for academic career.
- Seek resources that promote academic success and assist in making academic and career decisions

Ultimately, each student is responsible for determining and shaping his/her own education and for ensuring timely progress toward graduation

If the student is unhappy with their assigned advisor, they are encouraged to first meet with that advisor or academic department. If the student continues to want to change advisors, the student should complete the Change of Advisor form located on the Advising page on MyView.



## **Disability Services**

Monday – Friday  
8:15 a.m. – 4:30 p.m.

**Megen Johnson**

Director of Disability  
Services  
515-263-2971

**Sara Goodwin**

Sign Language Interpreter  
and Interpreting Services  
Coord.  
515-263-6061

Recognizing and supporting diversity, Grand View University provides services for students with disabilities through the Director of Disability Services. The Director facilitates access to programs, services and activities that are provided at Grand View while encouraging and empowering students with disabilities to develop self-advocacy. Students with documented disabilities can arrange accommodations through the Director of Disability Services.

All Students benefit from learning support that extends beyond the classroom. This support increases the students' understanding of their classes. This support is primarily provided in the Academic Learning & Teaching (ALT) Center and is described below:

# The Academic Learning and Teaching (ALT) Center

Rasmussen 205



**Jade Horning**

Student Success Program Manager  
515-263-2860

All Students benefit from learning support that extends beyond the classroom. This support increases the students' understanding of their classes. This support is primarily provided in the Academic Learning & Teaching (ALT) Center and is described below:

**Tutoring** The ALT Center utilizes peer tutors to provide learning support to students in selected courses. These tutoring services are FREE and available to all Grand View students on a drop-in basis when tutors are available. Tutors are recruited and selected based on their demonstrated knowledge of a subject area and faculty recommendations. Tutors are then trained to provide learning support to students.

**Other Support** is available through the ALT Center in areas such as time management, study skills, and test-taking strategies. Assistance with navigating the learning management system (Blackboard) can also be arranged.

**The Writing Center** helps students improve their writing skills on *any* writing assignment. Peer tutors assist students with brainstorming, organizing, developing, documenting, and/or editing essays, reports, journals and/or research papers. Students are encouraged to make a tutoring appointment.

**The Mathematics Lab** allows students to drop in for help with freshman, sophomore and selected upper level math courses. Professional and peer tutors provide individual math support for all students. Students may seek assistance on their own or be referred by faculty members or advisers.

## Athletic Success



The Athletic Success Coordinator gives student athletes the support and resources they need to balance success in their chosen sports with academic achievement. Campus resources such as study tables, tutoring, math lab and writing center are coordinated for student athletes who can benefit from them. The coordinator also serves as liaison between the athletic staff and the faculty to identify student athletes' needs for academic support early on in their college career.

Michelle Prange  
Athletic Success  
Coordinator  
515-263-6196

All Grand View University coaches are part of the Athletic Success program, serving as mentors and monitoring returning student athletes as they move toward graduation. With the Athletic Success Coordinator, they also help develop and evaluate programs for incoming students to help them succeed in the classroom.



Completion Coaches work with students participating in the GV Complete program by assisting with financial and academic planning to achieve each student's path to graduation goals.



**Beth Carlson**  
Director of Whole Degree Planning  
515-263-2902



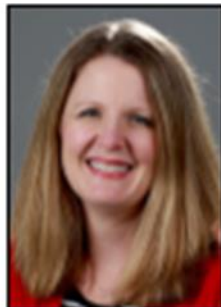
**Dani Gronk**  
Completion Coach  
515-263-6011



**Laurie Butz**  
Completion Coach  
515-263-2848



**Alex Piedras**  
Director of Multicultural  
& Community Outreach  
515-263-6017



**Brigid Ernst**  
Completion Coach  
515-263-2862



**Ryan Roy**  
Completion Coach  
515-263-2865



## *Educational Records Policy*

### **Notification to Students on Family Educational Rights and Privacy Act of 1974**

Grand View University, in full compliance with the Family Educational Rights and Privacy Act of 1974, shall make educational records available to students upon request. Likewise, in accordance with the law, individually identifiable educational records will not be released to other than authorized individuals without the written consent of the students. Students have the right to file complaints with the Family Educational Rights and Privacy Act Office (FERPA) in Washington, D.C., concerning alleged failures by the institution to comply with the Act.

Student educational records are open to inspection and review by the individual student with certain exceptions which are permitted under the act. Among those items excepted from this policy are confidential letters written prior to January 1, 1975, records held by counselors and other psychological records held on a student, private records in the sole possession of the maker, or financial records of the parents. Students' records are open to other school officials, including teachers within the educational institution or local educational agency who have been determined to have legitimate educational interest, and those others specified in the act.

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which student education records and personally identifiable information (PII) contained in such records — including Social Security Number, grades or other private information — may be accessed without student consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education or state and local education authorities ("Federal and State Authorities") may allow access to student records and PII without student consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to student education records and PII without student consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain and share without student consent PII from your education records, and they may track student participation in education and other programs by linking such PII to other personal information about students that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service and migrant student records systems.

Students have the right to challenge the contents of their education records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statements for inclusion in their files if they feel the decision of hearing officers is unacceptable.

Grand View University considers the following categories to be directory information, and, as such, may release it to any or all inquiries in such forms as news releases, directories or computer address lists: the student's name, addresses, telephone numbers, e-mail addresses, advisor, major field of study, dates of attendance, enrollment status, degrees and awards received, honors received (including Dean's and President's Lists), most recent previous educational agency or institution attended, photographic view or electronic images, class level, anticipated date of completion, participation in official recognized activities and sports and for members of athletic teams, weight and height.

Students who do not wish this information to be released may prevent such a release by sending a written request to the Registrar's Office. If a student requests that directory information not be released, it will prohibit Grand View University from providing any of the above information except the student's name, Grand View University e-mail address, information related to participation in sports and information published in the commencement program. If students do not want student's name, Grand View University e-mail address, information related to participation in sports and information published in the commencement program released, they should contact the registrar. Students who do not wish this information to be released may prevent such a release by sending a written request to the Registrar's Office. If a student requests that directory information not be released, it will prohibit Grand View University from providing any of the above information except the student's name, Grand View University e-mail address, information related to participation in sports and information published in the commencement program. If students do not want student's name, Grand View University e-mail address, information related to participation in sports and information published in the commencement program released, they should contact the registrar.

# Career Center



Haley Peeler  
Director  
Career Center  
515-263-2955

The Career Center provides students and alumni with services and resources to plan, develop and execute their career and professional development goals:

- Job & internship searching strategies
- On-campus work-study & student employment
- Part-time, seasonal & full-time job listings: Handshake & Parker Dewey
- Application materials: Resume & cover letter writing/reviews
- Interview preparation & mock interviews
- Networking: LinkedIn, connecting to alumni, informational interviews, shadowing
- Career fairs & employer networking events
- Career exploration: Assessments & choosing a major/career
- Vocation-centered coaching
- Graduate & professional school planning

Schedule a virtual or in-person appointment through the myGVU Career Center group!



Sara Anderson  
Assistant Director Career  
Center Student  
Employment  
515-263-6022

Work-Study and Student Employment at Grand View University is coordinated through the Career Center in partnership with the Business Office and Financial Aid. Students who qualify for work study and those seeking on-campus, part-time jobs may find student employment position openings in myGVU.

Before a student may begin employment at Grand View University, they will be required to complete state and federal tax forms which will be turned in at the front desk of the Student Life Offices. Students hired for campus jobs should be aware that they will need to bring original ID documentation with them to be copied by the Career Center staff on or before the first day of employment. These documents include a valid photo ID and the original of their Social Security Card (or Birth Certificate). A current US Passport would cover both forms of ID. These original documents must be produced before anyone is able to work on campus.

# Library

515-263-2877

Monday – Thursday 7:45a.m.-9:00p.m.

Friday 7:45 a.m. - 4:30 p.m.

Saturday closed

Sunday 1:00 p.m.–8:00 p.m.

*Extended hours during exam week.*

*Schedule changes during vacations and breaks are posted within the library, on the internet and on the phone message system.*

The mission of the Grand View University Library is to support the educational goals of the University by encouraging the creation and application of knowledge as well as fostering holistic development of the self. The Library fulfills this mission by providing access to services, technology, collections, and learning opportunities in a vibrant and welcoming environment.

Students can access many of the Library’s resources 24/7 through the library webpage, MyView→MoreApps→Library Resources, or through MyView. Each student has access to a personal account within the online library system. Through that account, students can renew checked out materials, request items from other libraries, save searches, store articles, and do work cited pages. Some articles may require a login which is their Grand View University username and password. The Help link located on the main page, offers video tutorials and other useful links such as “Ask a Librarian”. Students are also encouraged to stop by the library for help or call 263-2877 to make personal appointments.

The library has a computer lab/classroom and 13 additional computers, in various locations on the first floor, along with a large screen collaboration computer. Laptop computers can be checked out with a valid driver’s license at the front desk for use in the building. Wi-Fi and electrical outlets are available on all three floors.

The library has many different resources in multiple formats including print and electronic books, DVDs, CDs, full-text articles, and websites. Students may check items out with their student ID. The normal check-out period for books is 30 days and three-days for DVDs. Students are only charged for lost or damaged materials plus a \$5.00 processing fee.

To supplement these resources, the GV library offers direct access to books from Allen College, Central College, Drake University, Grinnell College, Hawkeye Community College, Iowa State University, Simpson College, St. Ambrose University, University of Iowa, and the University of Northern Iowa. These agreements allow students to borrow books from all of these libraries and have them delivered overnight or the next day. These materials may be requested directly through the library website. Students can also get materials from libraries worldwide. All of these services are free to use, but materials not returned by the date due may result in a \$1.00/day fine and/or replacement cost of the item.



Pam Rees  
Director  
515-263-6098



Sheri Muller  
Access Service  
Librarian/Archivist  
515-263-6199



Katelyn Handler  
Campus Engagement and  
Instruction Librarian  
515-263-2879



Sheri Roberts  
Patron Services Assistant  
515-263-2877



Sam Plank  
Evening Library Assistant  
515-263-6096



Maggie Evans  
Evening Library Assistant  
515-263-6096

The main floor of the library offers a variety of comfortable spaces – including small group rooms, larger group work spaces, soft seating and a coffee shop. This floor is designed for group work and socializing while the second floor is the designated quiet study area. The second floor has tables, study desks, and books/journals. The lower level has restrooms, vending machines, and additional quiet study space.



Tim Wheeldon  
Vice President for  
Information Services  
and CIO

# Information Technology

Krumm Business Center  
Monday - Friday  
8:15 a.m. - 4:30 p.m.  
515-263-6100

Grand View University students are provided with a GV account username and password which can be used to access all University computer systems. Once a GV account is created, a welcome email is sent to the personal email address containing the GV account username and password. Student account access including GV Email and all files will remain active for one year after the completion of their last class.

## **Blackboard**

Blackboard is the campus learning management system. Students use Blackboard to submit papers, take quizzes and manage course materials. Your instructor will let you know if Blackboard is being used for a course. Students are given access to Blackboard automatically 7 days before the 1st day of classes for any given term and can be accessed on the home page of MyView.

## **MyView**

MyView is the campus portal. MyView provides a single point of access to announcements, news, events, course schedules, services provided by each department and links to all University computer systems. MyView is also used to edit your GV account settings (MyView > myAccount). GV account settings include:

- Personalized Notices
- Contact Information
- Change Password
- Room check-in and roommate contact information
- Relationships and Authorizations
- GV Alert (notifies campus of emergencies, campus closures and other important information)
- Vehicle Check-In

## **GV Email**

Students are issued GV Email which can be accessed on the home page of MyView. As email is an important source of communication within the Grand View community, it is essential that all students check their GV Email account regularly or set the account to forward to a frequently checked preferred email address.

## **Free Software**

Students receive a FREE subscription to Microsoft Office 365. For more information, please visit MyView > Technology > Free Software.

## **WiFi myNeT**

Grand View offers free wifi network access on campus. We offer 100% coverage in the residence halls. All academic and administrative buildings also have hot spot coverage. Computers connecting to our network must

meet minimum requirements. For more information please visit the myNet web-site at <http://mynet.grandview.edu>.

### **IT Assistance**

Information on services provided by Grand View's IT Department can be found on MyView > Technology. If you require additional assistance, you can open a Help Desk ticket by submitting a request in one of three easy ways –

1. Email your request to [helpdesk@grandview.edu](mailto:helpdesk@grandview.edu)
2. Submit your request via a form - <https://helpdesk.grandview.edu>
3. Call us at 515-263-6100

For more specific information on these topics and more please visit our web-site at <http://computing.grandview.edu>.

# Financial Aid Office

Humphrey Center Second Floor East  
Monday - Friday  
8:15 a.m. - 4:30 p.m.  
515-263-2820 or [finaid@grandview.edu](mailto:finaid@grandview.edu)

The Financial Aid Office assists students in securing aid to defray the cost of attending university. Important reminder: each year you must reapply for financial aid. Your aid is not automatically renewed.

The Free Application for Federal Student Aid (FAFSA) must be submitted to the federal processor every year prior to January 15th and can be found online at <http://studentaid.gov>.

There are many kinds of financial aid available: Grand View University Scholarships and Grants; Federal Pell Grants; Federal Supplemental Educational Opportunity Grants (SEOG); Iowa Tuition Grants; work study programs; and student loans. There may be different requirements for each type of financial aid, which the Financial Aid Office may help you identify, but, at *minimum*, the following policy applies to all:

**Satisfactory Academic Progress:** The Higher Education Act of 1965, as amended, requires students to maintain satisfactory progress toward their degree in order to receive financial aid. At Grand View University, these standards are established for students who are receiving or applying for financial aid from one or more of the various federal, state or institutional scholarship, grant, work or loan programs. Grand View University's Satisfactory Academic Progress Standards for financial aid apply to all students who want to establish or maintain financial aid eligibility. **These standards apply to a student's entire academic transcript, including terms for which financial aid was not applied nor disbursed.** The Satisfactory Academic Progress Standards require that students successfully complete a certain percentage of attempted credit hours and maintain a minimum required grade point average as defined by the standards. These are minimum standards that must be attained. Specific aid programs or departments standards may require more than these minimum standards. The academic progress of financial aid recipients is monitored a minimum of once each semester/payment period. Students should contact the Financial Aid Office with questions regarding the intent and /or interpretation of these standards.

## **COMPLETION RATE REQUIREMENTS & DURATION OF ELIGIBILITY:**

Students must successfully complete at least 67% of the credit hours they attempt. Credits for which students receive grades of "W" or "F" are counted as credits that are attempted, but not completed. Students who do not complete 67% of their attempted credit hours will be granted one warning period in which to increase their percentage of credit hours earned. Failure to achieve this standard at any point following the warning period will result in the loss of financial aid eligibility until the student has earned 67% of his or her attempted credit hours.



Sarah Freestone  
Director of  
Financial Aid  
515-263-2853



Jessica Asberry  
Financial Aid  
Advisor  
515-263-2995



Eligibility will terminate when the credit hours required for a specific degree/program are earned or the student has attempted greater than 150% of the credit hours required for a specific degree/program.

**Undergraduate Grade Point Average (GPA) Requirements:**

Students must maintain a minimum cumulative GPA. The minimum GPA requirements are as follows:

<b><u>Minimum Cumulative GPA</u></b>	
1-14 hours attempted	1.7 GPA
15-27 hours attempted	1.8 GPA
28-42 hours attempted	1.9 GPA
43-59 hours attempted	2.0 GPA
60-89 hours attempted	2.0 GPA
More than 89 hours attempted	2.0 GPA

Students who do not have the minimum cumulative GPA will be granted a warning period in which to raise their cumulative GPA to the minimum standard. Failure to achieve this standard at any point following the warning period will result in the loss of financial aid eligibility until the cumulative GPA meets the minimum standards. Courses with a grade of Incomplete must be completed in the following semester. The Incomplete is not factored into academic progress until the grade is assigned by the faculty member. Incomplete courses that remain after one semester will be assigned a grade of “F” and factored into academic progress at the time.

**Warning Periods:** Please note that students will receive a total of one warning period whether they are in violation of one or more Satisfactory Academic Progress requirements

**Transfer Students:** Transfer credits that are accepted at Grand View University will be counted toward the total attempted credits in determining Duration of Eligibility. Beginning in Fall 2004, transfer GPA will not be used in determining satisfactory academic progress compliance for credits transferred to Grand View University.

**Repeated Coursework:** When a student repeats a course, the most recent grade received will be used in the calculation of the cumulative grade point average. The credit hours for the class will be calculated as part of a student’s completion rate. A course that has been successfully completed with a D or above can only be repeated once. **Non-Credit Course Work** will not be counted in completion rate determination.

**Re-Establishing Eligibility:** A student who has lost financial assistance eligibility due to a deficiency in completed hours or a low GPA can regain eligibility by achieving the minimums established in this policy. It is the student’s responsibility to notify the Financial Aid Office when this has been accomplished in order to request the aid to be reinstated.



Dustin Reis  
Loan  
Coordinator  
515-263-2819



Angie Dickinson  
Financial Aid  
Systems Analyst  
515-263-2963



Christine Dillon  
Financial Aid  
Coordinator  
515-263-2962

**Appeal Process:**

Extenuating circumstances such as the death of a relative, an injury or illness of the student, or other special circumstance that results in a student failing to achieve the minimum completed credit hours and/or GPA requirements will be evaluated by the Financial Aid Academic Progress Committee.

A student's appeal must include the following:

- A completed Financial Aid Appeal Form found on the Financial Aid website under Financial Aid Forms or in the Financial Aid Office. The appeal form will show what date appeals must be submitted by.
- An updated Academic Plan must be developed with your academic advisor and stored in GV Self Service. The Academic Plan must then be approved and archived by the advisor in GV Self Service. Once the plan has been archived the advisor or the student can send a copy of the Academic Plan to the Financial Aid Office or notify the Financial Aid Office that the plan has been archived. The Financial Aid Office can then print the Academic Plan and attach it to the appeal.

Appeals can be sent to, Grand View University, 1200 Grandview Avenue, Des Moines, Iowa 50316-1599, or emailed to [finaidappeals@grandview.edu](mailto:finaidappeals@grandview.edu).

If you have questions regarding the process please call Financial Aid at 515-263-2820. The Financial Aid Academic Progress Committee will notify you of the appeal decision by email to your Grand View email account.

## Business Office

Humphrey Center Second Floor East

Monday - Friday

8:15 a.m. - 4:30 p.m.

515-263-2807



Julie Bantz  
Controller  
515-263-2847

In the Business Office you may receive assistance and information about your student account and student employment earnings. The Business Office oversees the charges assessed to your account, the refunding of any excess financial aid as well as the collection of any past due balance. The following information is an overview of the most requested information with regard to the Business Office and is not all-inclusive.



Veronica White  
Assistant Controller  
515-263-6042

**Student Accounts.** Students may view their current account balance online at MyView > GV Self Service > Student Accounts. All student account transactions are processed through the Business Office. Fines and fees that may be assessed by the Student Life Office, the library, campus security, etc., are charged by the Business Office against the student's account. Charges for tuition, fees, room and board are due the Friday before the start of every term.

**Payments on Account.** Payments may be made online or in the Business Office by cash, check or credit card. Grand View University accepts MasterCard, VISA, Discover Card or American Express credit or debit cards. Payment plans are also available. Please visit our website at <https://MyView.grandview.edu/finances/busoff/default.aspx> for more information.

\*Payment options are subject to change without prior notice.

*All account balances must be paid in order to register for classes in an upcoming term or to receive a transcript.*



Shannon Funderburk  
Accounts Payable  
Specialist  
515-263-6154

**Financial Aid Refunds.** In accordance with federal financial aid guidelines, refund checks are issued beginning Wednesday of the second week of each term and thereafter are issued weekly within 7 days, but no later than 14 days, from the date the credit balance was created. All refund checks will be mailed immediately upon issue to the student's local address, or deposited into a bank account specified by the student. Students may enter their bank account information at MyView→GV Self Service→Banking Information. Please visit the MyView website to be certain that your address on file is correct.

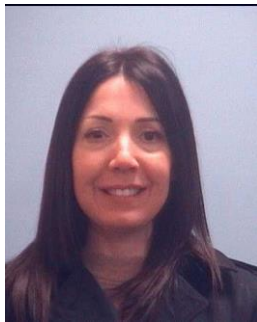
**Dropping classes.** A student has the first five days of each regular semester (Fall/Spring) to add or drop classes without financial penalty. Shortened add/drop periods are in effect for four- and five-week summer terms. The Business Office and Financial Aid Office will establish a student's tuition charges and financial aid based on the student's enrollment after the add/drop period. After the add/drop period has expired, there will be no adjustment in tuition charges and no adjustment



Michelle Martin  
Director of Student  
Accounts  
515-263-2941

in financial aid for dropping classes unless the student completely withdraws (drops all classes) from Grand View University. Classes added after the first five days may result in increased tuition charges. It is the student's responsibility to verify with the appropriate office (Business Office and/or Financial Aid Office) the financial consequences of enrollment changes. Academic advisors are not responsible for communicating financial information.

**Drop policy for Unpaid Tuition, Fees, Room & Board** Students who do not pay tuition, fees, room or board, or make arrangements for payment by the published deadline each semester may have their future schedules cancelled and future housing room and board plans terminated. Students will be notified using their GV e-mail account concerning outstanding delinquencies and given an opportunity to pay the past due balance or make arrangements for payment with the Business Office prior to cancellation. If the University takes such action, the student will still be responsible for any outstanding balance.



Sarah Schamp  
Accounts  
Receivable/Collections  
Coordinator  
515-263-2807

**Student Fees.** Full-time students are assessed an activity fee and a technology fee per semester. All students are assessed a parking fee per semester. Residence hall activity fees are assessed to students living in campus housing. Online course fees are charged per credit hour for all online courses. Student fees are not refundable after the start of the semester.

Parking waivers are available to students without a car on campus but must be completed by October 1 for fall and February 1 for spring. Forms are available at the Welcome Desk in the Student Center or online in MyView (search "parking waiver").

**Room and Board Adjustments.** Written notification of a contract termination must be received by March 1 for returning students or July 1 for new students for the fall semester and by December 1 for the spring semester. Housing deposits will be forfeited for all contracts terminated beyond this deadline. Room charges are not refundable after classes begin the first day of the academic year. For students withdrawing from Grand View University, board charges are refunded based on the number of full weeks remaining in the semester at the time of the withdrawal. Board charges are not refundable beyond 60% of the semester. Please refer to your housing and meal contract for additional information.

**Accounts Payable.** Accounts payable processes payments to vendors for various student clubs and organizations. In order for payment to be made, a check requisition form must be completed and signed by the appropriate individuals. Checks are cut weekly on Thursday. Accounts Payable must receive completed check requisitions by noon on Tuesday in order for payments to be made on Thursday.

**Student Payroll.** Student employment (work study) time sheets are due in the Business Office, Room E21, by the first of each month for the hours worked in the previous month. Student paychecks may be automatically

deposited in the student's bank account on the 10<sup>th</sup> of each month if the student signs up for direct deposit. Otherwise, the Business Office will prepare paychecks on the 10<sup>th</sup> of the month, or on the following Monday should the 10<sup>th</sup> fall on the weekend. Paychecks that are not automatically deposited must be picked up in the business office by the student employee, upon presentation of your student ID.

**Timesheets.** When filling out timesheets for student employment, you must include the time you begin and end work every day, as well as any breaks that are taken. Do not simply list the number of hours worked each day. Be sure to review all data on the timesheet prior to signing as your signature verifies that the information is accurate and complete. All timesheets must be signed by both the student and supervisor. Student timesheets submitted after the deadline will be included with the following month's timesheet and processed accordingly.

# Registrar's Office

Humphrey Center Second Floor West

Monday - Friday

8:15 a.m. - 4:30 p.m.

263-2960

registrar@grandview.edu

The Registrar is the official keeper of academic records for Grand View University. In addition to overseeing student enrollment and registration, the Registrar's Office collects and enters grades and grade changes, publishes course offerings and final examination schedules, verifies enrollment, assigns classroom space and fulfills many types of requests for student information. Additional information is available on myGVU under My Academics.

It is essential that students assure their **schedule changes** are made in a timely manner and are documented within the Registrar's office. In addition, each student is required to keep their address and contact information current throughout the school year. Students should frequently check their records on myGVU and must familiarize themselves with the content of and policies within the Grand View University Catalog.

**Registration.** New students may register in advance according to information sent them after the acceptance process is completed and on days specified on the Grand View University calendar. Returning students will pre-register for the following semester according to the schedule distributed by the Registrar's Office each semester.

**Academic Load.** Normal load is considered 12-18 semester hours. Those enrolled for fewer than 12 hours are considered part-time students. Students may not register for more than 18 semester hours unless special permission is granted by the Registrar and the student's advisor. An additional fee will be charged for a class load totaling more than 18 semester hours.

**Changes in Registration.** When necessary, changes in registration may be made. However, students should plan their academic programs carefully so that subsequent changes are kept to a minimum.

**After the first five class days of the fall or spring academic terms, no new courses may be added to students' schedules without the instructors' written approval.** For other academic terms, the add/drop period is the first 7% of the term.

**Graduation.** Each student should work with their academic advisor to apply for graduation 12-15 months prior to completing their degree. This process ensures the student's plan addresses all graduation requirements and that they will be sent timely information about their commencement ceremony.

**Individual Course Withdrawal.** Students may officially withdraw from an individual course during the first 60% of a semester. If withdrawal occurs



Debbie Gannon  
Registrar  
515-263-6020



Kristin Dvorak  
Assistant Registrar  
515-263-2818



Rachel Baron  
Transcript Analyst  
515-263-2982



Jodie Jackson  
Academic Records  
Assistant  
515-263-2960

after the first five class days of the fall or spring semester and before the end of the first 60% of the semester, the registrar will place the symbol W on a student's transcript. Students who drop individual courses after the first 60% will receive an F (fail) grade for those courses. For academic courses of irregular length, the withdrawal date shall be 60% of the length of the course. Any classes dropped after the add/drop period (the first 5 days of the semester or the first 7% of the term) will continue to count toward total billing credits and will not result in an adjustment to tuition charges or financial aid unless students completely withdraw (drop all classes) from Grand View University. See the catalog for more information on withdrawals.



Laura Eaton  
Data Specialist &  
Lecturer of Business  
Administration  
515-263-6117

**Withdrawal from the University.** Students may withdraw from the University and receive a W for each course if withdrawal occurs before the end of the first 60% of the semester. A failing grade will be recorded for all courses if the University withdrawal is made after the first 60% of the term. Students who withdraw from Grand View will need to apply for readmission if they do not return within one academic year. Contact the Registrar's Office for further information.



Carly Hanes  
Academic Records  
Systems Specialist  
515-263-6178

**Late Withdrawal.** Students who wish to withdraw from one or more of their courses after the first 60% of the term for medical reasons or for rare circumstances must apply to the Late Withdrawal Committee in order to receive grades of W for their course(s). To apply, students must submit the undergraduate withdrawal form and must provide documentation supporting the reasons for requesting a late withdrawal. In the case of illness, students must provide a letter from a licensed professional documenting their need to withdraw. No refund will be granted for a withdrawal that occurs after the first 60% of the term. The Late Withdrawal Committee will consist of the Registrar, Student Success Program Manager, and the Director of Counseling and Leadership. Students whose request is denied may appeal to the Provost and Vice President of Academic Affairs.

Students who withdraw from Grand View will need to apply for readmission if they do not return within one academic year. Contact the Registrar's Office for further information.

**Active Military Service Withdrawal.** If called to active duty a student (or student who is a spouse/dependent child of a member of the military called to active duty, and who needs to withdraw due to the call-up), should contact the VA Certifying Official in the Registrar's Office to complete a withdrawal form. When completing the form, the student should select the military deployment option. Verification of military deployment must also be submitted to the VA Certifying Official in the Registrar's Office in addition to the withdrawal form.

If the student is called to active duty before the mid-point of a term, the student may request to withdraw from some or all courses and the University will fully refund their tuition and mandatory fees for the withdrawn courses.

If the student is called to active duty military service during the term, the student may make arrangements with their instructors to remain enrolled in some or all of their course and will be assigned an I grade (Incomplete) for

each course in which they remain enrolled. In such a case, no adjustment of tuition charges for enrolled courses will occur. Students have until the end of the next academic term following their release from military service to complete the course. Failure to do so will result in the I grade becoming an F grade.

A student receiving Veteran's Benefits should notify the VA Certifying Official in the Registrar's Office in order to complete the required documents.

A student will have one calendar year after the end of their deployment to re-enroll at Grand View. Grand View considers the end date of deployment to be the date listed on the original deployment papers, or more recent paperwork (such as a DD-214) that lists a deployment end date. After one calendar year beyond the deployment end date, the student will need to apply for readmission to Grand View through the Admissions Department.

A student will be re-enrolled in the same academic program (or the most similar one, if same program does not exist), will carry forward the same number of credits, and same academic status. Grand View University scholarship awards will be preserved for students holding such awards when called to active duty.

During the first academic year of return, the veteran will be assessed the same tuition and fee charges as were in effect during the academic year he/she left the program (Veterans or other service member education benefits may be taken into account) or up to the amount of tuition and fee charges that other students in the program are assessed for that academic year, if veteran's education benefits, as defined in section 480(c) of the HEA, or other service member education benefits, will pay the amount in excess of the tuition and fee charges assessed for the current academic year in which the student left for Grand View.

A student who wishes to re-enroll at Grand View after deployment should contact the VA Certifying Official in the Registrar's Office. The VA Certifying Official will serve as the main point of contact for the student during the re-enrollment process.

Additional policy and procedure information can be found in the Grand View University Course Catalogue.



# Division of Graduate and Professional Studies

Krumm Business Center  
M/W/F – 8:15am – 4:30pm  
(4:00pm June 1<sup>st</sup> – August 25<sup>th</sup>)  
T/TH – 8:15am – 6pm



Patty Williams  
Vice Provost Graduate &  
Professional Studies  
515-263-2912

Grand View University's Division of Graduate and Professional Programs is designed to meet the needs of adult learners in the greater Des Moines metro area. Accelerated class schedules and major and certificate options are tailored for learners who are earning a degree, taking course work to enhance their careers or personal lives or corporate clients who wish to provide training for their employees. Traditional Grand View University students may also find the flexibility and quality of evening and online courses a complementary supplement to traditional scheduling.



Ginger Hermon  
Enrollment Counselor,  
Adult & Graduate  
Admissions  
263-6183

## Baccalaureate majors offered in the accelerated format include:

- Accounting\*
- Business Administration (Finance\*, Human Resource Management, Management, Marketing\*)
- BSN completion (for those currently licensed as RNs)\*
- Criminal Justice\*
- Human Services
- Liberal Arts
- Management Information Systems (MIS)
- Organizational Studies\*
- Paralegal Studies (Business\* and Human Resource Management\*, Criminal Justice\*)
- Psychology\*



Jacquie Welty  
CPAL Advisor  
515-263-6011

## Certificate Programs offered:

- Human Resource Management
- Post Baccalaureate Accounting

## Graduate Programs offered:

- Athletic Training
- Education\*
- Organizational Leadership\*
- Sport Management\*
- Clinical Mental Health Counseling\*



Rick Eftink  
Director of Graduate and  
Adult Admissions  
515-263-2830

Online Only\*

# Athletics

Wellness Center  
515-263-6050

The Grand View University Athletic Department is committed to providing each student-athlete with high quality athletic programs to assist in their development as a whole person. The Athletic Department believes that athletics can be used as a vehicle to enhance the collegiate experience and accelerate the student's ability to reach their true potential athletically, academically, spiritually and socially.

**Intercollegiate Athletics.** Grand View University is a member of the National Association of Intercollegiate Athletics (NAIA). Grand View University competes in the NAIA as part of the Heart of America Athletic Conference (Heart).

**Women's Intercollegiate Athletic Program** includes: basketball; bowling; competitive dance; cross country; eSports, golf; shooting, soccer; softball; indoor/outdoor track and field; tennis; volleyball; and wrestling.

**Men's Intercollegiate Athletic Program** includes; tennis; baseball; basketball; bowling; cross country; eSports, football; golf; shooting, soccer; indoor/outdoor track and field; volleyball; and wrestling.

**Coed Intercollegiate Athletic Programs** include: competitive cheer, shooting sports, and Esports (directed by Student Affairs).

**Academic Standards.** Student-athletes are responsible for their academic work. Students must maintain academic eligibility and meet degree progress requirements as defined by the NAIA to participate in athletics. ESports student athletes must maintain academic eligibility and meet degree progress requirements as defined by the National Association of Colligate Esports (NACE) to participate in the ESports program. The ESports program is directed by Student Affairs. Grand View University endorses the efforts of the Heart of America Athletic Conference, the NAIA, and NACE to maintain academic and ethical standards to administer intercollegiate athletics.



Troy Plummer  
Athletic Director  
515-263-6050



Britt Einerson  
Assistant Athletics  
Director  
515-263-6050



Kelsey Redmond  
Sports Information  
Director  
515-263-6040

**Athletic Success.** Grand View University student-athletes have access to many resources to support academic achievement. Coaches receive updates of your progress throughout the academic year and recommend you work with these resources when needed. The Athletic Success Program provides student-athletes with extra academic support. The Athletic Success Coordinator helps coaches monitor student-athlete educational progress. If it is determined that the student-athlete may need additional academic assistance, the Athletic Success Coordinator and/or Coach will meet with the student-athlete. If the Athletic Success Coordinator, Coach or student determines that there is the need, the Athletic Success Coordinator will devise a plan to help with the student-athlete's individual classroom needs. The Athletic Success Coordinator can assist student-athletes with tutoring, study tables, attendance issues and creating a monitoring plan. Student-athletes should notify their coach or the Athletic Success Coordinator, Michelle Prange, if they would like extra help.



Michelle Prange  
Athletic Success  
Coordinator  
515-263-6196

# Grand View University Traditions

## “The Rock”



“The Rock” located in front of the Humphrey Center is the center of one of the traditions of Grand View University. At the turn of the century, a gift made sodding possible in front of what was then called Old Main. It was then that The Rock made a sudden appearance. Grand View University students erected The Rock atop the new lawn directly in front of Old Main’s main entrance as a new landmark. The only changes being made to The Rock have been the movement east in 1915 to make way for a new walkway and the ever changing colors. One may see The Rock change colors in the middle of the night as gracefully as a chameleon. Somewhere in Grand View University’s history The Rock gained the status of bulletin board. It is ritual for the rock to be painted on a bleak night whenever occasion calls. In times of celebration, sorrow, or protest The Rock is deemed a medium of the students.

## The Grundtvigian Tradition

In the mid- to late-1800s, a Danish Lutheran Bishop, N.F.S. Grundtvig, was responsible for advocating the educational philosophy from which the folk school tradition emerged. Grundtvig envisioned a school that would height emotional and spiritual awareness and foster a better understanding of one’s cultural heritage, a clearer view of human relations and a deeper appreciation of spiritual reality. While Grand View University was neither conceived nor begun as a folk school, the Grundtvigian concept has exerted a great influence on Grand View University. Throughout its history, Grand View University has emphasized a personalized admissions process, moderate tuition, quality teaching, liberal learning, career preparation, community contacts, religious heritage and lifelong education.

## “Bud the Bird”

What used to be the symbolic entrance into White Eagle gas stations is now something Grand View University students have long called “Bud the Bird.” Bud was a local resident at a White Eagle gas station until past students admitted Bud into Grand View University. Bud was then passed from group to group on campus. However, he wasn’t just passed around. The rules were to find Bud and remove him to a choice hiding place. The group holding Bud must then move him to each and every event, making him blend in but knowing that he would disappear within the evening as another group found and removed him. As Bud is a three-foot white eagle weighing 250 pounds, this was not a mission to be taken lightly. Bud is now permanently perched in “Bud’s Place,” the community room of the basement of Nielsen Hall.

# Sheila, the Ghost of Grand View University

The following is based on information and legend supplied by Professor Solveig Nelson of the English Department.

On the third of May, 1929, a male student of Grand View University sneaked a young woman into his dormitory in Old Main. They got to his room, which was on the top floor of the center building, either by a side stairwell or an outer fire escape.

Unfortunately, at 10:30 p.m., hours after curfew, a fire was reported in the east wing storage attic. Students ran about tossing out their belongings – bedding, clothes, leather suitcases, even a sheet tied around books – before escaping themselves. The night ended late and all occupants were accounted for with no injuries.

All, that is, but the young woman, whom we call Sheila. Her mate left her in the upstairs room amidst black smoke, hoping she would escape while he distracted the others. She would have to get out secretly, for if caught, he would be dismissed and both would be disgraced.

If, as was most likely, she fell unconscious, dying amidst the gaseous air, her body should have been found. However, no one had looked for her because her mate had not admitted her existence. As it was, no body was ever found and, unfortunately, neither was she.

As time passed, students would travel from sleeping quarters in surrounding homes to classes held in the gym, looking up at the charred remains of what was once home. Instead of looking to a quiet charred building, however, they looked to movement, a shadow or occasional glows amidst the upper floors of Old Main. Later, these sightings would continue as Old Main was rebuilt, but the glows and shadows turned into foot falls and doors shutting. Movement could even be seen out of the corner of one's eye. Sheila had never gotten away from her eternal home.

Still, from the second floor upward, even through the renovation of Old Main into the Humphrey Center, odd happenings may be observed today. Sometimes it is as questionable as food being stolen and yet other times it is more.

Years ago, a student lost her child as she worked on costumes in theater (now the Rodholm Room). When she looked for him, he came down the hall holding the hand of an invisible companion. Sheila? After all, it is said that animals and children can see the unknown.

There is a report of an animal seeing Sheila as well. An English professor's Husky became suspicious one night as the professor worked in what was once the English Department of Old Main. Security officers feared that a loose coyote had reached Old Main when the Husky barked erratically at an empty hallway. Although nobody could say what it was, Sheila is our only answer.

Things happen, time passes and one should look to the rooms on the top floor of what is now the Humphrey Center; for they may see lights changing or a shadow passing. In doing so, remember that a spirit lives on. Whether it is true or not, we shall keep it alive.

# School Anthem

Text: K. Ostergaard. Music: Jorgen Nellemann. Translation: S. D. Rodholm.

Gracious and mighty God,  
Shield what our hands have wrought!  
Bless Thou the house which we have here erected!  
Save it from storm and flame,  
Evils of ev'ry name,  
Let by the Father hand it stand protected.  
We laid foundation here,  
Facing defeat and fear,  
But Thou hast built the house and Thou didst cheer us,  
Now as it stands complete,  
We kneel before Thy feet,  
Whom Thou art near is safe, so be Thou near us!

Let us before Thy face  
Walk here in truth and grace;  
And lead us on to grand and noble visions!  
Teach us the highest art;  
Wisdom that warms the heart!  
Give richer life to youth with true ambitions!  
Bless those who sow the grain  
Here for eternal gain!  
Shed on young hearts the light of inspiration,  
That all good seed strike root,  
Grow up and bear much fruit  
Worthy of Thee, our homes, our church, our nation.

## School Fight Song – The Viking!

We are Vikings, the Grand View Vikings; shout your cheers proud, from hall to hall.  
We are Vikings, the Grand View Vikings; we will fight 'til they sound the call.  
We are Vikings, the Grand View Vikings, pressing onward, on to our goal.  
Stand united, won't be divided, we are the Vikings forever more!

# Student Complaints Policy

A student complaint is limited: 1) to a dispute or difference regarding the interpretation of application of established Grand View University policies or procedures OR 2) to addressing an issue for which the University does not have an established policy or procedure. A student complaint must be in writing and must set forth all of the relevant facts upon which it is based, the policy or procedure involved, and the relief sought. A student complaint must be submitted to the appropriate member of the President's Council (vice president or his/her designee) no later than 21 calendar days after the actual incident giving rise to the complaint.

## Policy on Academic Honesty

### 1. Academic Policies and Procedures

- 1.1 The following policies and procedures are intended to assist students in their academic pursuits. However, these are not an exhaustive listing of academic policies. Consult the University Catalog or the Provost and Vice President for Academic Affairs for official college policies concerning academic life.

### 2. Academic Responsibility/Academic Honesty

- 2.1 In accordance with its mission statement, Grand View University is dedicated to the development of the whole person, and committed to truth, excellence, and ethical values. The University strives to promote appreciation of the dignity and worth of each individual and open interaction between students, faculty and staff. Personal integrity and academic honesty are essential to building a campus of trust. Thus, honesty in all aspects of the college experience is the responsibility of each student, faculty, and staff member.
- 2.2 This is reflected in the Grand View University Code of Integrity which states: As a member of the Grand View University community, and in accordance with the mission of the university and its Lutheran identity, I agree to appreciate and respect the dignity and worth of each individual. I will honor and promote a community of open interaction, personal integrity, active and intellectual engagement, and academic honesty with students, faculty and staff.

### 3. Academic Dishonesty Defined

Academic dishonesty is any deliberate misrepresentation by a student of the following:

- 3.1 Academic record or status
- 3.2 Ability to perform in any course with regard to writing papers, taking examinations, and/or doing assignments
- 3.3 Personal efforts and work accomplished toward the fulfillment of course requirements
- 3.4 The honest work of a fellow student. That is, any dishonest action performed or statement made with the intention of impeding or discrediting the student's honest work

### 4. Typical Violations

The following list describes various ways in which the principles of academic honesty/integrity can be violated. Neither the types of violations nor the list of examples are exhaustive.

**4.1 Plagiarism:** The use of another's ideas, words, or results and presenting them as one's own. To avoid plagiarism, students are expected to use proper methods of documentation and acknowledgement according to the accepted format for the particular discipline or as required by the faculty in a course. Some common examples are:

- 4.1.1 Copying word for word from an oral, printed, or electronic source without proper acknowledgment or citation.
- 4.1.2 Paraphrasing, or presenting in one's own words another person's written words or ideas as if they were one's own, without proper acknowledgment or citation
- 4.1.3 Submitting a downloaded or purchased paper or other materials to satisfy a course requirement.
- 4.1.4 Incorporating into one's own work, graphs, drawings, photographs, diagrams, tables, spreadsheets, computer programs, or other nontext material from other sources without proper citation.

**4.2 Cheating:** The use or attempted use of unauthorized materials, information, notes, study aids, or other devices in any academic exercise. Cheating also includes submitting papers, research results and reports, analyses, etc. as one's own work when they were, in fact, prepared by others. Some common examples are:

- 4.2.1 Receiving research, programming, data collection, or analytical assistance from others, or working with another student on an assignment where such help is not permitted
- 4.2.2 Copying another student's work or answers on a quiz or examination
- 4.2.3 Collaborating with another student(s) when completing any assignment or examination, unless the faculty explicitly states otherwise
- 4.2.4 Using or possessing books, notes, calculators, cell phones, or other prohibited devices or materials during a quiz or examination
- 4.2.5 Submitting the same work or major portions of a work to satisfy the requirements of more than one course without permission from the faculty involved
- 4.2.6 Preprogramming a calculator or other electronic device to contain answers, formulas, or other unauthorized information for use during a quiz or examination
- 4.2.7 Acquiring a copy of an examination from an unauthorized source prior to the examination
- 4.2.8 Having a substitute take an examination for one
- 4.2.9 Having someone else prepare a term paper or other assignment

**4.3 Fabrication and Falsification:** The invention or falsification of sources, citations, data, or results, and recording or reporting them in any academic exercise. Some examples are:

- 4.3.1 Altering the record of data or experimental procedures or results
- 4.3.2 False citation of the source of information or citing a source that does not exist
- 4.3.3 Altering the record of or reporting false information about internship or practicum experiences

**4.4 Facilitation of Dishonesty:** Facilitation of dishonesty is knowingly or negligently allowing one's work to be used by another student without prior approval of the instructor or otherwise aiding another in committing violations of academic integrity. A student who facilitates a violation of academic honesty/integrity can be considered as responsible as the student who receives the impermissible assistance, even if the facilitator does not benefit personally from the violations. Some examples are:



- 4.4.1 Knowingly allowing another student to copy answers on a quiz or examination or assisting others to do so
  - 4.4.2 Distributing an examination from an unauthorized source prior to the examination
  - 4.4.3 Distributing or selling a paper to other student
  - 4.4.4 Taking an examination for another student
- 4.5 **Academic Interference:** Academic interference is deliberately impeding the academic progress of another student. Some examples are:
- 4.5.1 Intentionally destroying or obstructing another student's work
  - 4.5.2 Altering computer files that contain data, reports, or assignments belonging to another student
  - 4.5.3 Removing posted or reserve material or otherwise preventing another student's access to it

## 5 Procedure for dealing with an incidence of academic dishonesty

- 5.1 Any incidence of academic dishonesty requires action by both the student and the instructor directly involved, and the submission of an Academic Dishonesty Report to the Office of the Deans. If the instructor is unsure how to proceed, they may consult with the Chair of the Student Success Leadership Committee at any point in the process.
- 5.2 The faculty member must also provide the student with a copy of the Academic Dishonesty Report. The report form should identify the following series of consequences:
- 5.3 If it is the student's **first incident** of academic dishonesty:
  - 5.3.1 The instructor can impose a range of sanctions from the following, depending upon the nature of and degree of seriousness of the incident:
    - 5.3.1.1 A warning with opportunity to rectify the violation
    - 5.3.1.2 A failing grade for the academic exercise with no opportunity to rectify the violation
    - 5.3.1.3 A failing grade for the course
  - 5.3.2 The student will receive a letter from the Provost and Vice President for Academic Affairs about the incident, the University's expectations regarding academic honesty/integrity, and future possible consequences should the student commit another act of academic dishonesty during their enrollment at Grand View. Copies of the letter will be sent to the student's academic advisor, the instructor, and the registrar.
- 5.4 Following a **second incident** of academic dishonesty, the student minimally will fail the course and be placed on academic dishonesty probation. Upon receiving notification from the instructor of a violation, and determining that it is a second violation, the Provost and Vice President for Academic Affairs must notify the student about the incident. This letter will inform the student of their failing grade and placement on probation. Copies of the letter will be sent to the student's academic advisor, the instructor, and the registrar.
- 5.5 When a student is reported for a **third incident** of academic dishonesty, the student will be suspended from the University and the suspension for academic dishonesty will be noted on the student's transcript. Upon receiving notification from the instructor of a violation, and determining that it is a third violation, the Provost and Vice President for Academic Affairs must notify the student about the incident. This letter will inform the student of their suspension. Copies of the letter will be sent to the student's academic advisor, the instructor, and the registrar. Should the student

choose to appeal the decision, they would be allowed to complete the term during which the appeal is filed; if upheld, the suspension will occur during the regular term following the appeal.

**5.6** Students suspended for Academic Dishonesty must follow the same procedures for readmission as those listed for students who have been academically suspended - with the exception that they will not be required to enroll elsewhere during their suspension.

**5.7** When a student has returned to Grand View after being suspended for a third violation and is subsequently reported for a **fourth incident** of academic dishonesty, the student will fail the course and will be suspended immediately from the University, and the suspension for academic dishonesty will be noted on the student's transcript. The suspension will remain in force during the appeal process; if the suspension is upheld, the student will be expelled from the University.

## **6 Appeal Process**

**6.1** In the event the student OR the faculty member is dissatisfied with a decision, that person may appeal the decision to the Student Academic Life Committee.

**6.2** The appeal process must be initiated within 14 days following notification of the decision.

**6.3** Appeals must be submitted following the Procedure for Initiating and Appeal

### **ACADEMIC DISHONESTY APPEAL PROCEDURE**

#### Procedure for Initiating an Appeal

- 1) A student who wishes to appeal a decision regarding academic dishonesty must initiate that process within 14 calendar days of the date on which the letter from the Provost regarding the incident was sent. The first section of the Academic Appeal Form, which identifies the reason for the appeal must be completed and hand delivered to the Executive Administrative Assistant of the Dean's Office. This form can be found on MyView>Academics>Registrar's Office>Forms>Academic Dishonesty Appeal Form.
- 2) The student must then attempt to resolve the disagreement/dispute with the appropriate faculty member, department chairperson, and college dean. The student is responsible for documenting these meetings by taking a physical copy of the appeals form with them to each meeting.
- 3) If the student wishes to continue with the appeal after meeting with the required parties listed above, then the student must bring an updated Academic Appeal form submitted to the Office of the Provost within 14 days after the initial submission of the Appeal Form to the Office of the Provost. The updated form must document the meetings with the faculty member, department chairperson, and college dean.
- 4) The Provost will forward the appeal to both the Vice President for Student Affairs and the chairperson of the Student Academic Life Committee. The Student Academic Life committee, which serves as the Academic Appeal Committee, will then consider the student's appeal and render a decision. The membership of the Student Academic Life Committee includes:
  - a. Four full-time faculty members (two from each college selected by their Colleges)
  - b. Two students chosen by the Viking Council
  - c. Provost or designee
  - d. Vice President for Student Affairs

- 5) The Provost will schedule a meeting of the Student Academic Life Committee to hear the appeal as soon as possible after receipt of the completed Academic Appeal form.
- 6) Hearing
  - a. Hearings are closed to ensure that the confidentiality of the review process will be honored.
  - b. Both the student initiating an appeal as well as the faculty member who has rendered the judgment that is being appealed may identify witnesses to address the Student Academic Life Committee.
  - c. Witnesses must have first-hand knowledge of the judgment being appealed.
  - d. Witnesses must be identified for the chairperson at least two calendar days before the meeting of the hearing.
  - e. The chairperson of the Student Academic Life Committee may limit the number of witnesses to be heard.
- 7) The chairperson of the Student Academic Life Committee will notify all committee members of the witnesses who will be present at the hearing before the Student Academic Life Committee is convened.
- 8) Hearing procedures
  - a. The chairperson will appoint a secretary to record the meeting with each person identifying himself/herself before speaking. The secretary will obtain permission for recording each person.
  - b. The chairperson will read the grievance at the hearing and will ensure that due process is observed. The chairperson will moderate the hearing.
  - c. The faculty member involved will present statements relevant to the case and may be questioned by the committee members. This case may be presented via written statement if necessary.
  - d. The student will present statements relevant to the case and may be questioned by the committee members.
  - e. Any witnesses present may respond to questions of committee members.
  - f. Witnesses will be called in individually to present their information. If the witness cannot make the actual appeal hearing, a statement from the witness will be accepted.
  - g. All matters upon which the decision is based must be introduced into evidence at the hearing, and the discussion must be supported by evidence.
  - h. At the conclusion of data gathering, the committee will go into closed session for voting. The recording will be stopped for deliberations and will resume for counting/reading of the ballots. Each member will submit one vote on the issue. The verdict shall be decided by a majority vote through secret ballot.
- 9) The chairperson of the Student Academic Life Committee will articulate the decision of the committee on the Academic Appeal Form that was originally submitted by the student. The final judgment of the Student Academic Life Committee will be emailed to the concerned faculty member and postmarked to the address of the concerned student within three business days following the meeting of the committee via registered mail.
- 10) Right to Appeal the Decision of the Student Academic Life Committee

The student may appeal the decision of the Student Academic Life Committee to the Provost.

- 11) The appeal to the Provost must be typed and must include the original Academic Appeal form prepared by the student. The appeal to the Provost must be submitted within seven business days of the postmarked date of the Student Academic Life Committee's notification to the student of its decision. At least one of the following conditions must exist for an appeal to be considered by the Provost:
  - a. New and significant evidence can be introduced which was unknown at the time of the hearing, and which may support the defense of the student/faculty.
  - b. The student's/faculty's rights of due process were not observed during the hearing process.
- 12) The decision of the Provost will be sent to the student, who has requested an appeal, by registered mail within 10 business days following the receipt of the appeal by the Provost.
- 13) No further appeals may be made following the decision by the Provost.

# Attendance Policy

## SSLC: Campus Excused Absence Policy

Student engagement and active participation is critical to a quality learning experience. Students are expected to be in class on time every time unless specifically excused for a valid reason. All university-sponsored events are considered excused absences. Further, individual instructors may specify criteria for additional excused absences. Students will not be penalized for missing class for university-sponsored events when they are a key participant in the event, provided: (a) the student makes prior arrangements with the instructor(s) to make up class work before the absence or when the instructor specifies, and (b) the university-sponsored event is verified. Regardless of the reason for missing class, the essential point is not just being excused from class, but being personally responsible for the learning that was missed. Excused absences do not excuse a student from completing the missed work. Instructors will facilitate the learning process to the best of their ability and time, but students are expected to take primary responsibility for making up missed assignments or exams in a timely manner. The instructor may notify the student's academic advisor, athletic coach, and others when excessive absences occur that put student's success in the course at risk.

Examples of university-sponsored events include (but are not limited to) athlete participation in team games/matches, mandatory education field experiences, choir tour, attending a professional conference, and participation in the Grand View Undergraduate Research Symposium. Examples of events not addressed by this policy include (but are not limited to) family activities, being a spectator at a team game/match, and athletic practices.

Students should be aware that there are some classes, for example those with a laboratory or clinical component, where it may not be possible to complete missed work at another time. Students should talk to instructors prior to the start of the term if they expect to miss multiple such experiences, and either make arrangements for alternative work prior to the start of the term or delay taking the class(es) until a term when the student can attend classes regularly.

## Online Class Attendance Policy

### Attendance Verification

In order to comply with federal regulations, attendance information for the first week of the term is submitted to the Registrar's Office. Students must be verified as attending class in person before financial aid funds are disbursed or any excess aid is refunded to the student.

For classes designated as blended or online, attendance is measured by either face-to-face attendance or participation in a course-related academic activity. An academic activity includes student submission of an assignment or exam, or a posting in an online discussion. All other policies for Changes in Registration, Individual Course Withdrawal, and Dropping Classes still follow University policy with the understanding that participating in an academic activity equals attendance.

After the first week of the term, non-attendance is monitored in the classroom as required by federal regulation (34 CFR 668.22).

Students are responsible for submitting the Change in Registration form to drop any class they are not attending.

Once a student has attended one class meeting or participated in a course-related academic activity for a semester, the student has committed to maintaining his/her entire registration for the semester, including the charges associated with those decisions. It is the personal responsibility of the student to know the University's registration policies, to follow those policies when adjusting registration, and to verify through their record in MyView that requested schedule changes have been made. Registrants who do not attend a single class during the first week of the semester will be administratively dropped from all of their classes for the semester; however, it is the personal responsibility of the student to complete the appropriate admission deferment or withdrawal process.

# Student Code of Conduct

Grand View University engages, equips, and empowers students to fulfill their ambitions and to serve society. With this mission comes the obligation to maintain conditions conducive to freedom of inquiry and expression to the maximum degree compatible with the orderly conduct of its functions. To create the positive, disciplined, and safe environment in which students can live and grow, Grand View University has developed policies and procedures to protect the rights of all members of Grand View University community, individually and collectively.

Application and enrollment to Grand View University represent a voluntary agreement by the student to fulfill the expectations of the community as represented in this handbook and in the policies, procedures and guidelines available on the Grand View University website. Any student unable or unwilling to abide by University regulations may expect disciplinary action by Grand View University and/or civil authorities.

## Student Rights

Students have the right to free inquiry, expression and association. However, Grand View University insists that all such expressions be peaceful and orderly and conducted in a manner so as not to infringe upon the rights of others. Moreover, students must clearly indicate that they are speaking as individuals and not for Grand View University community. Students should be free from discrimination and harassment based on race, ethnicity, sexual orientation, gender identity, age, national origin, religion, disability status, marital status or family status, national or geographic origin, language use, socioeconomic status, first-generation status, military/veteran, or other forms of self-identification. Students should be secure in their persons, living quarters, papers and effects. Students are protected against improper disclosure as provided for in the Family Education Rights and Privacy Act of 1974 (FERPA).

## Student Responsibilities

Students are responsible for:

- Practicing high standards of academic and professional honesty and integrity.
- Respecting the rights, privileges and property of other members of the academic community and visitors to the campus.
- Refraining from any conduct that would interfere with University functions or endanger the health, welfare or safety of other persons.
- Following the reasonable directions of University personnel and maintaining an appropriate educational atmosphere in classes and laboratories.
- Complying with the rules, regulations, procedures, policies, standards of conduct and orders of Grand View University and its divisions and departments.

## Misconduct

Specific actions and/or behaviors which constitute violations of the Code of Student Conduct and will subject a student to disciplinary sanctions include, but are not limited to:

1. **Conduct on or off campus which reflects poorly on Grand View University** or other conduct prejudicial to the best interests of Grand View University or other students.
2. **Violation of any published University policies, procedures, rules and/or regulations** including, but not limited to, the policies on non-discrimination, smoking, alcohol, illegal drugs (or look-alikes), designer synthetic drugs that may not be illegal in the state of Iowa, sexual harassment (verbal and written), violence and computer usage, and those rules and regulations duly established and promulgated by other University departments (e.g., Residence Life, Dining Services, Campus Safety, Library, etc.).
3. **Violation of federal, state or local laws** on Grand View University premises or at University-sponsored or supervised events or commission of violations of federal, state or local law that adversely affect Grand View University and/or the pursuit of its objectives.
4. **Conduct on Grand View University campus constituting a sexual offense**, whether forcible or non-forcible, such as rape, sexual assault or sexual harassment.
5. **Physical or mental abuse of any person.** or conduct that causes or presents a substantial risk of physical injury, serious mental distress or personal humiliation to any individual, including oneself. A student shall not intimidate, harass, or bully another student or employee through words or actions. Such behavior includes but is not limited to: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation. Bullying, as defined in this policy, includes cyberbullying. It is not a defense to the violation that the person abused provided explicit or implied consent. Apathy or acquiescence in the presence of physical or mental abuse are not neutral acts; they are violations of this section.
6. **Disorderly conduct or fighting.** For purposes of this Code, disorderly conduct is defined to include, but is not limited to, acts which breach the peace or are lewd, indecent, obscene, or violent.
7. **Hazing.** For purposes of this Code, hazing is defined as any intentional, knowing or reckless action, request or creation of circumstances that:
  - a. Endangers the health or safety of any individual;
  - b. Causes or presents a substantial risk of physical injury, serious mental distress or personal humiliation to any individual; and/or
  - c. Involves the destruction or removal of public or private property in connection with initiation or admission into, or continued membership in, any group affiliated with Grand View University, including, but not limited to, any student, campus, fraternal, academic, honorary, athletic or military organization. It is not a defense to the violation of this section that the hazing participant provided explicit or implied consent. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this section. Hazing does not include sanctioned athletic events or similar contests or competitions.
8. **Unauthorized Audio/Video.** Any actual or attempted unauthorized use of electronic or other devices to make an audio or video record of any person without prior knowledge or consent, when such a recording is likely to cause injury or distress to the subject of the audio or video record. Unauthorized

photographs or video of a person in a locker room, restroom or bedroom are examples of conduct which violates this rule.

9. **Conduct that intentionally and substantially obstructs** or disrupts teaching or freedom of movement or other lawful activities on the college campus and which is not constitutionally and/or legally protected.

10. **Unauthorized key possession or use**, including unauthorized possession, duplication or use of keys, key cards or other access or security devices and unauthorized entry to, or use of Grand View University campus and its facilities.

11. **Theft, vandalism, damage, destruction or unauthorized use of property** of Grand View University or a member of Grand View University community, such as faculty, staff, students, contractors or visitors.

12. **Unauthorized posting/placing** of notices, posters, signs, fliers or using other materials for posting (for example, but not limited to, sidewalk chalk or spray paint) anywhere on Grand View University premises.

13. **Weapon possession or use.** Grand View University has zero tolerance for weapons on campus except when expressly authorized by Grand View University. Possession or use of firearms (or look alike), explosives, other weapons, dangerous chemicals or compounds or other dangerous object of no reasonable use to the student (including but not limited to switchblades, butterfly knives or any knife that opens automatically or has more than one sharp edge) on Grand View University campus, or the brandishing of any object in a threatening manner on Grand View University premises (legal defense sprays are exempt from this section).

14. **Arson**, creation of a fire hazard or possession or use, without proper authorization, of inflammable materials or hazardous substances on Grand View University property.

15. **Committing acts which endanger the property of Grand View University**, including, but not limited to, altering or misusing any firefighting equipment, safety equipment or emergency device.

16. **Making false reports** of a fire, bomb threat or other dangerous condition; failing to report a fire or interfering with the response of Grand View University or municipal officials to emergency calls.

17. **Failing to comply with the directions of, or obstructing Grand View University** officials acting in the performance of their duties and/or failing to positively identify oneself or others to a Grand View University official when requested to do so. The preferred form of identification shall be a current, valid Grand View University identification card.

18. **Dishonesty**, including, but not limited to, forgery, changing or misuse of Grand View University documents, records of identification, misrepresentation, cheating, plagiarism, aiding or abetting cheating or plagiarism, knowingly furnishing false information to Grand View University or tampering with the election of any Grand View University-recognized student organization.

19. **Gambling**, except as expressly permitted by law, on Grand View University property or engaging in unauthorized canvassing or solicitation. Raffles used in the form of auction or door-prize giveaways, where the money used to purchase prizes was requisitioned programming money, are allowed. Raffles used as a means of raising money, even if there are prize awards, are prohibited.

20. **Malicious damage to or malicious misuse of Grand View University property** or the property of any person where such property is located on Grand View University campus.



21. **Parading or marching on streets, roadways or property of Grand View University** without the advance approval of the Senior Student Affairs Officer or designee and the Director of Buildings and Grounds or designee.
22. **Misuse of or assisting another to misuse, another person's identity, password, identification number**, Grand View University identification card or any other means of identification.
23. **The use of skateboards, roller skates, in-line skates, bicycles and other wheeled conveyances on stairways, walls, planters, parking bumpers and similar objects is prohibited.** The use of skateboards, roller skates, in-line skates, bicycles and other wheeled conveyances for the purpose of performing acrobatic stunts anywhere on campus is prohibited. Nothing in this policy prohibits the safe use of the listed items.
24. **Judicial system abuse**, including, but not limited to: failure to set up and/or attend an appointment when directed by a Grand View University official; falsification, distortion or misrepresentation of information; disruption or interference with orderly conduct of a proceeding; attempting to discourage participation or impartiality of others, including harassment; and failing to comply with sanction(s).
25. **Aiding and abetting or inciting** another person in committing an act that violates the Code of Student Conduct.
26. **Falsely reporting a violation** of the Student Code of Conduct.
27. **Discriminatory actions inconsistent with Grand View's Statement on Equity, Inclusion, and Diversity**, specifically the section of the statement that declares that "Grand View University is dedicated to the goal of an inclusive campus where people of diverse identities feel welcomed and empowered to shape our culture and processes." Actions that took place before or after enrollment at Grand View, but that have negative impacts on other students or staff and faculty, are examples of conduct which violates this rule.
28. Disciplinary action may be taken in accord with this section regardless of whether that conduct also involves an alleged or proven violation of law.

## Sanctions

Sanctions are imposed on a student as a result of being found responsible for breaking the University policy. A sanction is meant to indicate that the behavior must stop completely and that corrective measures need to be taken. All sanctions are meant to be corrective, restorative, and/or educational in nature. In recommending or determining a sanction, the Grand View University official will consider all relevant factors including the nature of the offense, the severity of any damage, injury or harm resulting from the offense, the student's current demeanor and the student's past disciplinary record, if any.

*Education.* The student may be required, at the cost of the student, to enroll or participate in a class or special activity for the purposes of better understanding the impact of their misconduct on others in the Grand View community.

*Fines.* Fines will be assessed per the following schedule in response to particular violations of the Code of Student Conduct. Repeat offenses within the same academic school year or an incident of a serious nature from a previous year will result in an increase of a fine from the previous amount.

*Restitution.* The student will be required to make payment for loss of or damage to property.

*Disciplinary Reprimand.* Written notice that a student's conduct in a specific instance does not meet Grand View University standards and that continued misconduct may result in more serious disciplinary action.

*Disciplinary Censure.* A specified period of time during which any further violation of the Code of Student Conduct will likely subject the student to more severe disciplinary action.

*Disciplinary Probation.* Written notice that the student found in violation of Grand View University standards may continue to be enrolled under stated condition. The student may be precluded from representing Grand View University in any extracurricular activity or running for or holding office in any student group or organization. Violations of the stated conditions will be cause for more serious disciplinary action.

*Grand View University Housing Removal.* Removal of the student from Grand View University housing for a specified time. The Student Affairs Officer or the Director of Residence Life reserve the right to remove a student immediately in situations deemed necessary for the safety of other residents.

*Deferred Suspension.* A specific period of time during which a student's continued enrollment at Grand View University is clearly in jeopardy. Should a student further violate the Code of Student Conduct during a period of deferred suspension, the Senior Student Affairs Officer will automatically consider imposing a lengthy suspension or an expulsion.

*Suspension.* Separation of the student from Grand View University for a specified period of time. Suspension means imposition of one or more of the following penalties: (a) forfeiture of the right to enter the campus; (b) exclusion from one or more classes; (c) exclusion from all classes and/or activities; and/or (d) exclusion from the residential facilities. The student will be required to meet with the Senior Student Affairs Officer prior to being allowed to enroll at Grand View University after the suspension period has expired.

*Expulsion or rescinding admission.* Permanent separation from Grand View University. The student shall also be barred from Grand View University property or any Grand View University sanctioned or sponsored event.

*Supplemental Sanctions.* Other sanctions may be imposed instead of or in addition to those specified above. These shall generally be related to the nature of the violation. Such sanctions include, but are not limited to, the following:

- Service to Grand View University
- Community service
- Mandated counseling or therapy
- Relocation to another Grand View University living area
- Loss of specified University privileges
- Loss of institutional financial aid

*Interim Sanctions.* Pending the investigation and outcome of a complaint, a student accused of violating Grand View University policy may be subjected to any sanction set forth in the Student Handbook, other than expulsion or restitution/fines, on an interim basis. The Senior Student Affairs Officer or Director of Residence Life will base an interim sanction judgment on evidence available at that time. In cases where suspension is being considered as an interim sanction, the Senior Student Affairs Officer or Director of Residence Life will consider whether the student's continued presence at Grand View University pending the outcome of the investigation and hearing creates a continuing danger to persons or property or constitutes an ongoing threat of disruption to the academic process.

*Referral to Outside Authorities.* In the case where a student is in violation of federal, state or local laws on campus, or at Grand View University-related activities, Grand View University may refer the student to local law enforcement.

## **General Procedures for Disciplinary Sanctions**

This section describes the general process under the Student Conduct Code for enforcing Grand View University's rules, regulations, procedures, policies, standards of conduct and orders. The specific procedures to be used at each step of the process are described in the following sections of this chapter. In all situations, whether handled formally or informally, basic standards of fairness will be observed in the determination of:

- The truth or falsity of the charges against the student;
- Whether the alleged misconduct violates this code; and if so,
- The sanctions to be imposed, if any.

The criteria for judging student misconduct shall include, but not be limited to, the standards of conduct as stated above. The respondent and complainant will have equal rights, opportunities and treatment throughout the investigative process to the greatest extent possible.

The standards and procedures set forth in this document are those Grand View University normally applies to disciplinary matters. Grand View University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. This includes the right to suspend or expel, or request the withdrawal of a student at any time, with or without specific charge or hearing subject only to the student's right to request the Senior Student Affairs Officer to review misconduct disciplinary matters.

### **Charges of Student Misconduct Made by Faculty, Student or Staff Member**

These charges could include any violation of the Student Code of Conduct set forth above which comes to the attention of a faculty, staff or student. Faculty, staff and students are encouraged to deal with student misconduct on an informal basis whenever possible. However, where the misconduct rises to a level such that informal resolution is not appropriate, the faculty, staff or student may initiate this dispute resolution procedure by filing a written complaint with the Senior Student Affairs Officer or designated staff member that includes the following:

1. Name of individuals involved.
2. Description of the alleged inappropriate conduct.
3. Reference to the student conduct policy allegedly violated and, if informal dispute resolution was attempted, a statement of the steps utilized or, if no informal dispute resolution was attempted, an explanation of why such an attempt was not made.
4. Name and telephone number of the faculty, student or staff member initiating the complaint.

The Senior Student Affairs Officer will either inform the student in writing (Grand View University email) of the charges and penalty which may result from the disciplinary matter or an initial conference will be set up with the student, and the student will be informed verbally and in writing of the charges and the maximum penalty which may result from consideration of the disciplinary matter or potential charges depending on the stage of the investigation.

If an initial conference is scheduled with the Senior Student Affairs Officer:

- The student must attend the scheduled conference. The student's failure to attend without good cause and prior notification or a verifiable emergency may constitute a waiver of the student's right to participate and appeal further.

- The student must submit all of his/her evidence within three (3) business days of the initial conference. The student will have the right to waive the three (3) days and declare that all evidence has been submitted.

If no initial conference is scheduled, the student must submit all of his/her evidence within three (3) business days of the written notification. The student will have the right to waive the three (3) days and declare that all evidence has been submitted.

The student has the right to the assistance of an advisor during the initial conference. Obtaining an advisor is the student's responsibility. The advisor must be available at the time the conference is scheduled. Additionally, because of the potential conflict of interest, the Senior Student Affairs Officer or his/her designee must approve any Student Affairs staff serving as an advisor to a student prior to the Student Affairs staff member's involvement in the discipline process. The advisor must only observe the initial conference. He/she is not allowed to ask questions or make any comments. If an advisor does not follow the stated guidelines they will receive a warning and if the guidelines are not followed a second time the advisor will be asked to leave the conference.

The student must advise the Senior Student Affairs Officer at least 24 hours prior to the conference date if he/she will be accompanied by an advisor at the initial conference.

Once all of the evidence is submitted or a student waives their right for three (3) business days to submit evidence, the Senior Student Affairs Officer will consider all evidence brought forward in the case and will take one of the following actions:

1. Terminate the proceedings, exonerating the student;
2. Dismiss the case after appropriate counseling and advice; or
3. Impose an appropriate sanction.

The student will be notified in writing and via Grand View University email of the decision of the Senior Student Affairs Officer. The student may appeal the decision of the Senior Student Affairs Officer by filing a written appeal with the Provost within three (3) business days of the Senior Student Affairs Officer decision. The Provost shall render a decision on the appeal within seven (7) business days of its filing. The decision of the Provost shall be final and not subject to further appeal.

### **Bias Prevention Judiciary Committee**

The Bias Prevention Judiciary Committee is a standing group of staff, faculty, and one student trained in the investigation and sanctioning of student misconduct to control for any conscious or unconscious bias. The BPJC will work with the relevant Student Affairs staff to provide advice and consultation in the investigation and sanction process. To guard against bias in the misconduct process, any of the respondent, complainant, or staff member can request the involvement of the BPJC at any point in the investigation, judgment, or appeal process. A cohort of the BPJC will review all requests and determine the involvement of the full committee. The BPJC is housed within the President's office and not a substitute for the misconduct investigation process.

Any unresolved bias within a misconduct case will proceed through the appeal process. However, if concerns regarding bias are not resolved after an appeal to the Provost, the case will have a final hearing by the President.

## **Privacy of Student Records**

Students are protected against improper disclosure as provided for in the Family Education Rights and Privacy Act of 1974 (FERPA). Grand View supports this right and maintains the privacy of students involved in misconduct allegations. Discriminatory actions differ from many other areas of student misconduct because of the likelihood of dozens or hundreds of victims within the Grand View community. To allow for the timely and complete sharing of information, the respondent may be asked to waive their right granted by FERPA keep information on the incident and sanction private. Nothing removes a student's right to keep their student record private.

## **Student Complaint Regarding Interpretation of the Student Code of Conduct.**

A Student Code of Conduct Review Board may be convened to hear the case should the student and the Senior Student Affairs Officer agree that the circumstances of the case require an impartial review of the existing policies and procedures to see if said policies and procedures are valid within the ever-changing world. The Student Code of Conduct Review Board will rule on points of policy and procedure, not a specific incident. The Senior Student Affairs Officer shall retain the right to determine whether the decision of the Student Code of Conduct Review Board shall affect the former decisions regarding the student's case/sanctions.

The Student Code of Conduct Review Board shall consist of: (1) a member of the Viking Council Executive Board; (2) a faculty member; (3) a staff member from the department appropriate to the point in question (i.e., Institutional Technology, Buildings and Grounds, Security, etc.); and (4) an academic advisor, counselor, learning coach or pastor.

The Student Code of Conduct Review Board shall be given all written materials relative to the case to date for review at least seven (7) business days prior to convening. Upon convening, the Student Code of Conduct Review Board shall discuss the materials and may call the student and/or any staff or faculty members to present additional information or answer questions, if the Board so desires. The Student Code of Conduct Review Board may recommend:

1. The policy, procedure or rule stands as written
2. The policy, procedure or rule be returned to the originating office for revision with suggestions.
3. An entirely new policy, procedure or rule be written.

## **Student Complaints Regarding a University Rule, Policy or Procedure.**

The following is to be employed if a student believes that a rule, policy or procedure of Grand View University is outdated, defunct, contraindicative or otherwise inappropriate.

A student complaint concerning a Grand View University rule, policy or procedure shall be made in writing and submitted to the Senior Student Affairs Officer. The complaint shall contain the following information:

1. Student's name and telephone number and
2. The nature of the complaint together with all documents, policies, procedures and related material which may be necessary for Grand View University's review of the complaint.

Upon receipt of the complaint, the Senior Student Affairs Officer shall schedule a meeting with the student complainant. At that meeting, the Senior Student Affairs Officer shall attempt a resolution of the student complaint. In the event that the resolution proposed by the Senior Student Affairs Officer is not acceptable to the student, a secondary appeal may be made to the Provost.

The secondary appeal shall consist of a meeting with the Provost, the Senior Student Affairs Officer, the student and any member of the Grand View University community the Provost considers appropriate to the policy, procedure or rule in question. At this meeting, the Provost will hear the student complaint, discuss the matter with all parties, review the appropriate materials and issue a written decision within 20 business days of the meeting. The decision of the Provost shall be final.

### **Charges of Student Misconduct Made in Conjunction with Residence Life**

These charges could include any violation occurring in Grand View University residence facilities (Nielsen Hall, Knudsen Hall, Langrock Suites, Hull Suites, Hull Apartments, and L Apartments, or any parking lot designated for residential students) of the Student Code of Conduct set forth above as well as any violation of the Residence Life Community Standards of Conduct set forth below. Students and staff members are encouraged to deal with student misconduct on an informal basis when possible. However, where the misconduct cannot be handled on an informal basis, students and staff may initiate a misconduct resolution procedure with Residence Life Staff by filing an incident report with the Residence Life Staff that includes the following:

1. Name of individuals involved;
2. Description of the alleged inappropriate conduct;
3. Reference to the Student Code of Conduct policy allegedly violated and, if informal dispute resolution was attempted, a statement of the steps utilized or, if no informal dispute resolution was attempted, an explanation of why such an attempt was not made; and
4. Name and telephone number of the student or Resident Assistant initiating the complaint.

A Residence Life Staff member will either inform the student in writing by Grand View University email of the charges and penalty which may result from the disciplinary matter or an initial conference will be set up with the student and the student will be informed verbally and in writing of the charges and the maximum penalty which may result from consideration of the disciplinary matter.

If an initial conference is scheduled with Residence Life staff:

- The student must attend scheduled conference, failure of the student to attend without good cause and prior notification or a verifiable emergency may constitute a waiver of the student's right to participate and appeal further; and
- The student must submit all of his/her evidence within three (3) business days of the initial conference. The student will have the right to waive the three (3) days and declare that all evidence has been submitted.

If no initial conference is scheduled, the student must submit all of his/her evidence within (3) business days of the written notification. The student will have the right to waive the three (3) days and declare that all evidence has been submitted.

The student has the right to the assistance of an advisor during the initial conference. Obtaining an advisor is the student's responsibility. The advisor must be available at the time the conference is scheduled. Additionally, because of the potential conflict of interest, the Senior Student Affairs Officer or his/her designee must approve any Student Affairs staff serving as an advisor to a student prior to the Student Affairs staff member's involvement in the discipline process. The advisor must only observe the initial conference. He/she is not allowed to ask questions or make any comments. If an advisor does not follow the stated guidelines they will receive a warning and if the guidelines are not followed a second time the advisor will be asked to leave the conference.

The student must advise the Director of Residence Life at least 24 hours prior to the conference date if he/she will be accompanied by an advisor at the initial conference.

Once all evidence is submitted or a student waives their right for three (3) business days to submit evidence, the Residence Life staff will consider all evidence brought forward in the case and will take one of the following actions:

1. Terminate the proceedings, exonerating the student;
2. Dismiss the case after appropriate counseling and advice; or
3. Impose an appropriate sanction.

The student will be notified in writing and via Grand View University email of the decision of the Residence Life Staff. The student may appeal the decision of the Residence Life staff by filing a written appeal with the Senior Student Affairs Officer within three (3) business days of the Residence Life staff decision. The Senior Student Affairs Officer will hear the appeal and render a decision based on new evidence or findings. The decision of the Senior Student Affairs Officer shall be final and not subject to further appeal.

## **Residence Life Community Standards of Conduct**

Matters of safety and security are of primary importance to the Grand View University residence life community. Students who do not respect the rules may jeopardize the safety of the community. Due to this fact, violations will be addressed through the sanctions previously listed under the Student Code of Conduct, as well as the fines and sanctions listed in the Disciplinary Violation portion below. The following policies, procedures and guidelines for student behavior are designed to enhance your living and learning environment. Violations of any rule or regulation will lead to disciplinary action. Where such action is necessary, residence hall students may also face civil liability or criminal prosecution. Students are responsible for becoming familiar with and acting upon their rights and responsibilities.

**Students are also responsible for any damages, repairs, maintenance or external cleaning services needed to restore the residential facility to the original state of occupancy by the student before the incident occurred. All fees for these services will be charged to the student's account.**

When felt necessary by the institution, a student may be removed from residential living without any previous violations and for any safety concerns relative to the entire campus community.

### **Disciplinary Violations**

The following is a partial list of sanctions for violations of the Student Code of Conduct. The university reserves the right to implement fines and sanctions for other violations of the Student Code of Conduct not listed below.

#### **Alcohol**

The state of Iowa prohibits the consumption and possession of alcoholic beverages for individuals under the age of 21 years. A resident of the Hull Apartments and L Apartments may lose the right to stay in these facilities if found in violation and may be removed from residential living or moved to a different location on campus. The use of alcoholic beverages is not to infringe upon the freedom and rights of roommates, residents in neighboring



rooms and other students. A student causing damage while under the influence of alcohol will be charged for repairs.

*Wet Facility Guidelines:*

- Consumption of alcoholic beverages by those of legal age may take place only within residents' rooms in the L Apartments or Hull Apartments. The consumption of alcoholic beverages in the lounges, hallways or other common areas of the L Apartments or Hull Apartments is prohibited without prior consent from the Director of Residence Life.
- In the "wet" facilities, only one open alcoholic container per legal resident can be in a residential unit. If this policy is not followed, the present tenants of the room are in direct violation of the Grand View University alcohol policy. Guests of the room may also be found in violation of the Grand View University alcohol policy
- If any minor is found to be consuming alcohol in the "wet" facilities, any present tenants of the apartment where the violation occurred will also be found in violation of the Grand View University alcohol policy. Guests of the room may also be found in violation of the Grand View University alcohol policy.

*Dry Facility Guidelines:*

- Knudsen Hall, Nielsen Hall, Langrock Suites, and Hull Suites are "dry" residential facilities, therefore no alcoholic beverages are allowed in those buildings. Any students, even if they are of legal drinking age are in direct violation of Grand View University's alcohol policy if they have alcohol in "dry facilities."

*Guilty by Association:*

- If a student is in direct contact of others directly violating the alcohol policy, that student is also in violation.  
*For example* – students who are in a dry facility room while others are drinking will be considered to be in violation, even if they are not personally drinking.

*Items or Activities not Permitted on Campus:*

- Alcohol is not permitted in any Grand View University building or on any Grand View University grounds that is not deemed "wet" in the above paragraph.
- Persons of legal age may not sell or give alcoholic beverages to persons who are not legal age.
- Kegs are not allowed on campus.
- Drinking games that do not allow individuals to control the amount of alcohol they consume are strictly prohibited. For instance: any game where a participant is obligated to drink based on the outcome of the game is a violation of this policy.
- Amounts of alcohol in excess of personal use may be subject to potential removal.
- Alcohol signage and displays visible by the public.
- In dry facilities, empty alcohol containers may not be used as part of a display or décor in the room.

*Host and Guest Guidelines:*

- Students are responsible for their own and their guests' behavior at all times.

- Guests who are found in violation of the alcohol policy will be the responsibility of the host student. If the guest is not claimed by a resident, the proper authorities outside of Grand View University will be contacted to deal with the issue when deemed necessary.
- Grand View University commuter students visiting the residence halls must also have a host. Both the host and the commuter student are sanctioned when violations occur.

*Sanctions:*

Students found responsible for violating this policy may receive sanctions including but not limited to: educational projects, service hours, monetary fines, required meeting with university staff, disciplinary censure, disciplinary probation, and housing removal.

## **Quiet Hours / Courtesy Hours**

In the residence halls, certain hours of the day have been designated “quiet” hours. During these hours, noise must be kept to a minimum to allow residents time to study and sleep.

Quiet hours for the residential community are:

- Sunday through Thursday, 11:00 PM to 9:00 AM;
- Friday and Saturday, 2:00 AM to 11:00 AM. On nights when there are no classes held the next day, weekend quiet hours are in affect. These hours may be expanded in either direction, but not shortened.

Voices in a residence hall room should not be able to be heard outside of the room when the door is closed during “quiet hours.” During these hours sound equipment (stereos, TV’s, etc.) may be played only while the room door is closed and the volume may not be heard beyond the room or out the window and room/suite/apartment doors opening to the main hallway must remain closed to minimize noise in public areas. Group activities are permitted only in student rooms or in the lounge areas where the volume is not heard in student rooms.

Courtesy hours are 24 hours a day, 7 days a week. Courtesy hours are to be understood as a common courtesy expected of people in a group living situation. Residents shall not make or allow any improper or disturbing noise in the building or the close surrounding area that may be objectionable to other residents. Heavy percussion or bass sounds that vibrate through any walls, doors, ceilings, or floors are banned from the residence halls. Any violation will be considered an immediate conduct violation, without being issued a warning. This determination will be made at the discretion of the residence life and/or security staff.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, and required meeting with university staff.

## **Falsifying Identification / Failure to Comply with Grand View Officials**

Students found falsifying their identity or refusing to identify themselves in order to avoid disciplinary action or failing to comply with the directions of a Grand View official are subject to increased sanctions. Falsifying an identity includes providing a false name or providing a “fake” Identification Card or failing to identify other

involved individuals to a disciplinary officer (Security and/or Residence Life staff). This policy also includes falsification, distortion or misrepresentation of information in relation to a potential policy violation.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, required meeting with university staff, and disciplinary censure.

## **Unauthorized Key Possession / Use**

The unauthorized use and/or possession of keys or key cards is prohibited. Unauthorized entry into any facility or room is prohibited.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, required meeting with university staff, disciplinary censure, disciplinary probation, housing removal, suspension, and expulsion.

## **Unauthorized Door Propping**

Unauthorized door propping is defined as intentionally preventing a university door from locking and then leaving it unsupervised. This behavior leaves the community at great risk to unwanted guests as well as potential theft.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, & required meeting.

## **Unauthorized Entry / Occupancy**

Moving into a room not assigned to student. Other students potentially affected by a student's improper move are held responsible for reporting the situation to Residence Life. If the impacted student chooses to move into another room, they are also held responsible for moving into an unassigned room.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: service hours, monetary fines, and required meeting with university staff.

## **Smoking**

The entire campus is smoke and vapor free, including all residential facilities, lounges, hallways, bathrooms, sidewalks, parking lots and privately-owned vehicles parked on campus property. Students found in violation of the State of Iowa's current smoking policy are subject to the sanctions listed below. Students can be found in violation of this policy for smoking both outside and inside.

“Smoke” or “smoking” is defined as the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, cigarillos, hookah, beedies, kreteks, weed, herbs, electronic cigarettes, vaping devices, water pipes, bongs, marijuana or other lighted smoking equipment; and includes products containing or delivering nicotine intended or expected for human consumption, or any part of such a product that is not a tobacco product as defined by Section 321(rr) of Title 21 of the United States Code. Exceptions to this policy are nicotine patches and chewing tobacco.

The advertising, sale, or free sampling of tobacco products is also prohibited on campus property. Littering the remains of tobacco products or any other related waste product on campus property is further prohibited. No individual or campus unit subject to this policy may discriminate or retaliate against any person who makes a complaint of a violation of this policy or provides information concerning a violation of this policy.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, required meeting with university staff, disciplinary censure, disciplinary probation, and housing removal.

## **Fighting**

Fighting, both physical and verbal, on Grand View University campus is not permitted. Committing acts of physical abuse or engaging in actions which intimidate, harass, threaten, coerce or otherwise endanger the health or safety of any person is a direct violation of the fighting policy.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, required meeting with university staff, disciplinary censure, disciplinary probation, housing removal, suspension, and expulsion.

## **Fireworks / Firearms / Weapons**

The use or possession of fireworks, firearms (or look alike) or explosives of any kind, or dangerous objects or knives of no reasonable use to the student (including but not limited to switchblades, butterfly knives, decorative swords with a sharp edge, etc.). These may not be stored in the residential areas or in vehicles on campus.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, required meeting with university staff, disciplinary censure, disciplinary probation, housing removal, suspension, and expulsion.

## **Illegal Materials / Drugs**

The following materials and drugs are prohibited by Grand View University, the state of Iowa or the federal government:

- Possession, use, distribution and/or sale of illegal, synthetic or counterfeit substances or the misuse of prescription drugs. Students involved in illicit use, possession, distribution or sale of narcotics, amphetamines, marijuana or any other harmful or hallucinogenic drug (including designer synthetic drugs) or the misuse of prescription drugs is prohibited. Student involvement in such matters is of university concern whether it occurs on or off campus and irrespective of any action or inaction by civil authorities
- Drug paraphernalia (including Hookahs)

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, required meeting with university staff, room searches, disciplinary censure, disciplinary probation, housing removal, suspension, and expulsion.

## **Prohibited Activities**

The following activities are prohibited by Grand View University, the state of Iowa or the federal government:

- Gambling for money or property.
- Theft of personal or Grand View University property.
- Driving while under the influence of alcohol, cannabis or other controlled substances is prohibited at Grand View University.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, required meeting with university staff, room searches, disciplinary censure, disciplinary probation, housing removal, suspension, and expulsion.

## **Prohibited Items**

The following items are prohibited by Grand View University in all residential facilities, but are not addressed in policies for animals, alcohol, fireworks/firearms/weapons, illegal materials/drugs, or fire hazards:

- Rubber-backed carpeting and paneling
- Highway or road signs
- Lofts, except those provided by Grand View University
- Deep freezes or refrigerators larger than five cubic feet
- Air conditioners, except when issued by Grand View University to accommodate a resident's documented medical needs
- LED lights attached to Grand View property using anything other than poster tack or painter's tape

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, required meeting with university staff, room searches, disciplinary censure, disciplinary probation, housing removal.

## **Vandalism**

The destruction of Grand View University property or other's personal property on campus is considered vandalism which is a violation of the Student Code of Conduct at Grand View University. Vandalism is the willful or malicious destruction or defacement of public or private property.

*Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, restitution, required meeting with university staff, disciplinary censure, disciplinary probation, and housing removal.

## **Unauthorized Animal**

Animals are not permitted in the residential facilities (except fish in an aquarium of less than 15 gallons). Unauthorized animals that are observed in the residence halls will be required to be removed immediately.

### *Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, restitution, required meeting with university staff, disciplinary censure, disciplinary probation, and housing removal.

## **Guests and Visitation**

Grand View residential spaces may not host more than triple the standard room occupancy at any given time. For example, a 4-person suite should never have more than 12 individuals present. Each student is allowed to have a guest of either sex stay with them for up to three nights at a time. Guests may not stay more than 72 hours in a rolling two-week period. All guests must be approved by all other residents in the unit; if approval is not granted by all roommates, the guest is not permitted to enter the room. Guests are considered to be anyone not assigned to the residential room. Students must accompany their guest at all times while the guest is in any residential facility. In order to ensure guests' safety, it is vital that each guest is registered with Residence Life Staff. Residents must notify their Resident Assistant or their building Hall Director via email when they will have a non-Grand View student guest in their room. If a guest is driving a vehicle, they will need to get a parking pass in Campus Services between 8:15 a.m. and 4:00 p.m. or with Campus Safety after 4:00 p.m.

### *Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, monetary fines, and required meeting with university staff.

## **Corridors / Hallways / Lounges**

Residential building corridors and lounges are designed as passageways. These spaces are not for sleeping. Running, throwing/bouncing/kicking balls and other activities played in the hallways may be harmful to residents or to the condition of the building and are not permitted. You may not use the corridor or lounge area to store excess items from your room or to dispose of your trash. Items found in the hallways will be removed or placed back in the room where they came from.

### *Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, and required meeting with university staff.

## **Fire Hazards**

The burning of candles and incense are not allowed in any campus building including the residence halls. Halogen lamps, space and electric heaters, hot plates, electric skillets, firearms, fireworks and explosives are not permitted due to the potential fire hazard.

### *Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, and required meeting with university staff.

## **Tampering with Safety Equipment**

Tampering or damaging fire safety equipment is a violation of state law and violators may be prosecuted and/or fined. Tampering with any campus security system including but not limited to security cameras, fire exit doors, etc. is also a violation of tampering with safety equipment.

### *Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, restitution, required meeting with university staff, disciplinary censure, disciplinary probation, and housing removal.

## **Cleaning and Repair Fees**

Check out fines including cleaning and damage fines are added to student accounts and can be paid at the Business Office. Students will be notified via Grand View email of charges within three weeks of checkout. Exceptions to that timeline may occur for larger damages that require professional assessment. Students are responsible for checking their University statement in the weeks following checking out of their space for up to three weeks to verify that charges have been added. Students have seven days after the charge has been added to contact Residence Life to dispute the charges on their account.

### **Room Doors**

Exterior and interior finish on room doors and windows are easily damaged by tape, tacks, message boards, nails, etc. If you choose to post materials on the inside or outside of your door or window, you assume full responsibility for that material and any damage it may cause. The aforementioned items should not be used to post materials as well as anything else that can damage the door or window. You are responsible for removing all tape and mounting materials from doors and windows prior to check-out.

All materials posted must be viewed by other residents as non-threatening and/or not creating an unwelcoming environment. At any time, Residence Life staff may ask a student to remove anything from the door or window that the staff member deems to be in violation of this policy.

Door Damage Violation: Restitution for damages

### **Room Damage**

Your residential space is owned by Grand View University. Because of this, damage to the space will result in fining and billing. Tacks or nails are not to be used to hang items in the rooms. The provided adhesives from LED cord-lights have consistently caused damage to residential walls, and as such, LED lights may only be attached to walls using poster tack or painter's tape. Carpet tacks or adhesives are not to be used on the floor due to the residue it leaves when the carpet is removed. Adhesive hooks that cause damage to the walls or leave a residue on the wall should not be used. If the preceding items are used and cause damage to the walls, you will be fined for them when you move out.

Room Damage Violation: Restitution for damages

### **Furniture Damage**

The furniture that is owned by Grand View University located in the residential facilities is expected to receive "wear and tear" from normal everyday use. However, damage that occurs to the furniture that is beyond normal

everyday use will result in fines and billing to the resident directly using the furniture. Tears, burns, breaks and rips are all components of damage that Grand View University does not view as normal “wear and tear.”

Furniture Damage Violation: Restitution for damages

### **Furniture Removal**

The furniture in your room that is owned by Grand View University is to remain in the residence hall room at all times. Storage is not available on campus for unwanted furniture. During room checks throughout the academic year, furniture will be counted in each room. Items that are removed will result in a violation of residential policy at that time. Failure to have all the furniture in your living space during the check-out process will result in larger fines to cover the cost of replacement furniture. It is the student’s responsibility to document a furniture inventory on their check in form in order to avoid fines.

Furniture Removal Violation: Monetary fine plus restitution for any damages.

### **Screen Removal / Window Damage**

Window screens are not to be removed or opened without the permission of the Hall Director or the Director of Residence Life. Screens are not intended for frequent opening and closing. The opening or removal of screens results in damage to the screen and the fixtures into which they are fit. Window screens also are a form of protection from weather, bugs and the transfer of materials from inside and outside of the building.

1. Screen Opening or Removal Violation: Monetary fine plus restitution for damages.
2. Thrown Objects Violation: Monetary fine plus additional sanctions

## **Residence Life Requirement Violations**

### **Keys**

It is highly encouraged that all residents lock their rooms when absent from the immediate area. Lost keys must be reported to the building’s Hall Director or the Department of Residence Life. The student is charged for the replacement of the room key. The charge covers the cost of the new keys and labor. Grand View University keys cannot be duplicated commercially. Lost student ID cards and students locking themselves out of their rooms all result in monetary charges.

1. Room Key Replacement:
  - a. \$200.00 charge for Knudsen and Nielsen Residents.
  - b. \$75.00 charge for Langrock Suites, Hull Suites, Hull Apartments, and L Apartments.
2. Student Identification Card Replacement: \$20.00 charge
3. Student Lock-Out Violation: Monetary charge per lock-out after the third lock-out.

### **Check-In and Check-Out Procedures and Paperwork**

Check-In and Check-Out procedures will be explained by the Resident Assistant at the beginning and the end of the academic year. The room Check-In and Key Card should be filled out carefully and submitted to your Resident Assistant when you move in. These forms help determine damages which occur throughout the year. Missing Check-In form and Key Cards after the final submission date will result in student being unable to claim preexisting damages to the room at checkout. Check-out information also needs to be submitted prior to moving out. Failure to follow proper check-out procedures will also result in a fine being billed to your student account.



1. Form Submission Deadline Violation: Loss of privileges
2. Improper Check-Out Violation: Monetary Fine (fine compounds per violation)
3. Personal Property Left In Room: Monetary Fine plus cost of removal services

### **Mandatory Floor Meetings**

As a member of the Grand View University residential community, there may be points throughout the semester where your floor or building will need to hold meetings and you will need to be in attendance. Important residential issues will be discussed, changes may be made or policies may be enforced at these meetings. At times throughout the semester, it is essential that everyone be at community meetings. If you have legitimate scheduling conflicts, this needs to be addressed with your Resident Assistant 24 hours prior to the meeting.

#### *Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, and monetary fines.

### **Grand View Email**

As a member of the Grand View University residential community, there may be points throughout the semester where important information is communicated via campus email. You are responsible for reading and understanding all communications sent by Residence Life staff members.

#### *Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports and loss of privileges.

### **Community Furniture**

Furniture placed in the lounges or other public areas is for the use of all residents and guests. Removal of furniture from these areas is prohibited. Rooms may be inspected in the interest of maintaining or protecting Grand View University property at any time without approval from the residents of the space.

#### *Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, restitution, meeting with university staff, disciplinary censure, disciplinary probation, and housing removal.

### **Emergency Alert Response**

Emergency evacuation education and practice will be held on a regular basis for both fire and tornado drills. All residents must properly respond to emergency alerts upon hearing the alarm and not resume normal activity until an ALL CLEAR is given by staff. Failure to cooperate in emergency alerts of the building is a violation of state law, and violators may be prosecuted and/or fined. If a fire alarm sounds, it is critically important for evacuation to occur quickly and safely. If a tornado alarm sounds, it is critically important for you to seek designated shelter quickly and safely. Your safety is of the utmost importance to the Residence Life Staff. Due to the severity of a violation, if documented, students will receive sanctions.

#### *Sanctions:*

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, and meeting with university staff.

## **Residential Safety**

### **Missing Person Reporting Procedures**

As an institution providing on-campus student housing, Grand View University is required to provide a notification policy for reporting a missing student who resides on-campus. Due to Grand View University's obligation to investigate and act to resolve missing person incidents, confidentiality will be afforded to the extent the facts warrant and the law permits. Institutional authorities who are involved in the investigation are not likely to be able to keep incidents completely confidential. Students reporting the missing person will be given the opportunity to provide confidential contact information for a person to be notified in the event the student is officially reported as missing. If campus security officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours they will:

- Notify the individual identified by the student to be contacted in this circumstance;
  - If the student is under 18 years old, notify a parent or guardian; and
  - In cases where the student is over 18 and has not identified a person to be contacted, notify appropriate law enforcement officials.

Any member of the Grand View University community can report a missing person, and are strongly encouraged to do so. Other students and/or employees of Grand View University who receive notification of a missing person should encourage the person reporting the student missing to contact one of the following:

- Senior Student Affairs Officer
- Director of Residence Life
- PerMar Security Lead Officer

### **Fire and Fire Safety**

Every residence living space on campus has two mandatory supervised fire drills during the academic school year. Educational sessions are held at the beginning of the semester to review with all residential students the policies and procedures for fire safety and evacuation of campus residential facilities.

The burning of candles and incense are not allowed in any campus building including the residence halls. Halogen lamps, space and electric heaters, hot plates, electric skillets, firearms, fireworks and explosives are not permitted due to the potential fire hazard. Tampering or damaging fire safety equipment is a violation of state law and violators may be prosecuted and/or fined.

### **Fire Evacuation**

Fire evacuation education and practice will be held on a regular basis. All residents must vacate the building upon hearing the alarm and not re-enter until an ALL CLEAR is given by staff. Failure to cooperate in evacuation of the building is a violation of state law, and violators may be prosecuted and/or fined. If a fire alarm sounds, it is critically important for evacuation to occur quickly and safely. Your safety is of the utmost importance to the Residence Life Staff. As a residential student, you are a member of a community that truly cares for your well-being. During a fire situation, it is important to stay calm and exit the building in an orderly fashion. Evacuation information is located on the inside of your door. Please refer to this information and become educated in our evacuation process. It is essential that you evacuate the building and relocate in the parking lots away from the building.

## **Description of On-Campus Housing Facility Fire Safety System (including fire sprinkler system)**

Knudsen Hall – Smoke detectors in each room, hallway and common space, fire extinguishers on each floor, fire hose on each floor, fire alarms on each floor, no fire sprinkler system.

Nielsen Hall – Smoke detectors in each room, hallway and common space, fire extinguishers on each floor, fire hose on each floor, fire alarms on each floor, no fire sprinkler system.

Langrock Suites – Smoke detectors in each room, hallway and common space linked to local fire department, fire extinguishers on each floor, fire alarms on each floor linked to local fire department, fire sprinkler system throughout building.

Hull Suites – Smoke detectors in each room, hallway and common space linked to local fire department, fire extinguishers on each floor, fire alarms on each floor linked to local fire department, fire sprinkler system throughout building.

Hull Apartments – Smoke detectors in each room, hallway and common space linked to local fire department, fire extinguishers on each floor, fire alarms on each floor linked to local fire department, fire sprinkler system throughout building.

L Apartments – Smoke detectors in each room, hallway and common space linked to local fire department, fire extinguishers on each floor, fire alarms on each floor linked to local fire department, fire sprinkler system throughout building.

All fire equipment is checked every year according to the local and state fire codes and inspections are made by local fire enforcement agencies according to the standards set by the local and state codes.

### **Fire Identification, Notification and Emergency Evacuation Procedure**

A fire emergency exists if a fire is suspected or discovered, or when smoke is discovered or the alarm is heard. Remember RACCEE. The following steps must be taken:

- **R**emove those in immediate danger. Close the door to room where fire is located.
- **A**ctivate fire alarm.
- **C**all 9-911 and report the following information:
  - o Your name
  - o Building name and address
  - o Floor and room number if known
  - o Phone number you call from
- **C**lose all doors and windows in the surrounding areas.
- **E**xtinguish the fire if possible.
- **E**vacuate the building via the nearest and safest exit. Be familiar with the evacuation maps in the building.

*Identification/Notification:* In the event that anyone smells smoke or sees fire or smoke and there is a building fire system, they should immediately activate the alarm to evacuate the building. Even if the fire is known to be small, the alarm should be activated immediately. The fire could grow quickly, endangering building occupants. All building occupants should be familiar with fire alarm pull station locations. After activating the fire alarm, the person discovering the fire should immediately call “9-911” from a **safe** location and provide the emergency dispatcher with the name and location of the building and information about the fire. After the alarm has been sounded and the fire has been reported, an attempt should be made to extinguish the fire if it is small and it can be extinguished without exposing oneself to injury. Portable fire extinguishers are available for

use. Otherwise, evacuate along with others and stand by to tell officials the exact location of fire and other pertinent information. Notify the Vice President for Administration and Finance immediately.

*Evacuation:* The primary concern in the event of a fire is to evacuate everyone from the building as quickly as possible. In order to accomplish this, occupants must be prepared in advance for quick and orderly evacuation. Meetings will be held with all employees to explain, in detail, evacuation procedures. When the fire alarm sounds, immediate evacuation is required.

*Evacuation Locations:* During a fire alarm, student should exit the building quickly and calmly. There is no designated evacuation location for any of the resident's halls. However, please make sure you do not gather anywhere that would be in the way of any emergency vehicles responding to the scene.

*Individual Instructions:* When the alarm sounds and you are in a room with a closed door, touch the door lightly with the back of your hand. If the door is **hot**, do **not** open it. Remain in the room. If on ground level, carefully exit through window, if possible. If on upper floor, call 9-911 and give room number. Place wet towels, sheets, coats or other materials around the door to block smoke and heat from entering the room. Next, if a window is present, open it between six to eight inches to allow fresh air in and drape clothing, sheet, towel, etc., outside the window sill as a distress signal to the fire department. Keep close to the open window and stay low to floor to avoid smoke and heat. **Do not** exit window onto ledges. **Remain calm.** Firefighters will get to you as soon as possible. If the door is not hot, crack it open to check for smoke. If there is little or no smoke, proceed carefully to a fire exit. On your way out, notify other faculty, staff and students. Turn off any ventilating equipment, leave room lights on and close the door behind you as you leave *in the direct path to exiting the building.*

Once outside, get at least 100 feet from the building area. Report to Supervisor or Instructor for head count, especially if you are leaving the immediate scene, so others will not wonder if you are still in the building. Remain quiet and orderly. If not all persons are accounted for, Supervisor or Instructor should contact Campus Security. **Never attempt to re-enter a burning building.** Remain in a safe location until the “**All Clear**” has been given by Campus Security. Be alert for further instructions. Remain calm.

*Safety Tips:* Common sense and calmness are most important in a fire. Check the fire evacuation plans in frequented buildings and get to know them. Count the number of doors between your office/residence hall room and the exits and memorize that number in case smoke obscures your view of the exit signs. Elevators are not considered safe in a fire and should not be used. Doors and stairs are never to be blocked. Halls and stairways must be kept clear. Stay low when walking in smoke or heat, as both will rise. Know the location of alarm boxes and fire extinguishers and their use. If you don't have this information, check your work area or ask your supervisor/residence hall director.

### **Tornado Evacuation**

When severe weather threatens, tune your radio to 1040 AM or 1350 AM for weather bulletins. Tornado warnings are issued when a funnel cloud has actually been seen or severe weather is in the area that could produce tornados. Residence Life Staff will alert each floor that a tornado warning is in effect. If sirens sound, it is your responsibility to go straight to the shelter areas. You should seek shelter in these areas:

Nielsen Hall: Basement hallway, laundry room and storage room. Stay away from windows, the basement Esports area and upper floors.

Knudsen Hall: Basement hallway and laundry room. Stay away from windows, athletic training room and upper floors.

Hull Apartments: First Floor Hallway near the interior core of the building. Stay away from the Community room, entrance way, windows and upper floors.

Hull Suites: First Floor Hallway near the interior core of the building. Stay away from the Community room, entrance way, windows and upper floors.

Langrock Suites: First Floor Hallway near the interior core of the building. Stay away from the Community room, entrance way, windows and upper floors.

L Apartments: Basement hallway, laundry room and storage room. Stay away from windows.

### **Smoke Free Campus Policy**

In compliance with Iowa's Smoke Free Air Act, Grand View University is a smoke-free campus (including e-cigarettes).

#### **Objective(s):**

1. To reduce the level of exposure by the students, faculty, staff, contractors, visitors and general public to environmental tobacco smoke in order to improve the public health.

#### **Provisions:**

1. Smoking is prohibited on all campus property and vehicles. This includes:
  - In all buildings on campus. This includes all dorm rooms, suites and apartments; work areas, private offices, conference and meeting rooms; classrooms, auditoriums, lounges and cafeterias; stairways, hallways and other enclosed spaces.
  - On all property maintained by Grand View University, including either leased or owned property, athletic fields, sidewalks and parking lots.
  - Seating areas of outdoor sports events, stadium, amphitheaters and other outdoor entertainment venues.
  - In all vehicles owned, leased or rented by Grand View University.
  - In all vehicles when parked on Grand View University property.
2. There are no designated smoking areas within any Grand View University facility or on any grounds.

#### **Associated Procedures:**

1. Grand View University shall:
  - a. Clearly and conspicuously post signs that say "no smoking" or include the international "no smoking" symbol in and at every entrance to Grand View University buildings.
  - b. Post no smoking signs in vehicles owned or leased by Grand View University, that are visible from the outside.
  - c. Make no ash receptacles available on campus.
2. Supervisory employees and others who have custody or control of an area, shall inform individuals when they are in violation of the Iowa Smokefree Air Act, may be subject to a \$50.00 Fine from law enforcement and request that the individual stop smoking immediately.
  - a. If the individual refuses to stop smoking, the supervisor or person with custody or control of an area may request that the individual leave the area where smoking is prohibited.
  - b. If the individual refuses to leave the area where smoking is prohibited, the state or local law enforcement agency with jurisdiction over the area where smoking is prohibited may be notified.

Because the entire Grand View University campus is smoke free, including all residential facilities, students found in violation of the State of Iowa's current smoking policy are subject to the sanctions listed in the "Smoking" section of the Residence Life Community Standards of Conduct above.

# **APPENDIX A**

## **Policy Statement on the Drug-Free Schools and Communities Amendment**

Grand View University has a strong commitment to provide a safe living/learning/working environment for students, staff and faculty; and to establish and evaluate programs promoting high standards of health and safety. Grand View University has an obligation to identify, and to the extent possible, control or advocate control of environmental factors that influence the health and safety of members of the academic community.

The Drug-Free Schools and Communities Act Amendment of 1989 requires each institution of higher education that receives any form of financial assistance (including student loans), to certify to the Secretary of the Department of Education that it has adopted and implemented programs to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees.

Grand View University emphasizes the role of the University in a proactive prevention of substance abuse, care and counseling provisions for individuals with substance abuse problems, enforcement of University regulations and review and evaluation on the effectiveness of programmatic efforts.

### **Standards of Conduct**

Grand View University recognizes that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on any University property, at any University sponsored event/activity, or while the student and/or employee is on duty, on official University business or representing Grand View University in any capacity.

The general statement on Grand View University conduct policies and more specific provisions included in the Student/Employee Handbooks provide for disciplinary action.

### **Alcohol and Illegal Drug Policy**

#### **Alcohol Policy**

As a learning community, Grand View University strives to provide an educational environment that actively promotes the intellectual, emotional, spiritual and physical development of all its members. Such an environment affirms both the rights of the individuals and the needs of the larger community to which they belong. Therefore, Grand View University policies regarding the use and consumption of alcoholic beverages by students and student groups are derived from the following general premises:

- Grand View University expects persons to take responsibility for their actions and for the environment of which they are a part.
- Grand View University will provide an environment that supports those who choose not to drink as well as those of legal age who choose to drink sensibly and responsibly.
- Grand View University does not consider drinking in excess to be responsible.
- Grand View University will discourage the misuse of alcohol by any member of its community through educational awareness programs and appropriate regulations.
- Grand View University will offer assistance to any member having problems related to alcohol through counseling services or other community resources. Grand View University encourages students who are concerned about their own drinking, or someone else's, to seek help.

- Grand View University will comply with federal, state and local laws, and expect all members of its community to do likewise.

### **General Policies:**

1. Alcoholic beverages may be possessed, purchased and/or consumed only by persons of legal drinking age, and only in areas designated by Grand View University.
2. No person may procure, sell, dispense or give alcoholic beverages for or to an underage person.
3. Intoxication and/or alcohol abuse shall not be tolerated and will not be accepted as an excuse for unlawful behavior or misconduct.
4. Alcoholic beverages will be permitted at approved campus events in accordance with the guidelines established by Grand View University.
5. Alcoholic beverages of any kind are strictly prohibited at Grand View University athletic events, in University-owned or leased vehicles and in classrooms.
6. Alcoholic beverages are never to be used as a reward for achievement or given as a prize or an award.

### **Sanctions:**

Violations of this policy may result in individual or group sanctions. If a student displays conduct on campus or at a Grand View University-recognized event which results in criminal prosecution, Grand View University may sanction the student according to University discipline procedures regardless of the action taken by government authorities. Grand View University reserves the right to involve civil authorities at any time they deem appropriate.

When use of alcohol is irresponsible or illegal, Grand View University must take educational disciplinary action. The following is an outline of individual sanctions. Sanctions will not necessarily be limited to those listed, specifically in the case of additional violation of University policy. An alcohol assessment may be required at any time an appropriate University officer has reason to suspect that a student may have a problem with alcohol or other chemicals. Sanctions are successive over a student's academic career.

The State of Iowa restricts the consumption and possession of alcoholic beverages to individuals 21 years of age or older. A resident of the L Apartments, Hull Apartments or a registered of-age room in upper class housing in Nielsen or Knudsen Hall (registered rooms must be registered and fully approved by the Residence Life Department prior to any alcohol entering the room) may lose the right to stay in these facilities if found in violation and may be removed from residential living or moved to a different location on campus. The use of alcoholic beverages is not to infringe upon the freedom and rights of roommates, residents in neighboring rooms and other students. A student causing damage while under the influence of alcohol will be charged for repairs.

#### *Wet Facility Guidelines:*

- Consumption of alcoholic beverages by those of legal age may take place only within residents' rooms in the L Apartments, Hull Apartments, and registered rooms in Nielsen or Knudsen Hall (registered rooms must be registered and fully approved by the Residence Life Department prior to any alcohol entering the room). The consumption of alcoholic beverages in the lounges, hallways or

other common areas of the L Apartments, Hull Apartments and Nielsen or Knudsen Hall is prohibited.

- In the “wet” facilities, only one open alcoholic container per legal resident can be in a residential unit. If this policy is not followed, the present tenants of the room are in direct violation of the Grand View University alcohol policy. Guest of the room may also be violation of the Grand View University alcohol policy
- If any minor is found to be consuming alcohol in the “wet” facilities, any present tenants of the apartment where the violation occurred will also be found in violation of the Grand View University alcohol policy.

*Dry Facility Guidelines:*

- Knudsen Hall, Nielsen Hall (other than registered upper-class rooms), Langrock Suites, and Hull Suites are “dry” residential facilities, therefore no alcoholic beverages are allowed in those buildings. Students of legal drinking age are in direct violation of Grand View University’s alcohol policy if they have alcohol in “dry facilities.”

*Guilty by Association:*

- If a student is in direct contact of others directly violating the alcohol policy, that student is also in violation.
- For example, you should not be in a room in a dry facility while others are drinking whether you are drinking or not, or you shouldn’t be walking with a student who has an open container in the public areas whether you are carrying an alcoholic container or not.

*Items or Activities not Permitted on Campus:*

- Alcohol is not permitted in any Grand View University building or on any Grand View University grounds that is not deemed “wet” in the above paragraph.
- Persons of legal age may not sell or give alcoholic beverages to persons who are not legal age.
- Kegs are not allowed on campus.
- Drinking games that do not allow individuals to control the amount of alcohol they consume are strictly prohibited. For instance: any game where a participant is obligated to drink based on the outcome of the game is a violation of this policy.
- Amounts of alcohol in excess of personal use will be called into question.
- Alcohol signage and displays visible by the public. In dry facilities, empty alcohol bottles may not be used as part of a display or décor in the room.

*Host and Guest Guidelines:*

- All Grand View residential spaces may not host more than 25 people in a room at any given time. Any room found violating this policy will require a majority of the guest to leave the room and the host will receive sanctions.
- Students are responsible for their own and their guests’ behavior at all times.
- Guests who are found in violation of the alcohol policy will be the responsibility of the host student. If the guest is not claimed by a resident, the proper authorities outside of Grand View University will be contacted to deal with the issue when deemed necessary.
- Grand View University commuter students visiting the residence halls must also have a host. Both the host and the commuter student are sanctioned when violations occur.



## **Illegal Drug Policy**

Grand View University accepts the definition of illegal drugs established by the State of Iowa. These definitions can be found online at [www.state.ia.us/ibpe/pdf/IC126.pdf](http://www.state.ia.us/ibpe/pdf/IC126.pdf)

1. Grand View University recognizes its responsibility to maintain and support civil laws and therefore will cooperate fully with the law enforcement agencies by providing information and assisting in the prosecution of illegal use, possession, distribution and sale of illegal drugs.
2. The distribution or sale of any illegal drug by any person connected with Grand View University will result in immediate separation from Grand View University and full report to civil authorities.

### **Sanctions:**

Students found responsible for violation of this policy may receive sanctions including but not limited to: educational reports, service hours, monetary fines, required meeting with university staff, disciplinary censure, disciplinary probation, housing removal, suspension, & expulsion.

## **Health Risks and Resource Information**

This information is being published in accordance with the Drug-Free Schools and Communities Act Amendments of 1989. Its purpose is to serve as a reminder of the health risks associated with drug and alcohol abuse; and of University policies related to the illegal possession and/or use or distribution of drugs or alcohol. Substance abuse creates a plethora of negativistic reactions in the physical, social and spiritual lives of the person involved. Impairment of physical coordination, mental alertness, immune system and organ damage, anti-social behavior, low self-esteem, chronic illness, excess absenteeism, DWI/abuse-related arrests, impaired learning, transmission of disease sexually, campus violence and date/acquaintance rape are a few of the dangers.

### **Specific Drugs and Their Effects**

#### **Alcohol**

Health hazards associated with excessive use of alcohol or with alcohol dependency include dramatic behavioral changes, retardation of motor skills, birth defects or reproductive complications and impairment of reasoning and rational thinking. These factors result in higher incidence of accidental death for users than for nonusers of alcohol. Nutrition also suffers and vitamin and mineral deficiencies are frequent. Prolonged alcohol abuse may cause bleeding from the intestinal tract, damage to nerves and the brain, psychotic behavior, loss of memory and coordination, damage to the liver often resulting in cirrhosis, impotence, severe inflammation of the pancreas and damage to the bone marrow, heart, testes, ovaries and muscles. Damage to the nerves and organs are usually irreversible. Cancer is the second leading cause of death in alcoholics and is ten times more frequent than in non-alcoholics. Sudden withdrawal of alcohol from dependent individuals will cause serious physical withdrawal symptoms. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely. Moderate to high doses cause impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. Repeated use of alcohol can lead to dependence.

#### **Drugs**

The use of illicit drugs usually causes the same general types of physiological and mental changes as alcohol, though frequently these changes are more severe and sudden. Death or coma resulting from overdose of drugs

is more frequent than alcohol, but unlike alcohol, abstinence can lead to reversal of most physical problems associated with drug use.

### **Anabolic Steroids**

Anabolic steroids are a group of powerful compounds closely related to the male sex hormone testosterone. Steroid users subject themselves to side effects ranging in severity from liver cancer to acne, and including psychological as well as physical reactions. In males, use can result in sterility and impotence. In females, irreversible masculine traits can develop along with breast reduction and sterility. While some effects appear quickly, others, such as heart attacks and strokes, may not show up for years.

### **Cannabis (Marijuana, THC, Hash)**

All forms of cannabis have negative physical and mental effects. Regularly observed physical effects include substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat and increased appetite. Use may impair or reduce short-term memory and comprehension, alter sense of time and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Marijuana can also produce paranoia and psychosis. Long-term users may develop a psychological dependence. Marijuana is usually ingested by smoking.

### **Cocaine (Crack)**

Cocaine is a stimulant that is most commonly inhaled as a powder. Users progress from infrequent use to dependency within a few weeks or months. Immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Psychological and behavioral changes resulting from use include over-stimulation, hallucinations, irritability, sexual dysfunction, psychotic behavior, social isolation and memory problems. An overdose produces convulsions and delirium and may result in death from cardiac arrest. Discontinuing the use of cocaine requires considerable assistance, close supervision and treatment. “Crack” is a refined cocaine derivative, which is highly addictive and particularly dangerous, sometimes proving fatal even to occasional users.

### **Depressants (Barbiturates, Methaqualone, Tranquilizers)**

The effects of depressants are similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but larger doses can result in slurred speech, altered perception, respiratory depression, coma and even death. The combination of depressants and alcohol can multiply the effects of the drugs. Use can cause both physical and psychological dependence.

### **Designer Drugs**

Illegal drugs are defined in terms of their chemical formulas. Underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of them are related to amphetamines and have mild stimulant properties but are mostly euphoricants. They can produce severe neurochemical damage to the brain. The narcotic analogs can cause uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage.

### **Hallucinogens (PCP, LSD)**

These include LSD, mescaline, peyote and phencyclidine (PCP or angel dust). Hallucinogens interrupt the functions of the section of the brain that controls the intellect and keeps instincts in check. The drug blocks pain receptors and violent PCP episodes may result in self-inflicted injuries. Effects vary, but users report a sense of distance and estrangement. Muscular coordination worsens and senses are dulled. Large doses may result in convulsions and coma, as well as heart and lung failure. Users who discontinue use experience “flashbacks” consisting of distortions of virtually any sensation. Withdrawal may require psychiatric treatment for the accompanying persistent psychotic states. Suicide is not uncommon.

## **Inhalants**

The immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination and loss of appetite. Deeply inhaling the vapors, or using large amounts in a short period of time, may result in disorientation, violent behavior, unconsciousness or death. Repeated sniffing can permanently damage the nervous system.

## **Intravenous Drug Use**

In addition to adverse effects associated with the use of a specific drug, intravenous drug users can develop AIDS, hepatitis, tetanus, (lockjaw) and infections in the heart. Permanent brain damage also may be a result.

## **Narcotics (Heroin, Methadone, Codeine, Morphine, Opium)**

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possible death. Tolerance to narcotics develops rapidly and dependence is likely.

## **Other Stimulants (Amphetamines, Methamphetamines)**

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. Users also may experience sweating, headaches, blurred vision, dizziness, sleeplessness and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination and even physical collapse. An injection creates a sudden increase in blood pressure that can result in stroke, very high fever or heart failure. Users report feeling restless, anxious and moody. Using large amounts over a long period of time can result in hallucinations, delusions and paranoia.

## **Solvent Inhalants (Glue, lacquers, Plastic Cement, White Out)**

Fumes from these substances cause problems similar to alcohol. However, incidents of hallucinations and permanent brain damage are more frequent.

## **Referrals**

Grand View University is committed to maintaining a drug-free atmosphere for our students and is concerned about students who may have alcohol or drug abuse problems. Grand View University encourages such students to receive immediate care. The following organizations can help you if you have a concern about your own or someone else's alcohol or drug use.

Alcohol Abuse Access	24-Hour Helpline & Treatment	1-800-374-2800
Cocaine Anonymous	1-800-262-2463 (24 hours)	
Student Life Office	(515) 263-2885	

## **Other Resources**

For additional information please link to the Department of Justice site on drugs of abuse and their effects at <http://www.justice.gov/dea/concern/concern.htm>.

## **Assistance: Educational, Counseling, Rehabilitation**

Grand View University recognizes substance and/or dependency as a major problem. Students and/or employees who are in need of help are encouraged to contact Grand View University's counseling services for confidential assistance. The counseling service provides evaluation and counseling for students. In addition, students may be referred to other appropriate sources. University employees may ask the counseling service for lists of community and area evaluation and counseling services.

Grand View University also will provide administration guidance and medical assistance within the scope of the current group health policy and the Employee Assistance Program (EAP). The EAP provides free, confidential initial counseling and referral services for employees and their families.

The Student Life Office will be responsible for assessing, designing and implementing on-going educational programs to inform students regarding substance abuse, Grand View University's policy, counseling and/or rehabilitation programs and penalties for violations. Substance abuse literature will be distributed periodically and made available throughout campus.

Grand View University has taken a proactive stance on substance abuse. Resources on policy, intervention and education on/for the campus include the following:

- Health Services
- Counseling Center
- Vice President for Student Affairs
- EAP on site workshops/off campus community resources for faculty and staff
- ELCA (Evangelical Lutheran Church in America) educational resources
- Aramark Food Service-employee in service

#### **Employee/Student Coverage**

- Faculty/Staff Handbooks
- Resident Assistant In-Service Training and Handbook
- Student Handbook
- Specialty Brochures

#### **Programmatic Functions**

- Alcohol Awareness Programs and Resources – Counseling Department
- Viking Council Programs
- Student Activities Council Programs
- Residence Hall Association Programs
- Resident Hall Programs – Residence Life Staff
- National Substance Abuse Awareness Programs
- Grand View Wellness Programming
- Stress management workshops (classes, departments)

### **Sanctions**

Compliance with standards of conduct is a condition of employment and enrollment at Grand View University. Violations of these rules will result in disciplinary action up to and including dismissal from employment and/or enrollment at Grand View University. Any employee or student who is convicted under a criminal statute for violation of the standards of conduct at Grand View University must report that conviction to Human Resources and/or Student Life Office. This must be done within five (5) business days after conviction. The appropriate office will in turn notify a participating granting agency within ten (10) days of notification.

Convicted employees and/or students may be required to participate satisfactorily in an approved substance abuse assistance or rehabilitation program prior to reinstatement or as a condition of continuing employment/enrollment.

#### **Zero Tolerance**

If you are under 21 years of age, you will lose all driving privileges for up to 60 days if you are caught driving with a blood alcohol content greater than .02 (.02 can result from one beer/drink or less). Subsequent

violations will result in license revocation for a minimum of 90 days with no school or working driving permit. If you refuse to take a BAC test, you will lose your license for up to one year (for the .02 offender).

If you are under 21 years of age and you are caught driving with a blood alcohol content greater than .08 or more, you will face a misdemeanor charge. Penalties may include: up to 48 hours in jail, a fine of \$1,250, and a license suspension for 180 days.

### **State and Federal Penalties**

#### **Offense**

Providing liquor, wine, or beer to person under 21

Providing liquor, wine, or beer to an intoxicated person

Manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance or counterfeit or simulated substance

Possession of controlled substance

Distribution of controlled substance to person under 18

Sponsoring, promoting or assisting with a gathering with knowledge that controlled substance will be distributed, used, or possessed

#### **Iowa Law**

#### **Penalties/Sanctions**

First offense: simple or serious misdemeanor

Second offense: serious misdemeanor and \$500 fine

Subsequent offenses: aggravated misdemeanor and \$500 fine

Imprisonment not to exceed 30 days or fine not to exceed \$100

Substance other than marijuana: imprisonment for periods of 10, 25, or 50 years and/or fines ranging from \$1,000 – \$1,000,000 (depending on nature of substance and amount)

Substance other than marijuana: imprisonment not to exceed 1 year and/or fine not to exceed \$1,875

Marijuana: imprisonment not to exceed 6 months and/or fine not to exceed \$1,000  
Suspended sentences may include probation and required participation in a drug treatment program

Substance other than marijuana: imprisonment for periods of 10, 25, 50, or 99 years and/or fines ranging from \$1,000 – \$1,000,000 (depending on nature of substance, amount, and age of parties involved)

Marijuana: imprisonment not to exceed 5 years and/or fine not to exceed \$7,500

Controlled substance other than marijuana: imprisonment not to exceed 5 years and/or fine not to exceed \$7,500

Marijuana: imprisonment not to exceed 1 year and/or fine not to exceed \$1,000

Manufacture, delivery or possession with intent to manufacture or deliver an imitation controlled substance

Depending on ages of the participants, imprisonment not to exceed 2 or 5 years and/or fines not to exceed \$5,000 or \$7,500

Second of subsequent offenses of most of the above-referenced offenses may be punished by imprisonment for a period up to three times the term otherwise authorized and/or a fine up to three times the amount otherwise authorized.

### Local Penalties

Violations of local ordinances dealing with alcohol consumption, such as public intoxication and similar offenses, generally are punishable by fine not to exceed \$100 or imprisonment not to exceed 30 days.

### Federal Law

#### Offense

Manufacture, distribution, or dispensing drugs including marijuana

Possession of drugs including marijuana

Operation of a common carrier under the influence of alcohol or drug

#### Penalties and Sanctions

Imprisonment not to exceed 1 year and a minimum fine of \$1,000

Imprisonment without release, no parole and possible fine

Civil penalty not to exceed \$10,000; denial of benefits, i.e. student loans, grants, license up to 1-5 years for repeat

Imprisonment for up to 15 years and a fine not to exceed \$250,000

### Grand View University Penalties

#### Category

Alcohol possession/consumption in violation of state law or campus time/place/manner restrictions

Kegs and other large alcohol quantities

Cannabis possession/use

Other controlled substance possession/use

Cannabis delivery or possession with intent to deliver

Controlled substance delivery or possession with intent to deliver

#### Fine

\$ 50.00

\$150.00

\$100.00

\$100.00

\$100.00/expulsion

\$100.00/expulsion

**Repeat offenses (i.e., same violation within 12 months of prior incident) will result in a doubling of a fine from the previous amount. Example: A student is found in violation of alcohol possession on 8/29/09 and fined \$ 50.00. A repeat offense on February 3, 2010 would result in a fine of \$100.00.**

Other sanctions may be imposed instead of or in addition to those specified above, including, but not limited to, the following: residential service; educational or research projects; mandated counseling or therapy; relocation to another University living area; trespass from specified University premises; loss of specified University privileges; fines for alcohol or controlled substance policy violations; or loss of institutional financial aid. The imposition of such sanctions must be related to the nature of the violation.

## **Drug-Free Workplace Policy (Employees)**

Grand View University has a strong commitment to provide a safe living/learning/working environment for students, staff, and faculty; and to establish and evaluate programs promoting high standards of health and safety.

Grand View University has an obligation to identify, and to the extent possible, control or advocate control of environmental factors that influence the health and safety of members of the academic community.

Grand View University emphasizes the role of the University in proactive prevention of substance abuse, care and counseling provisions for individuals with substance abuse problems, enforcement of University regulations, and review and evaluation on the effectiveness of programmatic efforts. The guidelines are in compliance with the Federal Drug Free Workplace Act (1988) and the Drug Free Schools and Communities Act (1989).

### **Grand View University Standards of Conduct**

Grand View University recognizes that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any University property, at any University sponsored event/activity, or while the student and/or employee is on duty on official University business, or representing Grand View University in any capacity.

Specifics regarding alcohol substance abuse are addressed in the Student Handbook and the Residence Hall Handbook. The following have been adopted regarding alcohol consumption/usage.

- A. Illicit use of alcohol by person underage is not acceptable.
- B. Abstinence as an option, is supported.
- C. Legal use of alcohol, in moderation, is accepted; drinking of alcoholic beverages is not encouraged.
- D. Excessive use/abuse of alcohol is not tolerated.
- E. Stricter regulations may apply as appropriate to specific settings/tasks.

### **Health Risks**

Substance Abuse use creates a plethora of negativistic reactions in the physical, mental, social, and spiritual lives of the person involved. Impairment of physical coordination, mental alertness, immune system and organ damage, anti-social behavior, low self-esteem, chronic illness, excess absenteeism, DWI/abuse related arrests, impaired learning, transmission of disease sexually, campus violence, and date/acquaintance rape are a few of the dangers. Prolonged usage can result in mortality.

### **Legal Sanctions**

Iowa law prohibits the manufacturing, delivering, possession with intent to manufacture or deliver, or possession of controlled substance, i.e. illegal drugs. Federal law contains further prohibitions against the manufacture of possession with the intent to distribute, or distribution of controlled substances, including narcotic drugs, marijuana, depressant or stimulant substances.

Iowa law prohibits the use, purchase, and possession of alcoholic beverages by persons under the age of 21. Detailed summaries of applicable local, state, and federal sanctions are on file in the offices of Student Services, Health Services, and Human Resources Department.

### **Grand View University Sanctions**

Compliance with the previously mentioned standards of conduct is a condition of employment and enrollment at the University. Violations of these rules will result in disciplinary action up to and including dismissal from

employment and/or enrollment at the University. Any employee or student who is convicted under a criminal drug statute for violation of the standards of conduct at the University must report that conviction to the Human Resources Department and/or Student Services. This must be done within five days after conviction. The appropriate office will in turn notify a participating granting agency within ten days after notification. Convicted employees and/or students may be required to participate satisfactorily in an approved substance abuse assistance or rehabilitation program prior to reinstatement, or as a condition of continuing employment/enrollment.



# APPENDIX B

## Policies on Sexual and Relationship Misconduct

### 1. Introduction

Grand View University affirms its recognition that sexual harassment, sexual violence, sexual assault, intimate partner violence, relationship abuse, domestic violence, dating violence, stalking, and retaliation are in violation of Grand View University's mission, as well as University policies and procedures. All claims of any such misconduct will be investigated and, where necessary, reported to the appropriate authorities following the University's confidentiality policy (outlined in Section 6).

Grand View University's sexual and relationship misconduct policy applies to all, regardless of sexual orientation or gender identity. All students within the Grand View University community are obligated to review and abide by their responsibilities under this policy.

Grand View University does not unlawfully discriminate on the basis of age, race, religion, creed, color, sex, sexual orientation, national origin, ancestry or disability in admission or access to, or treatment of employment in, its programs and activities, services or practices, including those individuals impacted by sexual and relationship misconduct.

Any person having inquiries concerning the University's compliance with the regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act is directed to contact Grand View University's Title IX Coordinators:

- Student Issues: Dr. Jay Prescott, V.P. for Student Affairs
  - Office Address: Student Life and Student Success Center
  - Telephone Number: 515-263-2885
  - Email: [jprescott@grandview.edu](mailto:jprescott@grandview.edu)

**Grand View University's Title IX Coordinators have primary responsibility for managing the day-to-day responsibilities associated with the University's Title IX compliance obligations. The Title IX Coordinators work to ensure that students are aware of their options and resources with respect to reporting and filing complaints alleging sexual and relationship misconduct. The Title IX Coordinators are responsible for collecting the relevant facts related to any reported Title IX incident and assessing whether a further review or investigation is necessary in order to ensure the safety of the impacted student and the community. As a neutral party, the Title IX Coordinator will coordinate and delegate the investigation of alleged discrimination as necessary. Christopher Lee, V.P. for Administration and Finance, has ultimate oversight responsibility of the University's Title IX compliance obligations.**

**The Title IX Coordinator has ultimate responsibility for compliance with Title IX of the Education Amendments of the 1972 Civil Rights Act and the Violence Against Women Act Reauthorization of 2012 (VAWA). Any person also may contact the Department of Education, regarding the University's compliance with regulations implementing Title VI, Title IX, and Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act.**

### 2. Responsibilities

Grand View University is committed to educating the Grand View University community about sexual and relationship misconduct, and will cooperate fully with law enforcement officials whenever a reporting party chooses to involve them. Students who are reporting a criminal incident to Grand View University also have the option to file a report with the local police, who will conduct their own investigation. Grand View University

maintains a highly professional working relationship with the Des Moines Police Department. Grand View University partners with Mid-Iowa Sexual Assault Response Team (SART) to provide advocacy and support services to individuals who have experienced sexual and relationship misconduct. Mid-Iowa SART is an innovative, multidisciplinary team created for the purpose of providing quality, compassionate, consistent and on-going care to impacted individuals. All area law enforcement agencies and the Polk County Attorney's Office are SART team members contributing to the goal of restored physical, emotional, mental, and spiritual health of those they assist.

Anyone who has experienced or witnessed an incident of sexual and relationship misconduct, is strongly encouraged to immediately report it to Grand View University Campus Security (263-6000) and the Des Moines Police Department (911). Prompt reporting will assure timely warning notices on campus and timely disclosure of crime statistics.

Grand View University will conduct its own process for all reported acts of sexual and relationship misconduct involving Grand View University students. Grand View University will support students who report any of these acts and will hold accountable any student found to be responsible for them. The University takes seriously its responsibilities to inform members of the University community when a report of sexual and relationship misconduct leads to the determination that members of the community may be a risk for a subsequent incident.

Grand View University will process all complaints of sexual violence, regardless of where the conduct occurred, to determine whether the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity.

### **3. Prohibited Conduct**

Grand View University defines Sexual and Relationship Misconduct to include sexual harassment, gender-based harassment, sexual violence, sexual assault, intimate partner violence, relationship abuse, domestic violence, dating violence, stalking, and retaliation. Each term is below with detailed definitions.

#### **A. Harassment on the Basis of Sex or Gender**

- 1. Sexual harassment** is *unwelcome conduct* of a sexual nature, including but not limited to unwelcome sexual advances; requests for sexual favors; unwelcomed sexual joking / teasing, or other verbal or nonverbal conduct of a sexual nature, including *non-consensual sex acts, non-consensual sexual touching, and sexual exploitation*. In addition, depending on the facts, dating violence, domestic violence, and stalking may also be forms of sexual harassment.
- 2. Gender-based harassment** is *unwelcome conduct* of a nonsexual nature based on an individual's actual or perceived sex, including conduct based on gender identity, gender expression, and nonconformity with gender stereotypes.
- 3.** Conduct is considered **unwelcome** if the victim did not request or invite it and considered the conduct to be undesirable or offensive. Unwelcome conduct can involve persons of the same or opposite sex.
- 4. Harassing conduct** is verbal, written, or physical conduct that has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working or educational environment. Examples of harassing conduct may include various types of unwelcome behavior, such as unwelcome: touching, sexually explicit offensive jokes, sexually degrading graphic, verbal or written comments or questions of a sexual nature; sexual innuendo, sexual threats, obscene gestures; inappropriate

humor and jokes about gender specific traits or sexual orientation; sexual propositions; telephone calls that are repetitious, annoying, disturbing and/or threatening; sexually suggestive or insulting sounds and actions, including, whistling, leering, and obscene gestures.

5. **Quid pro quo** sexual harassment exists when there are:
  - a. Unwelcome sexual advance, request for sexual favors or other verbal or physical conduct of a sexual nature; and
  - b. Submission to or rejection of such conduct results in adverse educational or employment action.
  
6. **A Hostile Environment** exists when Sex-Based Harassment is sufficiently severe or pervasive/persistent and patently offensive so that it alters the conditions of education or employment, from both a subjective (the reporting party) and an objective (reasonable person's) viewpoint. The determination of whether an environment is "hostile" must be based on all of the circumstances. These circumstances could include:
  - a. the frequency of the conduct;
  - b. the nature and severity of the conduct;
  - c. the identity and relationships of persons involved;
  - d. the location of the conduct and the context in which it occurred;
  - e. whether the conduct was physically threatening;
  - f. whether the conduct was humiliating;
  - g. the effect of the conduct on the alleged victim's mental or emotional state;
  - h. whether the conduct was directed at more than one person;
  - i. whether the conduct arose in the context of other discriminatory conduct;
  - j. whether the conduct unreasonably interfered with the reporting parties educational or work performance;
  - k. whether the statement is a mere utterance of an epithet which engenders offense in an employee or student, or offends by mere discourtesy or rudeness;
  - l. whether the speech or conduct deserves the protections of academic freedom.

The more severe the sex-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment. Indeed, a single instance of sexual assault may be sufficient to create a hostile environment. Likewise, a series of incidents may be sufficient even if the sex-based harassment is not particularly severe.

Sex or gender-based actions which are offensive or inappropriate, but do not rise to the level of creating a hostile environment, can still be reported and, where appropriate, Grand View University will take remedial steps intended to end or prevent such actions in the future.

## **B. Sexual Assault**

Sexual assault is any sexual act done by force or against the will of another. Examples of sexual assault under this policy include, but are not limited to the following behaviors:

- **Penetration of an Orifice** – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without consent.
- **Fondling** – the deliberate touching, however slight, of the intimate body parts of another person for sexual gratification or using force to cause a person to touch their own or another person's intimate parts without consent.
  - Intimate body parts include, but are not limited to: genitalia, groin, breast, buttocks, or clothing covering any of those areas

- **Ejaculation onto Another Person Without Consent**
- **Incest** – Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Sexual intercourse with a person who is under the statutory age of consent.

### C. Sexual Exploitation

Sexual exploitation is any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. Examples of sexual exploitation under this policy include, but are not limited to the following behaviors:

- Causing or attempting to cause the incapacitation of another person in order to gain a sexual advantage over such other person;
- Causing the prostitution of another person;
- Recording, photographing, or transmitting images, sounds, or information of private sexual activity and/or the intimate parts (including, but not limited to genitalia, groin, breasts or buttocks) of another person without the consent of all parties or beyond the consent given;
- Allowing third parties to observe private sexual acts without consent;
- **Voyeurism** – either the secretive observation of another’s sexual activity or secretive observation of another for personal sexual pleasure;
- Knowingly or recklessly exposing another person to a significant risk of sexually transmitted infection, including HIV;
- **Indecent Exposure** – intentionally showing one’s genitalia, breasts, and/or buttocks in public or in the presence of a non-consenting individual;
- **Sexual Intimidation** – an implied or actual threat to commit a sex act against another person, or behavior used to coerce participation in a sex act;

### D. Intimate Partner Violence

Intimate partner violence is also referred to as dating violence, domestic violence, and relationship abuse or violence. Intimate partner violence includes any act of violence or threatened act of violence against a person who is or has been involved in a sexual, dating, domestic, or other intimate relationship by the other person in the relationship. It also includes any person who is a current or former spouse / intimate partner, shares a child in common, and is/was cohabitating with the other person in the relationship. It may involve one act or an ongoing pattern of behavior. Intimate partner violence affects individuals of all genders, gender identities and expressions, sexual orientation, and racial, ethnic, social, and economic backgrounds.

Intimate partner violence can encompass a broad range of behavior, including, but not limited to: physical violence, sexual violence, emotional violence, economic abuse, threats, assault, property damage, and violence or threat of violence to one’s self, one’s sexual or romantic partner, and/or to the family members or friends of the sexual or romantic partner.

The University will not tolerate intimate partner violence of any form. For the purposes of this policy, the university does not define intimate partner violence as a distinct form of misconduct. Rather, the University recognizes that sexual and gender-based harassment, sexual assault, sexual exploitation, stalking, and retaliation are all forms of intimate partner violence when committed by a person who is or has been involved in a sexual, dating, or other social relationship of a romantic or intimate nature with the potential reporting party.

## **E. Stalking**

Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for her, his, or others' safety, or to suffer substantial emotional distress. Behaviors may include, but are not limited to: persistent calling, texting, or internet posting, as well as physical stalking.

## **F. Retaliation**

Retaliation means any adverse action taken against a person for making a good faith report of Sexual and Relationship Misconduct or participating in any proceeding under this policy. Retaliation includes restriction, interference, threatening, intimidating, harassing, coercing or any other conduct that would discourage a reasonable person from engaging in activity protected under this policy. Retaliation may be present even where there is a finding of “no responsibility” on the allegations of Sexual and Relationship Misconduct. Retaliation can be committed by any individual or group of individuals, not just by a Respondent or Complainant. Those found to be responsible for retaliation will be disciplined accordingly. Retaliation does not include good faith actions lawfully pursued in response to a report of Sexual and Relationship Misconduct

## **4. Definitions**

**Consent** – Must meet the following standards:

- A voluntary and affirmative agreement to engage in sexual activity.
- Someone who is incapacitated cannot consent (see definition below for incapacitation).
  - Past consent does not imply future consent.
  - Silence or an absence of resistance does not imply consent.
- Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another;
- Can be withdrawn at any time.
- Coercion, force, or threat of either invalidates consent.

**Incapacitation** – Exists when:

- A person is asleep or unconscious (such as due to the use of drugs or alcohol).
- A person is still conscious, but has lost the ability to make a judgment to give proper consent and the ability to resist has been taken away (such as due to the use of drugs or alcohol).
- An intellectual or other disability prevents the person from having the capacity to give consent.

**Intimidation** - Threats or other conduct which in any way create a hostile environment, impair the University's operations; or frighten, alarm, or inhibit others. Psychological intimidation or harassment includes making statements which are false, malicious, disparaging, derogatory, rude, disrespectful, abusive, obnoxious, insubordinate, or which have the intent to hurt others' reputations. Physical intimidation or harassment may include holding, impeding or blocking movement, following, stalking, touching, or any other inappropriate physical contact or advances. Attempting to or actually raping you.

**Reporting Party** – Grand View University or any individual(s) who have experienced a potential sexual and relationship misconduct incident as a student at Grand View University community.

**Responding Party** – Any individual(s) who are being investigated for violating Grand View University Sexual and Relationship Misconduct policy

## **5. Where To Go For Help**

If you or someone you know have been sexually assaulted, impacted individuals should get help immediately. Impacted individuals may be in shock and should not be alone. The following people are available for you to choose to assist or summon another to help:

### **Internal Grand View University Assistance:**

- **Residence Life Staff:**
  - Resident Assistant (RA) – RA on each floor or contact Campus Security to talk to the RA on duty.
  - Hall Director – (263-2885 - weekdays 8:15am -4:30pm) | Evenings/Weekends: Contact Campus Security (263-6000).
  - Assistant Director of Residence Life - (263-2884 - weekdays 8:15am -4:30pm).
  - Director of Residence Life: (263-2886 - weekdays 8:15am -4:30pm).
- **Student Life Personnel:**
  - Vice President for Student Affairs: (263-2885 – weekdays 8:15am -4:30pm ).
  - Associate Vice President for Student Affairs ((263-2887 - weekdays 8:15am -4:30pm).
  - Director of Counseling - **confidential** (263-2986 - weekdays 8:15am -4:30pm).
  - Assistant Director of Counseling - **confidential** (263-2881 - weekdays 8:15am -4:30pm).
- **Health Services** (263-2823 – Monday-Friday, 8:15am – 4:00pm).
- **Campus Security** (263-6000 – Available 24/7).
- **Human Resources**
  - Vice President for Administration and Finance (263-2821 - weekdays 8:15am -4:30pm).
  - Human Resources Manager (263-2816 - weekdays 8:15am -4:30pm).
  - Human Resources Generalist (263-6116 - weekdays 8:15am -4:30pm).
- **Title IX Coordinator**
  - Faculty and Staff Issues (263-6121 - weekdays 8:15am -4:30pm).
  - Student Issues (263-2885 - weekdays 8:15am -4:30pm).
- Campus Pastor – **confidential** (263-6004 - weekdays 8:15am -4:30pm).

### **External Grand View University Community Assistance:**

- Des Moines Police 911.
- Polk County Victim Services - 24-Hour Rape Crisis Line (288-1750).
- **Polk County Crisis and Advocacy Services and Mid-Iowa Sexual Assault Response Team (SART)** (515-286-3600).
- Iowa Domestic Violence Hotline 1-800-942-0333.
- Iowa Sexual Abuse Hotline 1-800-284-7821.
- **Children and Families of Iowa- Domestic Violence Services** Crisis Line (800-942-0333).

These people will hear your account and offer support and counsel. You will be strongly encouraged to simultaneously report your experience to law enforcement officials, and Grand View University will make sure that you are not alone. Once law enforcement is contacted, Grand View University will cooperate with law enforcement officials in the investigation. **Grand View will not share information with law enforcement without the complainant’s consent or unless the complainant has reported the incident to law enforcement.**

Impacted individuals will be strongly encouraged to seek medical attention. Impacted individuals of sexual violence often have feelings of shame, fear, and self-accusation. Rather than remain isolated or silent, please be aware that support and assistance are available. Any person reporting sexual violence will be treated with care, concern, and confidentiality. Remember – sexual violence can happen to anyone. You are not alone.

## **6. Reporting an Incident**

Who can report? Any member of the Grand View University community can, and are strongly encouraged to, report sexual and relationship misconduct to a designated reporting official. Non-members of the community may also report sexual and relationship misconduct incident and are strongly encouraged to notify law enforcement officials.

### **Reporting and Confidentially Disclosing: Know the Options**

Grand View University encourages individuals impacted by sexual and relationship misconduct to talk to somebody about what happened – so support can be given where it is needed, and Grand View University can respond appropriately.

Different employees on campus have different abilities to maintain a student’s confidentiality.

- Privilege Employees: Privilege employees are required to maintain near complete confidentiality; talking to them is sometimes called a “privileged communication.”
- Responsible Employees: Responsible employees **are required** to report all the details of a sexual and relationship misconduct incident (including the identities of the reporting party and potential responding party) to the Title IX coordinator once the details of an incident have been revealed. Any report to a responsible employee constitutes a report to the University. Grand View University is obligated to review every report to determine the appropriate steps to address the situation and if a Title IX investigation is required. Before the details of an incident are revealed to an employee, the employee is encouraged to make known the options and resources available on Grand View University campus for help and support.

This policy is intended to make any potential reporting party aware of the various reporting and confidential disclosure options available to help inform choices about where to turn should a person become impacted by sexual and relationship misconduct. The University encourages impacted individuals to talk to someone identified in one or more of these groups:

#### **A. Privileged and Confidential Communications**

- ***Professional and Pastoral Counselors*** - Professional, licensed counselors and pastoral counselors who provide mental-health counseling to members of the school community (and including those who act in that role under the supervision of a licensed counselor) are not required to report **any** information about an incident to the Title IX coordinator without the student’s permission.

Following is the contact information for Privilege employees at Grand View University:

- Kent Schornack – Director of Counseling  
**Location:** Student Life Office, Student Center  
**Phone:** 515-263-2986 **Hours:** Weekday 8:15am – 4:30am
- Kenlyn Gordon – Assistant Director of Counseling  
**Location:** Student Life Office, Student Center  
**Phone:** 515-263-2881 **Hours:** Weekday 8:15am – 4:30am
- Counseling Department Intern  
**Location:** Student Life Office, Student Center  
**Phone:** 515-263-6016 **Hours:** Weekday - Various hours
- Russell Lackey – Senior Campus Pastor  
**Location:** Viking House  
**Phone:** 515-263-6004 **Hours:** Weekday 8:15am – 4:30am

A reporting party who speaks to a professional or pastoral counselor must understand that, if the reporting party wants to maintain confidentiality, the University may be unable to conduct an investigation into the particular incident or pursue disciplinary action.

Even so, these counselors will still assist the reporting party in receiving other necessary protection and support, such as rights advocacy, academic support or accommodations, disability, health or mental health services, and changes to living, working or course schedules.

A reporting party who at first requests confidentiality may later decide to file a complaint with the school or report the incident to local law enforcement, and thus have the incident fully investigated. These counselors will provide the reporting party with assistance if the reporting party wishes to do so.

**NOTE:** While these privileged employees may maintain a reporting party confidentiality vis-à-vis the University, they may have reporting or other obligations under Iowa's state law regarding mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

**ADDITIONALLY:** If the privilege employee believes that the potential responding party is a threat to the Grand View University community they will share the incident with the Title IX Coordinator. Then if the University confirms that the potential responding party poses a serious and immediate threat to the Grand View community, Christopher Lee, V.P. for Administration and Finance and Dr. Jay Prescott, V.P. for Student Affairs, or their designee, will be called upon to issue a timely warning to the community. Any such warning will not include any information that identifies the original reporting party. An investigation may then take place with the University being the new reporting party.

## **B. Reporting to Responsible Employees**

- A "Responsible Employee" is a Grand View University employee who has the authority to redress sexual violence, who has the duty to report incidents of sexual or relationship misconduct, or who a reporting party could reasonably believe has this authority or duty.

When a reporting party tells a responsible employee about an incident of sexual violence, the student has the right to expect the University to take immediate and appropriate steps to investigate what happened and to resolve the matter promptly and equitably.

**A responsible employee must report to the Title IX coordinator all relevant details about the alleged sexual violence shared by the reporting party that the University will need to determine what happened – including the names of the reporting party, the respondent(s), any witnesses, and any other relevant facts, including the date, time and specific location of the alleged incident.**

To the extent possible, information reported to a responsible employee will be shared only with people responsible for handling the University's response to the report. A responsible employee should not share information with law enforcement without the reporting party's consent or unless the reporting party has also reported the incident to law enforcement.

The only employees at Grand View University that are not required to report as "Responsible Employee" are the Professional Counselors and Pastors referenced in the preceding section.

Before a reporting party reveals any information to a responsible employee, the employee will ensure that the reporting party understands the employee's reporting obligations – and, if the reporting party



wants to maintain confidentiality, direct the reporting party to confidential resources. Responsible employees will not pressure a reporting party to reveal or not reveal information, but will honor and support the reporting party wishes.

### **Requesting Confidentiality - How Grand View Will Weigh the Request and Respond**

If a reporting party discloses an incident to a responsible employee but wishes to maintain confidentiality, the University must weigh that request against the University's obligation to provide a safe, non-discriminatory environment for all students, including the reporting party.

If the University honors the request for confidentiality, a reporting party must understand that Grand View's ability to meaningfully investigate the incident and pursue disciplinary action against the potential responding party may be limited.

Although rare, there are times when Grand View University may not be able to honor a reporting party's request in order to provide a safe, non-discriminatory environment for all students.

The University has designated the following individual(s) to evaluate requests for confidentiality once the University has actual knowledge of alleged sexual violence:

- Dr. Jay Prescott, V.P. for Student Affairs (263-2885)
- Dr. Jason Bauer, Associate V.P. for Student Affairs (263-2885)
- Christopher Lee, V.P. for Administration and Finance (263-2821)
- Erica Kluver, Human Resources Manager (263-2816)

When weighing a reporting party's request for confidentiality the above designated individual(s) will consider a range of factors, including the following:

- The increased risk that the potential responding party will commit additional acts of sexual and relationship misconduct such as:
  - whether there have been other related complaints about the same potential responding party;
  - whether the potential responding party has a history of arrests or records from a prior school indicating a history of violence;
  - whether the potential responding party threatened further sexual violence or other violence against the victim or others;
  - whether the sexual violence was committed by multiple potential responding parties;
- Whether the sexual violence was perpetrated with a weapon;
- Whether the reporting party is a minor;
- Whether the University possesses other means to obtain relevant evidence of the sexual violence (e.g., security cameras or personnel, physical evidence);
- Whether the reporting party's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

If Grand View University determines that it cannot maintain a reporting party's confidentiality because of the presence of one or more of these factors, the University will inform the reporting party prior to starting an investigation and will, to the extent possible, only share information with people responsible for handling the University's response.

Grand View University will remain ever mindful of the reporting party's well-being, and will take ongoing steps to protect the reporting party from retaliation or harm, and work with the reporting party to create a safety plan. Retaliation against the reporting party, whether by students or University employees, will not be tolerated. Grand View University will also:

- Assist the reporting party in accessing other available advocacy support, academic support, counseling, disability, health or mental health services, and legal assistance both on and off campus (see Section 5);
- Provide other security and support, which could include issuing a no-contact order, helping arrange a change of living or working arrangements or course schedules (including for the potential responding party pending the outcome of an investigation), withdraw from/retake a class without penalty, access academic support such as tutoring or adjustments for assignments or tests; and
- Inform the reporting party of the right to report a crime to campus or local law enforcement – and provide the reporting party with assistance if the reporting party wishes to do so.

The University may not require a reporting party to participate in any investigation or disciplinary proceeding.

Because Grand View University is under a continuing obligation to address the issue of sexual violence campus-wide, reports of sexual violence (including non-identifying reports) will also prompt the University to consider broader remedial action – such as increased monitoring, supervision or security at locations where the reported sexual violence occurred; increasing education and prevention efforts, including to targeted population groups; conducting climate assessments/victimization surveys; and/or revisiting its policies and practices.

If Grand View University determines that it can respect a reporting party's request for confidentiality, the University will also take immediate action as necessary to protect and assist the reporting party.

### **7. Grand View University's Investigation Process**

All incidents should be reported in a timely manner. A complaint can be filed only by the victim or the Title IX Coordinator. If a report has been made to a Responsible Employee at Grand View University, the Responsible Employee needs to report the incident to the appropriate Title IX Coordinator in writing. The Title IX Coordinator can then file a complaint for the incident. The determination for an investigation process will commence no later than 48 hours after the report has been received.

Reports of sexual and relationship misconduct will be thoroughly investigated in a timely manner by Grand View University, and when requested by the reporting party, assistance will be given in reporting the incident to the local police. Grand View University will cooperate fully with the local police department and will share information when appropriate. Grand View University will maintain the confidentiality of the reporting party as much as possible and only share information with people at the local Police Department responsible for handling the case. Please note that all investigations will include the reporting party, the responding party, available witnesses, and advocates for each party.

The investigation process is estimated to take no longer than twenty business days and a resolution should be expected within ten business days after the investigation is complete. The investigation process has a maximum sixty day timeframe (not including appeals) to be completed.

A reporting party will be asked to share all available information about the incident. The reporting party's cooperation is essential. If the reporting party chooses not to participate in the investigation process, the reporting party must understand that Grand View's ability to meaningfully investigate the incident and pursue disciplinary action against the responding party(s) may be limited. If the reporting party chooses not to

participate in the investigation process, the reporting party will be made aware that Grand View University's investigation can continue.

Students and/or employees with knowledge of alleged sexual and relationship misconduct must submit a report to the following Title IX Coordinators:

- Student Issues:
  - Dr. Jay Prescott, V.P. for Student Affairs (Title IX Coordinator)
    - Office Address: Student Life and Student Success Center
    - Telephone Number: 515-263-2885
    - Email: [jprescott@grandview.edu](mailto:jprescott@grandview.edu)
  - Dr. Jason Bauer, Associate V.P. for Student Affairs (Deputy Title IX Coordinator)
    - Office Address: Student Life and Student Success Center
    - Telephone Number: 515-263-2887
    - Email: [jbauer@grandview.edu](mailto:jbauer@grandview.edu)
- Faculty/Staff Issues:
  - Christopher Lee, V.P. for Administration and Finance (Title IX Coordinator)
    - Office Address: Humphrey Center E33
    - Telephone Number: 515-263-2821
    - Email: [avoigts@grandview.edu](mailto:avoigts@grandview.edu)
  - Erica Kluver, Human Resources Manager (Deputy Title IX Coordinator)
    - Office Address: Humphrey Center E36a
    - Telephone Number: 515-263-2816
    - Email: [ekluver@grandview.edu](mailto:ekluver@grandview.edu)

If the person wishes to remain anonymous they can use the **Lighthouse** system – Grand View University's system for making reports anonymously.

**Lighthouse** provides an anonymous and confidential way to report inappropriate activity. Reports submitted through **Lighthouse** will be handled as promptly, discreetly, and carefully as a thorough investigation will allow. The University and **Lighthouse** are committed to protecting the anonymity and confidentiality of individuals who submit reports through **Lighthouse**. The system has features such as follow-up questioning to aid our response to reported concerns. You may also be contacted by someone at **Lighthouse** for additional information to aid in submitting a complete report. In addition to simply reporting concerns, people may ask for clarification of University policy or offer positive comments and suggestions that create an informed and supportive atmosphere.

While we encourage you to bring any concerns you may have to the University first, if you are uncomfortable discussing matters with someone on campus, you are invited to utilize our **Lighthouse** reporting system. There is a 24/7 call center at **833-690-0044** or an on-line reporting option via a link on MyView under Campus Life (click [here](#)) or at [www.lighthouse-services.com/grandview](http://www.lighthouse-services.com/grandview). You may also e-mail ([reports@lighthouse-services.com](mailto:reports@lighthouse-services.com)) or fax (215-689-3885) a report (must include Grand View University name with these reports).

We have more detailed information about **Lighthouse**, how to file a report, and a Q&A sheet on MyView (click [here](#)).

## **Title IX Investigation Process**

The formal investigation process outlined under the Student Conduct Code for enforcing Grand View University's rules, regulations, procedures, policies, standards of conduct and orders will be followed in cases of sexual assault and harassment along with the following specific procedures. An Informal Resolution process to help resolve allegations of sexual misconduct without proceeding with a formal investigative process is also available at Grand View University. The reporting party and the responding party must provide voluntary written consent to participate in the informal resolution process.

The specific procedures to be used at each step of the process are described in the following sections. Basic standards of fairness will be observed in the determination of:

- The truth or falsity of the charges against the responding party - the clear and convincing evidence standard will be used in any Title IX fact-finding and related proceedings - including any hearings.
- Whether the alleged misconduct violates this code; and if so,
- The sanctions to be imposed, if any.

The criteria for judging student misconduct shall include, but not be limited to, the standards of conduct as stated above. The reporting party and responding party will have equal rights, opportunities, and treatment throughout the investigative process to the greatest extent possible.

The standards and procedures set forth in this document are those used by Grand View University in sexual and relationship misconduct disciplinary matters. Grand View University reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus and community. This includes the right to suspend, expel, or request the withdrawal of a student at any time, with or without a specific charge or hearing. The student does have the right to request the Vice President for Student Affairs to review misconduct disciplinary matters.

### **Reporting:**

Any faculty, staff, or student may report a sexual and relationship misconduct incident by filing a written report with the Title IX Coordinator (listed above). A well written report should include the following:

- Name of individuals involved.
- Description of the alleged inappropriate conduct (including specific date(s), names of all individuals involved in the situation, whether the individuals involved are current Grand View University students or not, witnesses to the inappropriate conduct, location the inappropriate conduct took place, and any other details that describe what happened).
- Reference to the student conduct policy in question.
- Name and telephone number of the faculty, student or staff member initiating the complaint.

The Title IX Coordinator will make a Title IX determination for the case and if appropriate assign the case for investigation by a Title IX Investigator. The following criteria must be followed for the report to be considered for investigation as a case:

- Reporting party must be participating or attempting to participate in the institution educational program or activity (cases cannot be filed involving former students or employees).
- If the sexual and relationship misconduct happened off-campus, in a private setting, that is not an education program or activity, or also outside of U.S, the report will not be considered for investigation.

### **Investigation:**

The Title IX Investigator will set up an initial conference with the reporting party and responding party. The reporting party and responding party will be informed in writing of the charges and the maximum penalty which

may result from consideration of the disciplinary matter or potential charges depending on the stage of the investigation.

When an initial conference is scheduled with the Title IX Investigator:

- Individual conferences will be held with the reporting party and responding party involved in the case. Each student will have the opportunity to present evidence and witnesses to the Title IX Investigator.
- The responding party must attend the scheduled conference. The respondent's failure to attend without good cause and prior notification or a verifiable emergency may constitute a waiver of the respondent's right to participate and appeal further.
- The reporting party and responding party must submit all evidence within three (3) business days of the initial conference. Each party will have the right to waive the three (3) days and declare that all evidence has been submitted.
- Evidence that may, or may not be, allowed in sexual and relationship misconduct cases include, but are not limited to:
  - Prohibiting questioning or evidence about the reporting party's prior sexual conduct.
  - Clarifying that evidence of a prior consensual dating or sexual relationship between the parties by itself does not imply consent or preclude a finding of sexual misconduct.

Each party has the right to the assistance of an advisor (friend, advocate, parent, lawyer, other) during the initial conference. Grand View University must provide an advisor (does not have to be a lawyer) to a party who does not have one. The advisor must be available at the time the conference is scheduled.

Additionally, because of the potential conflict of interest, the Vice President for Student Affairs or his/her designee must approve any Student Affairs staff serving as an advisor to a student prior to the Student Affairs staff member's involvement in the discipline process.

The student must advise the Title IX Investigator at least 24 hours prior to the conference date if the student will be accompanied by an advisor at the initial conference.

If either party feels there are potential conflicts of interest issues with the Grand View employee overseeing the case, a written appeal can be made to the Vice President for Student Affairs requesting a conference. The Vice President for Student Affairs will consider all evidence brought forward in the case and will take one of the following actions:

- Determine there is no conflict of interest and allow the investigation to proceed.
- Determine there is a conflict of interest and assume the role of lead investigator of the case (or appoint another designated Responsible Employee to lead the investigation of the case).

The conflict of interest decision of the Vice President for Student Affairs shall be final and not subject to further appeal. If there is question the Vice President for Student Affairs has a conflict of interest, the written appeal can be made to the Vice President for Administration and Finance who will then make the judgment.

### **Hearing Process:**

- Formal hearing process will be administered by the Hearing Officer:
  - *Director of Residence Life will be the Hearing Officer for residential cases.*
  - *Associate V.P. for Student Affairs will be the Hearing Officer for non-residential cases.*

- Both parties will have access and the opportunity to view the evidence and the investigative report pre-hearing.
- Reporting party and responding party will have equal opportunity to review evidence at the hearing.
- Each party's advisor has the right to ask relevant questions and cross-examine witnesses and parties during the formal hearing process.
  - Institution must provide an advisor (does not have to be a lawyer) to a party who does not have one.
- The Hearing Officer must make contemporaneous rulings on relevancy and objections and explain their rationale.
- Testimony of persons who refuse to submit to cross-examination is excluded.
- The Hearing Officer must issue written decision with rationale after all evidence is presented, witnesses are called, and cross-examination has concluded and will take one of the following actions:
  - Terminate the proceedings, exonerating the responding party
  - Dismiss the case after appropriate counseling and advice; or
  - Impose an appropriate sanction.
- The reporting party and responding party involved will be notified in person via meeting with the Title IX Decision-maker and in writing via letter at meeting or Grand View University email. The reporting party and responding party should be notified as simultaneously as possible of the decision of the Title IX Decision-maker. The reporting party will be notified of any sanctions imposed on the responding party that directly relate to the reporting party and to the student's ongoing safety as a student at Grand View University. The responding party will not be notified of the individual remedies offered or provided to the reporting party.

### **Appeals:**

The reporting party and responding party may appeal the decision of the Title IX Decision-maker by filing a written appeal with the Vice President for Student Affairs within three (3) business days of the Title IX Decision-maker's decision. The Vice President for Student Affairs shall render a decision on the appeal within fifteen (15) business days of its filing. The decision of the Vice President for Student Affairs shall be final and not subject to further appeal.

- Appeals must be offered to both parties on the following grounds:
  - Procedural irregularity that affected the outcome.
  - New evidence not reasonably available that could affect the outcome.
  - Conflict of interest by institutional participants that affected the outcome.
- Non-appealing party must be given a chance to respond.

### **Informal Resolution:**

Informal Resolution is one of the options offered at Grand View University to help resolve allegations of sexual misconduct without proceeding with a formal investigative process. The core differences between informal resolution and a formal investigation are as follows:

**Informal Resolution** – In informal resolution, the nature, impact, and resolution of the alleged sexual misconduct is addressed through the use of an impartial mediator to help the parties to address the concern. The process is not investigatory, rather it is focused on helping to facilitate structured communication between the two parties in the hope that they may reach their own agreed upon understandings and resolution. The mediator does not exercise judgment regarding the alleged sexual

misconduct, and they are not to be called upon for testimony should the case transition to a formal investigation.

**Formal Investigation** – A formal investigation is initiated when the complainant, the person alleging sexual misconduct, reports the concern to the appropriate Title IX Coordinator at Grand View and asks for there to be a formal investigation. In incidents in which the alleged misconduct is so severe or presents a risk to the larger community, Grand View holds the right to become the complainant and proceed with an investigation even if the alleged victim does not consent to the investigation. The investigation process will commence no later than 48 hours after the report has been received, and is estimated to take no longer than 20 business days. Steps are taken to protect the reporting party and be mindful of their well-being during the investigation process.

Informal resolution is permissible only after a formal complaint is filed.

- Parties must provide voluntary written consent to participate in the informal resolution process after receiving detailed notice of allegations and explanation of informal resolution process.
- Students cannot be compelled to agree to informal resolution as a condition of enrollment.
- Informal resolution is never permitted where accusation is that employee sexually harassed a student.

**Informal Resolution Process:** Through the help of a skilled facilitator, the goal of informal resolution is to allow both the reporting party, the person alleging sexual misconduct, and responding party, the person being accused of misconduct, to communicate their viewpoint and be heard. The objective is to increase understanding and determine an agreeable resolution to the concern that is satisfactory to both parties. Unlike in formal investigations, the informal resolution mediator does not have the authority to decide judgement over a sexual misconduct concern, nor shall they be contacted to provide judgement or opinion should a case change to a formal investigation. The mediator's sole responsibility is to help facilitate an informal resolution that is decided between the complainant and respondent. Given the specifics of the concern, the University may establish and enforce interim measures to protect both parties involved until an agreeable informal resolution can be achieved.

Anything discussed during the informal resolution process is considered confidential information and should not be shared with anyone not directly involved in the mediation (the informal resolution process will only include the complainant, respondent, mediator). If the case moves to a formal investigation at any point, information from the informal resolution process will not be admissible as evidence. Students will maintain the right to discuss the broader scope of the case publicly, although it should be noted that if communication is not handled respectfully and objectively, it is likely to compromise the mediator's ability to successfully mediate a resolution.

**Steps in the Informal Resolution Process:**

- To begin an informal resolution, the following is required:
  - A formal complaint of sexual misconduct has to have been filed.
  - A request for an informal resolution to the alleged sexual misconduct is made to the appropriate Title IX Coordinator on campus (the request can be made by either party involved in the concern).
  - Both parties must receive a written notice outlining the alleged sexual misconduct as well as an explanation of the informal resolution process.
  - Both parties must provide voluntary written consent to participate in the informal resolution process.
- Once the request for informal resolution is made, the Title IX Coordinator will:
  - Provide any necessary clarification to questions either the two parties may have regarding the informal resolution process and the written explanation they received.
  - Secure signatures of each party's agreement to participate in informal resolution.

- Appoint an appropriate mediator to facilitate the informal resolution process.
- The informal resolution mediator, who is to be free of bias or conflicting interest, will reach out to both the complainant and respondent to:
  - Educate the parties further about the informal resolution process.
  - Clarify that each party voluntarily agrees to participate in the informal resolution process.
  - Assess the appropriateness of each party to participate in informal resolution.
  - Each party should:
    - Voluntarily agree to participate in the informal resolution process.
    - Approach mediation in good faith with an open mind and realistic expectations regarding possible outcomes.
    - Be willing to listen to the other side.
    - Be willing to work toward trying to settle the dispute.
      - Understand that the informal resolution process can be terminated at any time by either of the parties involved, and that either party can change their request to a formal investigation. Once the formal investigation begins, if both parties agree, they can change back to an informal resolution process.
    - Understand that if the parties involved in the informal resolution process fail to reach a mutually agreeable outcome for the alleged conduct, the conflict may be resolved via a formal investigation or by terminating the complaint.
    - Maintain standards of confidentiality where both parties agree to not gossip or speak despairingly of the other, or encourage their friends do so.
    - Utilize appropriate formal and informal support that is productive to their care and well-being.
    - Understand that the University will strive to complete the informal resolution process within 30 - 60 days.
  - Have both parties sign a written agreement documenting their consent to:
    - Participate in informal resolution process with the appointed mediator.
    - Abide by the appropriate behaviors for a successful process outlined in the preceding step.
    - Maintain the standards of confidentiality.
  - Establish meeting schedules and locations with both parties and assess whether it is best to conduct the meetings individually, together, or in some combination of the two.
  - Provide an outline of the informal resolution process to both parties
  - General steps in the informal resolution process are as follows:
    - **Introduction:** The mediator will review the guidelines to participate in an informal resolution (see above), and outline the mediation process and ground rules to follow. The goal of mediation, which is to help each party to be heard and come to a negotiated resolution, will be shared. Clarification of what mediation is and is not will be discussed. The mediator will also clarify that their only authority is over facilitating the mediation process and maintaining the ground rules for appropriate standards of conduct. Both parties will then be asked to affirm their commitment and willingness to participate in the process.
    - **Present Concerns:** The mediator will give each party, beginning with the complainant, the opportunity to present their view of the concern. It is imperative that each party not speaking is silent and only listening to the other's point of view.
    - **Joint Discussion:** After each side presents their concern, the mediator and disputants are free to ask questions for the purpose of clarity and arriving at a better understanding of each party's needs and point of view. The mediator takes great care to manage a process that facilitates listening and learning, and may at times act as a translator, repeating back information to clarify and assure understanding. If the disputing parties reach an impasse in their discussion, the mediator will help identify and address the barriers that stand in their way and work to get the discussion back on track. If emotions run high in joint sessions, the mediator can decide to separate the two sides for private and confidential discussion to further clarify and aid communication.



- **Negotiation:** At this point, with the assistance of the mediator, the parties begin formulating ideas and proposals that meet each party's core interests. Negotiation can occur together or be done by moving back and forth between the two parties gathering ideas, proposals, and counterproposals. Depending on the complexity of the issues the mediation may last a few hours or it could take days or weeks to resolve. If the parties come to consensus, the mediator will outline terms and write up a draft agreement. If the parties fail to reach an agreement, the mediator will summarize where the parties are at and provide direction to non-settlement next steps.
  - Potential resolution and remedies may include things such as:
    - Sexual assault and consent education.
    - Clarification of misunderstandings.
    - Restrictions on contact between parties or no contact agreements.
    - Changes to housing locations as well as work or class schedules.
    - Appropriate apology and response.
    - Further education or counseling.
    - Boundaries regarding communications about the other or the incident to friends.
    - Voluntary withdrawal from school.
    - Monetary relief.
- Conclusion of the informal resolution process:
  - In the case of a successful informal resolution the mediator will provide a final written contract of the negotiated resolution for both parties to sign and adhere to, and the complainant agrees to cease the case. A copy of the signed resolution will be kept on file, and the case of sexual misconduct will be considered closed. A closed informal resolution case cannot be reopened and considered for formal investigation unless new evidence specific to the original complaint comes to the forefront that warrants such a change.
  - If the informal resolution process is not able to be completed successfully, the mediator will communicate potential next steps to each party.
    - Potential next steps to an unsuccessful resolution include, but are not limited to:
      - Proceeding to formal investigation.
      - Withdrawing the complaint of alleged sexual misconduct.

## **8. Retaliation**

No employee or student who, in good faith, seeks advice concerning a matter of sexual and relationship misconduct, files a harassment grievance, serves as a witness in the investigation of a harassment grievance, or files a sexual assault complaint shall be subject to restriction, interference, coercion, or reprisal. Retaliation constitutes a violation of Grand View University's harassment policy. All acts of retaliation will be investigated thoroughly. Those found to be responsible for retaliation will be disciplined accordingly.

## **9. Preserving Evidence**

If a student decides to report a sexual assault it is important to preserve as much evidence as possible. This could include, but is not limited to:

- Preserve all physical evidence (do not bathe, douche, brush teeth, wash hands, or change clothing).
- Use a clean jar to collect any urine or secretions.
- When a member of the Mid-Iowa Sexual Assault Response Team (SART) arrives, ask for the Sexual Assault Nurse Examiner (SANE) to help with the evidence you have gathered and to assist in getting medical attention.

Evidence gathered by Grand View University in the investigative process will be stored in secure University offices and database systems separate from any investigation law enforcement might be conducting. Evidence will be kept no longer than seven years.

The Title IX Officer(s) will maintain and track all reports of sexual assault and sexual harassment and report, at least annually, concerning their number, nature and disposition to the President. The Title IX Officer(s) will keep confidential records of reports of sexual harassment and the actions taken in response to those reports, and use them for potential legal purposes and to identify individuals or departments likely to benefit from training so that training priorities can be established.

#### **10. Sexual Assault Response Team (SART) Process and Resources**

Grand View University partners with Mid-Iowa Sexual Assault Response Team (SART) to provide advocacy and support services to survivors of sexual violence. Mid-Iowa SART is an innovative, multidisciplinary team created for the purpose of providing quality, compassionate, consistent and on-going care to impacted individuals of sexual assault.

Mid-Iowa SART assists impacted individuals of sexual assault from the moment they are contacted through potential court proceedings, offering expertise and enhanced services in sexual assault cases. Individuals are immediately connected with advocates (confidential support individuals not required to report **any** information about an incident to the Title IX coordinator without permission) from Polk County Crisis and Advocacy Services and, following the assault, may elect to be examined and treated by Sexual Assault Nurse Examiners (SANEs). SANEs are registered nurses who have received specialized training in the collection of forensic evidence and loving care of survivors and are on call 24/7.

Many area law enforcement agencies and the Polk County Attorney's Office are SART team members contributing to the goal of restored physical, emotional, mental, and spiritual health of the impacted individual. Services provided include 24-hour crisis intervention, medical and legal advocacy, and counseling for survivors. Mid-Iowa SART also conducts professional training about sexual violence, provides community education, develops prevention programming, and helps other organizations develop policies to address sexual violence.

If you have been sexually assaulted, you should get help immediately. You may be in shock and you should not be alone. You will be strongly encouraged to seek medical attention. Survivors of sexual violence often have feelings of shame, fear and self-accusation. Rather than remain isolated or silent, please be aware that support and assistance are available to you. Any person reporting sexual violence will be treated with care, concern and confidentiality. The Mid-Iowa Sexual Assault Response Team (SART - 515-286-3600) will hear your account and offer support and counsel.

#### **11. Health Care Options for Survivors of Sexual Assault:**

##### **On-campus options:**

- Grand View Student Health Clinic
  - Location: Johnson Wellness Center
  - Phone: 515-263-2823
  - Hours: Tuesday / Thursday (7:30am – 4:00pm)
  - Other information: Charges are only for any lab testing and immunizations and are very reasonably priced. No insurance needed.

##### **Off- campus options:**

- Local Hospitals
  - Iowa Lutheran Hospital (closest to Grand View's campus)
    - Location: 700 East University Ave, Des Moines, IA 50316

- Phone: 515-263-5612
- Mercy Medical Center
  - Location: 1111 6<sup>th</sup> Ave. (University and 6th Ave.), Des Moines, IA
  - Phone: 515-247-3121
- Iowa Methodist Medical Center
  - Location: 1200 Pleasant St., Des Moines, IA 50309
  - Phone: 515-241-6212
- Broadlawns Medical Center
  - Location: 1801 Hickman Road, Des Moines, IA 50314
  - Phone: 515-282-2200
  - Other: Accepts patients without insurance
- Walk-In Clinics
  - UnityPoint Health Clinic (closest to Grand View's campus)
    - Location: 2301 E. 14<sup>th</sup> St., Des Moines, IA 50316
    - Phone: 515-262-0404
- Other Resources:
  - Mercy Nurse – 515-243-2584
  - My Nurse – 1-800-424-3258
    - Call for advice on symptoms and where to go for care.
    - Both are answered 24 hours 7 days a week

## **12. Ongoing Assistance**

On-campus and off-campus counselors, advocates, and health care providers will generally maintain confidentiality and not share information with Grand View University unless the survivor requests the disclosure and signs a consent or waiver form.

### **On-campus resources for survivors of sexual misconduct:**

- Kent Schornack – Director of Counseling (515-263-2986)
- Kenlyn Gordon – Assistant Director of Counseling (515-263-2881)

### **Off-campus resources for survivors of sexual misconduct:**

**Iowa Domestic Violence Hotline** 1-800-942-0333

**Iowa Sexual Abuse Hotline** 1-800-284-7821

**Iowa Coalition Against Sexual Violence (CASA)** has 28 member sexual assault crisis centers serving survivors of sexual assault throughout Iowa. Staff members work on several initiatives including: technical assistance and training to member centers; civil legal assistance for survivors of sexual assault, including immigration assistance; improving responses to sexual assault within communities of color; a training initiative for assisting survivors with developmental disabilities; a national project providing peer-based assistance to other sexual assault coalitions; statewide sexual assault prevention; training for allied professionals; and public policy efforts at the state and national level.

\* Iowa CASA does not provide crisis counseling services, but can provide referrals to local rape crisis centers.

### **Children and Families of Iowa- Domestic Violence Services**

1111 University Ave.

Des Moines, IA 50314

Office: 515-471-8699

Fax: 515-243-3404

Crisis Line: 800-942-0333

[www.cfiowa.org](http://www.cfiowa.org)

Domestic Abuse, Emergency Shelter

*\* CFI's domestic violence services provide a unique approach to helping survivors of domestic violence rebuild their lives. They offer help for those whose lives are affected by domestic violence, healing for survivors of domestic abuse, and hope to those who want to create safer homes and communities.*

## **LUNA**

4313 Fleur Drive

Des Moines, IA 50312

Office: 515-271-5060

Fax: 515-271-5062

[www.lunaiowa.org](http://www.lunaiowa.org)

Domestic Abuse

*\* L.U.N.A. (Latinas Unidas Por Un Nuevo Amanecer, Iowa was created in 1999 by a group of survivors who noticed the lack of resources available to the LatinX community in Iowa) honors and upholds every woman's right to freedom from violence. Services are for those who have suffered or are suffering abuse whether it be physical, sexual, emotional, or other forms of abuse, or if you have been sexually or physically assaulted by someone unknown to you.*

***Service include: 24-Hour Crisis Line, One-On-One Counseling, Group Counseling, Safety Planning, Court Advocacy, Community Referrals , Domestic Violence and Sexual Assault Training.***

## **Monsoon**

4952 Franklin Avenue

Des Moines, Iowa 50310

Office: 515-288-0881

Fax: 515-244-7424

[www.muawi.org](http://www.muawi.org)

Domestic Violence, Sexual Abuse - Asian/Pacific Islander Community

*\* Monsoon United Asian women of Iowa's mission is to end all forms of gender-based violence and build healthy communities through transformative justice and social change. They serve all 99 counties in Iowa, and their services are both free and confidential.*

***Service include: direct services, community outreach and education, violence prevention and technical assistance.***

## **Polk County Crisis and Advocacy Services**

2309 Euclid

Des Moines, Iowa 50310

Office: 515-286-3600

Fax: 515-286-2032

<http://cms.polkcountyiowa.gov/CFYS/pages/crisisAdvocacy.aspx>

Sexual Abuse, Homicide Services

*\* Polk County Crisis & Advocacy Services (PCCAS) is a division of the Polk County Department of Community, Family & Youth Services that provides assistance to survivors of crime in Polk County regardless of race, gender, age, ethnicity, sexual orientation, physical or mental disabilities.*

***Services include: Rape/Sexual Assault Care Program, Intra-Family Sexual Abuse Program, Violent Crime Program, Volunteer Program, Support Groups, Community Educator, Lending Library, and Victim Impact Panels***

## **NISAA**

4952 Franklin Avenue  
Des Moines, Iowa 50310  
Office: 515-288-0881  
Fax: 515-244-7424

Domestic Abuse, Sexual Abuse- African Refugee Community

*\* Nisaa provides direct services to survivors of domestic violence and sexual assault in the African communities in Iowa and perform community outreach and educational services.*

### **Victim Assistance & Crime Victim Compensation Program**

The Polk County Attorney's Office sends a victim packet to all survivors to be returned with the amount of losses due to injury to property damage where a suspect has been identified and charged with the crime. If the defendant is found guilty or pleads guilty to the offense, the Court will order the defendant to pay restitution to the survivor.

For more information, please contact the Polk County Attorney's Office, Restorative Justice Center, 206 Sixth Avenue, Des Moines, Iowa 50309, or call (515) 286-3057.

The Crime Victim Compensation Program provides financial resources for survivors of crime or dependents of victims who died as a result of a crime. It helps survivors with their out-of-pocket costs from crime-related injuries. This program does not require that the suspect be identified and arrested, only that you cooperate in every way possible with the Criminal Justice System toward the apprehension. For help, complete the form located on the Iowa Attorney General Crime Victim Compensation Program website or call (515) 281-5044.

**NOTE:** While these off-campus counselors and advocates may maintain a survivor's confidentiality vis-à-vis Grand View University, they may have reporting or other obligations under Iowa's state law regarding mandatory reporting to law enforcement in case of minors; imminent harm to self or others; requirement to testify if subpoenaed in a criminal case.

### **13. Prevention and Education**

Grand View University is committed to the prevention and education of the Grand View University community about sexual assault. The following are prevention and education programs to promote the awareness of rape, acquaintance rape, and domestic violence, dating violence, sexual assault, and stalking:

- Primary prevention for all incoming students and new employees
  - Statement that the institution prohibits offenses
    - Student Handbook
    - Faculty Handbook
    - Staff Handbook
    - Get Inclusive Training
  - Definition of domestic violence, dating violence, sexual assault, and stalking
    - Student Handbook
    - Faculty Handbook
    - Staff Handbook
    - Resident Assistant Training
    - Get Inclusive Training
  - Definition of consent in reference to sexual activity
    - Student Handbook
    - Faculty Handbook
    - Staff Handbook
    - Resident Assistant Training

- Creating a Caring Community Presentations and Trainings
  - Impact Leadership session with Athletic Teams
  - Presentations to residential students
  - GV Unplugged
  - Get Inclusive Training
- Safe and positive options for bystander intervention
  - Mentors in Violence Prevention (MVP) Training
  - Sexual Assault Media Campaign
  - Classroom Presentations
  - Residence Floor Meetings
  - Impact Leadership session with Athletic Teams
  - Creating a Caring Community Presentations and Trainings
  - GV Unplugged
  - Get Inclusive Training
  - Engage GV
- Information on risk reduction, to recognize warning signs of abusive behaviors, and how to avoid harming others.
  - Spring Break Awareness
  - Healthy Relationships Education
  - GV Unplugged
  - Proactive Behaviors flyer
  - Get Inclusive Training
  - Engage GV
- Ongoing prevention and awareness campaigns for students and faculty (including the above mentioned)
  - Creating a Caring Community
  - Spring Break Awareness
  - Healthy Relationships Education
  - Get Inclusive Training
  - Engage GV
  - Take Back the Night

The following are a descriptive list of educational opportunities about sexual harassment and sexual assault that take place annually during the academic school year:

- **Get Inclusive Training** – Required training for all incoming students. Premier online program addressing the critical issues of sexual assault, relationship violence, stalking, and sexual harassment – among students, faculty and staff.
- **GV Unplugged**- During New Student Days; 1 hour session, event is required of all new students to Grand View. Three vignettes about situations students may find themselves in when transitioning to college – alcohol, acquaintance rape, diversity.
- **Healthy Relationships Education** – Three days in February focusing on what makes a good and healthy relationship. Students could take a quiz to rate their relationships and examine healthy sexual activity within a relationship.
- **Spring Break Awareness Week** – Three days in March, the week before Spring Break. Highlights safety on spring break in regards to alcohol, sexual activity and potential of acquaintance rape and sexual assault.

- **RA Training** – One day training with RA’s on counseling related items. One section that is covered is sexual assault and acquaintance rape and the connection with alcohol use and consent. Review of policy and protocol if a situation occurs.
- **Counseling & Intervention** - Work with students who have come forward with a sexual assault. Work with community resources (police, Polk County Crisis) with options and next steps for students in those situations.
- **Mentors in Violence Prevention Training** – Utilizes a leadership and bystander focus on the issues of gender violence prevention to empower others to see their role in prevention and creating a caring community.
- **Engage GV** – Student group whose mission is to mobilize men to use their strength for creating cultures free from violence, especially men’s violence against women. They aim to stop violence before it ever happens. Instead of helping women reduce their risk of being victims of men’s violence, they focus on helping men use their strength in positive ways in all of their relationships.
- **Impact Leadership** – Session for student athletes to engage in small group discussion about leadership qualities, how to express these through daily behavior, and consent and sexual responsibility.
- **Take Back the Night** - Take Back the Night is an international event and non-profit organization with the mission of ending sexual, relationship, and domestic violence in all forms.

Other formal and informal educational experiences will also take place during the academic year. These activities and experiences are announced to the entire student body via email and other marketing avenues.

#### **14. Training and Prevention**

Grand View University is committed to the training of the Grand View University community about sexual assault and the prevention of sexual misconduct. The following are training programs conducted on campus for faculty, staff and students to raise the awareness of sexual assault issues and increase the prevention of sexual misconduct:

<u>Type of Training</u>	<u>Frequency</u>	<u>Topics</u>
New Faculty Sessions	August	Policy, Reporting and Awareness
New Staff Sessions	3-4 times/year	Policy, Reporting and Awareness
New Students	1/time/year	Policy, Reporting and Awareness
All Faculty/Staff Sessions	1-2/times/year	Policy, Reporting and Awareness
By-stander Training (selected faculty, staff, and Students)	1 ½-2 day training/ year	Mentors in Violence Prevention Training (by-stander training)
Staff Meetings	1-2 times/year	Awareness Topics, Policy Updates
Faculty Meetings	1-2 times/year	Awareness Topics, Policy Updates
Residence Life Staff Training	1-2 times/year	Policy, Reporting and Awareness, Bystander Intervention
Workshops and webinars for investigators & adjudicators	1-2 times/year	Investigations, Adjudicating, Policy

#### **15. Granting Amnesty**

Grand View University’s primary concern is the health and safety of its students. Grand View is aware that students are sometimes reluctant to seek medical attention in alcohol- and drug-related emergencies, out of fear that they may face sanctions related to possessing or consuming alcohol and drugs. Because these emergencies are potentially life-threatening, Grand View wants to do what it can to reduce barriers that prevent students from seeking assistance.

Accordingly, students who seek emergency medical attention for themselves or someone else related to the consumption of alcohol or drugs will be referred for substance abuse evaluation and/or treatment, instead of receiving the University-imposed sanctions, for the alcohol- or drug-related policy violation.

Medical Amnesty only applies when a student initiates the call for emergency medical attention and only when the emergency medical attention is needed to address alcohol or drug emergencies. It does not apply when the individual suffering from the alcohol or drug emergency is discovered by a University official (e.g., security, RA, etc.).

Medical Amnesty does not apply to violations of the Code of Student Conduct that are egregious, in the judgment of the Vice President of Student Affairs, including, but not limited to, sexual assault, weapons possession, possession of drugs that induce incapacitation (e.g. Rohypnol or other "date rape drugs"), and all drug offenses beyond mere possession. Grand View strongly encourages survivors who have been sexually assaulted after consuming alcohol or drugs and witnesses to such assaults to come forward without fear of disciplinary action by the University. Grand View strongly encourages students to seek emergency treatment when alcohol poisoning or a drug overdose is suspected.

## **Miscellaneous Items Related to Sexual Assault**

### **Sexual Assault Public Awareness Events**

Public awareness events or other forums (such as "Take Back the Night," the Clothesline Project, candlelight vigils, protests, "survivor speak outs") in which students disclose incidents of sexual violence, **are not considered notice** to Grand View University of sexual violence for purposes of triggering its obligation to investigate any particular incident(s). Such events may, however, inform the need for campus-wide education and prevention efforts, and the University will provide information about students' Title IX rights at these events.

### **Anonymous Reporting (*Lighthouse*)**

*Lighthouse* provides an anonymous and confidential way to report inappropriate activity. Reports submitted through *Lighthouse* will be handled as promptly, discreetly, and carefully as a thorough investigation will allow. The University and *Lighthouse* are committed to protecting the anonymity and confidentiality of individuals who submit reports through *Lighthouse*. The system has features such as follow-up questioning to aid our response to reported concerns. You may also be contacted by someone at *Lighthouse* for additional information to aid in submitting a complete report. In addition to simply reporting concerns, people may ask for clarification of University policy or offer positive comments and suggestions that create an informed and supportive atmosphere.

While we encourage you to bring any concerns you may have to the University first, if you are uncomfortable discussing matters with someone on campus, you are invited to utilize our *Lighthouse* reporting system. There is a 24/7 call center at [833-690-0044](tel:833-690-0044) or an on-line reporting option via a link on MyView under Campus Life (click [here](#)) or at [www.lighthouse-services.com/grandview](http://www.lighthouse-services.com/grandview). You may also e-mail ([reports@lighthouse-services.com](mailto:reports@lighthouse-services.com)) or fax (215-689-3885) a report (must include Grand View University name with these reports).

We have more detailed information about *Lighthouse*, how to file a report, and a Q&A sheet on MyView (click [here](#)).



# Appendix C

## Safety and Security at Grand View University

### Introduction:

Grand View University is committed to providing safety and security for all students, faculty and staff. While the campus is a comparatively safe environment, it is not immune from the types of crimes that may happen in Des Moines or on other college campuses. Effective safety and security, therefore, requires cooperation and assistance from everyone. All members of the campus community must assume responsibility for the safety and security of themselves, their neighbors, and their belongings. The University assumes no responsibility for theft, damages, or loss of money, valuables, or personal property. Suspicious activity or possible campus crime should be reported to campus security or the Des Moines Police immediately (emergency numbers are listed in the back of this document). Other common-sense precautions should also be followed, such as locking office and room doors when unoccupied, keeping valuables stored in a safe area, and practicing personal safety.

Grand View University believes that the primary responsibility for the safety of its students rests with the students themselves. As adult citizens, students on the campus are expected to conduct themselves in such ways as to lessen their vulnerability to harassment or attack. Similarly, residents of residential halls are expected to safeguard themselves against unwanted intrusion in much the same way that members of residential houses, apartments, etc., do. They are expected to cooperate with University rules, regulations and procedures which have been designed to enhance safety and security, and to understand that actions which jeopardize the potential well-being of others will be subject to severe disciplinary action.

The University does, however, accept a responsibility to provide a living and working environment that enhances the safety and security of community members in ways that go beyond the services normally provided by the typical residential community. The University attempts to provide living units that are safe and secure. The University staffs the residence halls with residence hall directors and resident assistants all of whom accept responsibility in working with residents to provide a safe and secure living environment.

The University also attempts to provide the essential safety and security systems and equipment for its classroom buildings and gives special attention to potentially "high risk" areas, such as laboratories. Again, the University expects those using these buildings to follow a highly responsible level of attention to safety and security measures on their own initiative.

The University conducts educational events and programming to promote the communities awareness of safety and security related topics. The titles of these educational events and programming vary from year to year but cover the following topics and areas: personal safety, general safety, residence hall safety, travel safety, self-defense and crime prevention. These educational events and programming are held at least once a year. The University also includes a session on safety at Grand View during New Student Days. The programs are designed to assist the student with increased knowledge and skill level to be used now and in the future.

In 1990, the United States Congress passed legislation commonly known as the Campus Security Act. This legislation is now known as the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." This law requires institutions of higher education to provide information regarding the institution's security policies and procedures to faculty, staff, students, and prospective students and prospective employees. Grand View University fully supports the legislation and conveys our campus safety and security information to you in this document.

Grand View University complies with the Jean Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The University compiles a report that not only lists statistics on certain crimes that are reported on campus, but also reports on security policies the University maintains.

The Act required campuses to report occurrences of the following crimes: Murder/Non-negligent manslaughter, sexual offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, negligent manslaughter, domestic violence, dating violence, and stalking. The act also requires the following arrests and judicial referrals that occur on campus be reported: liquor law, drug abuse and weapons violations.

The reports are made available to all current employees, students, prospective students and employees and anyone requesting a copy. In the event of crimes or situations that are considered to pose a threat to the University community, the act requires the University to notify the University community in a timely manner. The Haven Protection Lead Security Agent, in consultation with the Vice President for Student Affairs, will make this determination. The University will make timely notice to the University community utilizing options such as emails, GV Alert, bulletin boards, fliers distributed to the University community, etc.

### **Campus Security:**

The primary security operations for Grand View University have been subcontracted to Per Mar, Inc. However, the administrative offices at Grand View University responsible for security are the Vice President for Student Affairs and the Vice President for Administration and Finance. The Vice President for Administration and Finance receives general security reports, oversees monetary considerations and contracts, and collaborates with the Vice President for Student Affairs on general campus safety and security concerns.

The Vice President for Student Affairs coordinates reports for the campus community, and specifically for residence halls, campus houses, incident reports on persons creating a campus concern, and compiles general security information for reporting procedures annually. Per Mar security officers are assigned to either the campus roving officer patrol or the Johnson Wellness Center security post. The Per Mar security officers are non-commissioned personnel; therefore they do not have the power to arrest or permission to carry weapons. The security officers are in radio contact with a Per Mar security officers and are able to summon assistance.

The Des Moines Police Department is responsive to campus needs and has an excellent working relationship with campus officials and security personnel. We provide local law enforcement with information about activities of concern taking place on the campus. Local law enforcement provides the University with information as allowed legally in reference to incidents of concern to the University. There is a Neighborhood Based Service Delivery Des Moines Police Officer assigned to Grand View University, but there is no guarantee that complete information will or can be given to the University by law enforcement.

### **Duty and Responsibility to Reporting Crime on Campus:**

Some Grand View University employees are designated as Campus Security Authority (CSA) in connection with their jobs at the University. These individuals are required by the Clery Act to immediately report to Campus Security if any person reveals to them that they have been the victim, witness and/or perpetrator of any incident that might involve a crime. The definition for an individual designated as a Campus Security Authority: An official of an institution who has significant responsibility for student and campus activities, including, but not limited to, student housing, student discipline, and campus judicial proceedings. An official is defined as any person who has the authority and the duty to take action or respond to particular issues on behalf of the institution.

Examples of CSA's at Grand View University include but are not limited to:

- Campus Security Staff
- University Administrators
- Vice President for Student Affairs and Staff

- Residence Life Director and Staff (including Resident Assistants)
- Advisors to Recognized Student Organizations
- Director of Athletics and Athletic Team Coaches (including Assistant Coaches)
- Student Center Staff

Grand View University Counselors and Campus Pastors, when acting as such, are not considered to be Campus Security Authorities and are not required to report crimes for inclusion into the annual disclosure of crime statistics. Grand View University Counselors and Campus Pastors are encouraged, if and they deem it appropriate, to inform persons being counseled of the procedures to report crimes on a voluntary basis for inclusion into the annual crime statistics. Pursuant to the Clery Act, CSA employees cannot promise anyone that information regarding crimes will be kept confidential, and should advise those seeking confidentiality to consult with the Counseling Center or the Campus Pastors.

As a CSA by definition in connection with your job at Grand View University, if any person reveals to you that they have been the victim, witness and/or perpetrator of any incident that might involve a crime, you must immediately provide details to Campus Security at 263-6000 or report according to the established reporting requirements of your area of duties (e.g., RA's, Hall Directors, Resident Life Staff).

Faculty members are generally not considered mandatory reporters under federal law. However, faculty who also serve as administrators or who serve as advisors to recognized student organizations are considered CSA's at Grand View University and therefore do have a duty under the Clery Act to immediately report crimes to Campus Security.

Reporting a crime to Campus Security does not necessarily mean that charges will be filed. Instead, it allows the victim, witness or perpetrator to discuss with Campus Security options for handling an incident, and helps University officials obtain accurate information for federally-required statistical reporting. Please be sure to provide Campus Security with the individual's correct name and contact information.

Finally, even where there is no federal law duty to report a crime, Grand View University encourages all employees to always notify students and co-workers before receiving any information regarding a potential crime of the duty to report to Campus Security any matters where either a crime may have occurred, is likely to occur in the future or where mental or physical well-being may be threatened. Failing to report such matters often means that persons in trouble are less likely to get needed help. Most important, prevention of future crimes or harm to other individuals is an ethical responsibility all of us share.

### **Crime Prevention/Awareness Programs:**

Grand View University would much rather prevent a crime or injury than react to it after the fact. For that reason, the University administers many programs designed to encourage students and staff to be responsible for their own safety. The following are examples of programs and notification systems:

1. *Orientation Program:* The University offers crime prevention programs for students during new-student registrations, New Student Days and through various residence hall programs. These programs include tips to keep yourself and your property safe and secure.
2. *Campus Escort Service:* Students are encouraged to utilize an escort from a campus security officer when walking alone on campus during hours of darkness. To request a campus escort, contact Campus Security (263-6000). They will assist, however you may need to wait for assistance if it is not an emergency situation.
3. *Campus Safety Notices:* Timely notices will be given to the campus community when any actual or potential crime is considered to be a threat.

4. *Campus Lighting:* The University maintains exterior lighting to minimize dark areas used by pedestrians on campus. All facilities on campus are accessible by lighted sidewalk routes.
5. *Crime Prevention Materials:* Crime prevention materials are made available throughout the year. Students and staff are annually provided information related to the Clery Act and campus security procedures via this brochure. Safety and security tips for the prevention of crime are also provided.

### **Crime Prevention Recommendations:**

Your time on the Grand View University campus should be pleasant. Your assistance is necessary to make the campus environment more secure and safe. Precautions should be taken for yourself and with your possessions.

### **Protect Yourself**

1. Call campus security, the Director of Residence Life, Assistant Director of Residence Life, Hall Directors, or Resident Assistants. No matter how trivial an incident may seem, no matter how harmless an unknown visitor may appear, let the appropriate person(s) know about the event and circumstances. Campus Security can be reached on campus by dialing 263-6000. Emergency telephones are available in multiple locations on Grand View University's campus (see listing at the end of this handbook). These telephones connect directly to the 911 system and identify the Grand View location from which the call has come.
2. In case of fire or if an ambulance is needed, you should first call 911. When a 911 call is initiated, the address from which the call is made appears on the emergency screen; crews will respond promptly to that address. Follow that call with a call to Campus Security by dialing 263-6000. You can also call the Director of Residence Life, Assistant Director of Residence Life, Hall Director, Resident Assistant and/or Vice President for Student Affairs.
3. If you must walk on campus and/or if you jog/exercise, do not do so alone. Find a partner with whom to exercise and/or walk with to your car and/or residence hall. If you are on campus and an escort is needed, call 263-6000. They will assist; you may have to wait for assistance if it is not an emergency situation. Walk in well-lighted areas; walk away from bushes. Tell someone where you are going and/or leave a note stating your expected arrival, departure time. Call before you leave.
4. Pull drapes, curtains, blinds, and/or shades.
5. If you think you are being followed either by a person on foot or in a car, go immediately to a well-traveled, heavily used area. If you are close to a building with people inside, go in, call security, and remain at the location. If you believe you are being stalked, contact the Vice President for Student Affairs immediately. The Vice President for Student Affairs, Campus Security, and the Des Moines Police Department will attempt to assist you in resolving the situation.

### **Protect Your Property**

1. Lock your doors and windows. Most thefts occur in unlocked rooms. Locking the door to your room or car protects the contents from theft. If you have a problem with your campus lock, report it to the Resident Assistants and/or Hall Directors.
2. Locked cars do not keep thieves away from your property. Place all valuables in trunk and/or an area which cannot be readily seen. When sound equipment, CDs, computer equipment, telephones, radar detectors, and other personal property are visible, your car becomes a prime target. Prime time is the beginning of the semesters, during rainstorms and/or after holidays. The University and Campus Security work closely to patrol the parking areas, however, each parking area is not under 24-hour guard. Protect

your property with the steps outlined above. A car can be broken into and stripped within 30 to 45 seconds. If you intend to report a theft to your insurance company, you must file a police report.

3. If you see someone suspicious in a building, residence, parking lot, and/or on campus, call security. Give a description, location, and reasons for suspicion. Security can locate and ask intentions. Salespersons are not allowed in residence halls and/or buildings without the permission from the Vice President for Student Affairs or the Associate Vice President for Student Affairs.
4. Keep an eye on your laundry. Clothing left in the laundry rooms can be removed if left unattended.
5. Keep your keys on your person at all times. Do not lend your keys to anyone. If your keys to a campus facility (residence, office, door) are lost, report the theft to the Director of Residence Life, Assistant Director of Residence Life, Hall Director or/Resident Assistant. Locks will be changed for a fee.
6. Mark your belongings. Call the Des Moines Police Department for an identification number and engrave it on your property. Police can then identify stolen property as yours. If you intend to report a theft to your insurance company, you must file a police report.
7. If you are attacked, robbed, or accosted, report it. If the Des Moines police are involved, request the case number. Give the case number information to Campus Security and/or the Student Life Office. These offices have the responsibility to inform the campus of potential danger.

#### Procedure:

You will need to give a description, number of people involved, location, details and circumstances, and license number (if applicable). Reporting a crime is essential to campus security and safety. Police and/or security can fit your incident into a pattern developing on the campus, in the neighborhood, and/or city. Reporting the crime is the avenue to keep the same person from harming, stealing, and/or hurting another victim.

#### **Reporting Crime on Campus:**

Any campus emergency during office hours (Monday-Friday, 8:15 a.m.- 4:30 p.m.) should be reported immediately to Des Moines Police (911), Campus Security (263-6000) and/or the Student Life Office (263-2885). Any person(s) involved in a security incident (emergency or non-emergency) should also complete an Incident Report and return it to the Student Life Office. The Director of Residence Life, Assistant Director of Residence Life, Hall Directors and Resident Assistants are instructed to report incidents immediately; when incidents are deemed emergency, questionable, or disruptive in nature, the Vice President for Student Affairs or designee is contacted. As defined by the FBI Uniform Crime Reporting (UCR) System, all Part I and Part II crimes are reported to state and local police. When necessary, local or state police assist in investigations.

Grand View University encourages all crimes be reported to the Student Life Office as soon as possible. The University strives to make reporting as easy as possible by providing several means to do so while on campus. The University has campus safety personnel on duty 24 hours a day. The Security Office is located on the first floor of the Johnson Wellness Center.

The University provides exterior emergency phones that are distributed throughout campus. Use of these phones will automatically connect to the Des Moines Police Department. Interior campus phones are placed in academic buildings at various locations. The Campus Security Office can be accessed via these campus phones by dialing 263-6000. Police, fire, and EMS assistance can also be accessed via these phones by dialing 9-9-1-1. Off campus reporting can be accomplished by calling the Campus Security Office at 515-263-6000

Campus safety personnel will respond to all calls emergency or non-emergency. Officers will evaluate information and make proper written reports and in certain cases make immediate contact with proper University administration. The staff will encourage reports of crimes by the victim be made with the local law enforcement agency.

### **Timely Warnings:**

Timely warnings will be given on crimes reported to the Student Life Office when such crimes are considered a threat to the immediate safety of the campus community. The following media are used on an as-need basis to inform the campus on “timely notice” security matters: The GV Emergency Alert System, FM88.1 (student radio), building notices, residence life staff, computer email system, Viking Council (student government), student lounges, memos, announcements, and/or telephone contact, especially during summer hours. If it is known to the University (students must disclose information; hearsay is not admissible) that a member of the University has a criminal record, any necessary decisions are dependent on the particular circumstances and nature of the offense.

In the event of crimes or situations that are considered to pose a threat to the University community, the University is required to notify the University community in a timely manner. If there is an immediate threat to the health or safety of students or employees occurring on campus Grand View will follow their emergency notification procedures using the GV Emergency Alert System.

This determination will be made when reports come to the attention of the Director of Campus Safety or the Vice President for Student Affairs. If a significant emergency or dangerous situation involving an immediate threat is confirmed the University will make timely notice to the University community utilizing options mentioned in the previous paragraph. The University will, without delay, and taking into account the safety of the community, determine the segment(s) of the campus to receive the notification, determine the content of the notification and initiate the notification system, unless issuing a notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency.

Emergency response and evacuation procedures are tested at different times during the school year. Documentation for these tests is kept by the Director of Campus Safety and reviewed by the Campus Safety Committee the third Thursday of every month. A Crime Log is available for viewing in the Student Life Office Monday - Friday between the hours of 8:15 a.m. and 4:30 p.m., by request, but names of people involved in the incidents will not be revealed.

Annual crime statistics in compliance with the Clery Act are prepared annually, and distributed no later than October 1, by the Student Life Office, in cooperation with the Campus Security, Residence Life, local police and other campus offices that may have knowledge of criminal activity. Crimes may be reported on a confidential (not to be construed as anonymous) basis, requesting inclusion in the annual crime statistics, to the Counseling Office, Campus Pastor, Campus Security and/or the Student Life Office. In this case, confidential reporting shall be defined as incident reports that are filed or verbally reported, and deemed to be legitimate, but for which no particular action is requested by the reporting party or required by the University. Grand View University doesn't have recognized student groups or organizations residing as such in the local community; hence there is no monitoring by local police of such groups.

### **Security and Access to Campus Facilities:**

Campus facilities are open to students, employees, and guests during normal business hours. Our size and location have not made a formal policy necessary for identification and admission of visitors into campus buildings (except residence halls and the Johnson Wellness Center). However, students, faculty, and staff are requested to notify the Student Life Office, campus security officers, or the Des Moines police of any suspicious persons or circumstances.

In the maintenance of campus facilities, including landscaping, grounds-keeping, and outdoor lighting, University personnel continually monitor the campus for irregularities and needed repairs. Campus security personnel file a written report on problematic areas nightly, i.e. lights, unlocked doors, general safety hazards; campus maintenance personnel check reports. Security is a major factor in all landscape and lighting designs; periodic input is sought from outside agencies as an additional guide in evaluating campus needs.

Campus housing at Grand View University includes two apartment complexes housing 339 students, two student suite complex housing 151 students each, and two residence halls with combined occupancy of 199 students. Residence Hall facilities are monitored by Hall Directors and/or Resident Assistants beginning at 8 p.m.; doors are locked 24 hours a day (the only exception is for classes taking place in the L Apartments), and a security guard is positioned at the Johnson Wellness Center from 10 p.m. until 6 a.m. daily.

Live-on residence hall staff includes a professional Assistant Director of Residence Life, three Hall Directors, and seventeen Resident Assistants. The residential life staff receives basic security training and educational sessions in emergency procedures and crime prevention. Training is provided prior to the beginning of the school year as well as through weekly meetings with the Director of Residence Life, occasional meetings with other Student Life staff, and in-service training programs conducted throughout the year.

Standard locking mechanisms are used to secure doors and windows in student residence hall rooms; each resident is given a key for personal room entry. Residents are urged to use and lock doors whenever they leave the room for any purpose and/or when in the room. Hall/floor meetings are held at the beginning of each semester in every hall to inform residents about housing security and enforcement procedures. In addition, specific safety and security programs are held throughout the year (e.g., fire/tornado safety, acquaintance rape, hostile environments, substance abuse, personal safety, etc.).

The outside doors in the Langrock and Hull Suites, the Hull and L Apartments, and Nielsen Hall will be locked 24 hours a day. The Knudsen Hall lobby is accessible to the general Grand View community from 7 am until 7 pm. Access to Knudsen Hall hallways and resident rooms is secured 24 hours a day. Classes are held in the basement of the L Apartments and access to these classrooms are possible at different times during the regular business day. All residents are issued a room key and permitted access to appropriate residential buildings through their Grand View ID Card. A charge will be assessed if a key is lost or not returned at the announced deadline. A student's check-out will not be considered complete until all keys have been returned. Duplicate keys threaten the security of everyone in the hall and will not be tolerated. Disciplinary action will be taken in this situation. Legal action may also be taken against the vendor providing the duplicate key.

If a student is locked out of his/her residence hall room, the resident assistant on duty has access to a master key to open the room. There will be a charge for this service. Unauthorized locks may not be put on room doors. Any change or addition of locks must be done by the physical plant department personnel and only by request of the Vice President for Student Affairs.

Access to academic buildings is limited to hours of operation of that building with hours differing for each building. After hours use by students is prohibited unless special permission is received from a University official in advance. Key control for the University is the responsibility of the Director of Buildings and Grounds.

All guests in residence halls must have a student host and are subject to University regulations. The host is responsible for the actions of and/or any damages caused by the guest. Except for guests sponsored by the University, guests are permitted in the halls with the permission of the Director of Residence Life and may not stay more than three consecutive nights. If a roommate objects to the presence of an overnight guest, the guest may not spend the night.

## **Environmental Security:**

Grand View University strives to maintain a safe working and learning environment. Ongoing checks are made to assure exterior lights are functioning properly. Plants and foliage are maintained to ensure safety on campus.

## **Emergency Response and Evacuation Procedures:**

Upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students or staff occurring on the campus, unless issuing a notification will compromise efforts to contain the emergency, Grand View will immediately notify the campus community in the following manner:

- GV Alert – Multimodal electronic communication service allows Grand View to inform students, faculty and staff of emergency situations by cell phone, text messaging, work phone, home phone, email, and voice mail. This system announces the emergency situation and indicate the proper precautionary actions and/or evacuation procedures the Grand View community should take.
- Emails will be sent to all students, staff, and faculty announcing the emergency situation and indicating the proper precautionary actions and/or evacuation procedures the Grand View community should take.
- The MyView website will be updated with the same information.
- Handheld radios located throughout campus and carried by campus security and maintenance crews will be used to notify every building on campus and inform the campus community of any necessary actions.
- Every building is also equipped with bullhorns for use to notify everyone in the building of proper actions to take, including evacuation procedures if necessary.
- The campus security vehicle is outfitted with a loudspeaker system and will make outside notification of an emergency on campus.
- An IP phone system has the capability of storing pre-recorded messages for various situations, and can be used in campus-wide notification.

Currently tornado and fire instructions are posted in offices and classrooms across campus, and a salmon-colored 'Emergency Immediate Actions' card is posted in classrooms, and distributed for placement under all telephones throughout campus. Emergency response instructions and information is also available to all users via the intranet MyView site.

Grand View currently tests and drills for emergency response in the following areas:

- Fire – All residential facilities practice evacuation fire drills once in the fall semester and once in the spring semester.
- Tornadoes – The entire campus participates in a tornado drill every April.
- Monthly checks are made by campus security to make sure all emergency phones, radios and bullhorns are in working condition and placed in the proper location.

## **Evacuation of Employees/Students With Special Needs**

Evacuation of persons with disabilities who are otherwise ambulatory, such as vision or hearing impaired, should take place normally with other building occupants. They may benefit from an escort and instructors or supervisors should provide an escort from within the area.

Evacuation of people who are dependent upon equipment for their mobility should not use elevators unless directed to do so by the Des Moines Fire Department. Individuals that cannot evacuate the building should proceed to the nearest safe stairway with prearranged escorts. Once the stairs have begun to clear of



other evacuating people, the mobility-impaired person and escorts should enter the stairwell and evacuate the individual. Fire and police personnel will assist with the evacuation if necessary.

If the stairwell becomes smoke-filled or unsafe, move back into the building and proceed to another usable stairway. If no other stairway is available, find a room that is tenable, close the door, and phone 9-911 for assistance.

### Wheelchairs

Wheelchairs should normally be left behind in an evacuation; however, individuals who use wheelchairs on a regular basis may disagree with this. A person's wheelchair is their means of mobility. Discuss evacuation with the user first. If the person in the wheelchair has had experience with evacuation, they should be able to provide and explain their preferred method of evacuation. Without their wheelchair, persons with impairments will need continuing support and assistance.

Evacuating a person up or down stairs while they are seated in a power wheelchair should not be attempted. The battery is usually located at the lower back of the wheelchair, making it difficult to tilt the chair backwards for ascent or descent of stairs. In addition, power wheelchairs are extremely heavy. Do not use a power wheelchair to evacuate the person, find another means. Instructors/supervisors should assign several assistants to evacuate the person and the wheelchair.

#### *Things to Remember about Wheelchairs:*

- There are many different types of wheelchairs.
- They have many movable or weak parts that are not built to withstand the stress of lifting.
- Remove batteries from an electric wheelchair before attempting to transport it.
- *If you are evacuating someone in a wheelchair equipped with a seatbelt, secure the person in the chair.*
- If the chair must be left behind, be sure it does not block or obstruct doorways, stairs or passages. Even if you are the last to evacuate, an emergency worker could sustain an injury.

#### *Reminders to Persons with Physical Impairments*

- Take control without depending on others to take the first step.
- Don't be afraid to let others know when you need assistance.
- Don't hesitate to communicate what your special needs are in order to make the evacuation easier and safer for you and your assistant.
- Plan ahead. Be prepared. Know what you are going to do before an emergency arises. Make a plan and then test it. Determine what your alternatives are.
- When you enter an unfamiliar building, locate the most available telephones, exits and ramps, enclosed stairwells (determine if landings are large enough for wheelchairs), rooms that would make good areas of refuge, fire alarm pull stations, and fire extinguishers.
- Never take an elevator in a building evacuation, unless directed to do so by the fire department.

# Emergency Information

**Des Moines Police & Fire**   **911**  
**Campus Security**   **ext. 6000 (on Campus) or 515-263-6000**

## Campus Emergency Resources/ Personnel

Vice President for Student Affairs ..... 515-263-2885  
Associate VP for Student Affairs..... 515-263-2887  
Director of Residence Life ..... 515-263-2884  
Campus Pastor..... 515-263-6004  
Director of Counseling ..... 515-263-2986  
Health Services ..... 515-263-2823

**In life-threatening emergencies, contact **911** first!**

**Otherwise, call Campus Security first – they are the closest and will arrive first, but when every second counts, get the ambulance on its way!**

**If more than one person with a phone is at the scene of an emergency, share duties and have one person contact 911, another person contact Campus Security 6000 and the third contact Student Life or the Residence Life Office 263-2885!**

## Emergency Telephone Numbers:

Des Moines Police	
Non-Emergency	515-283-4811
Emergency	911
Fire	911
Poison Information Center	515-515-241-6254 or 1-800-362-2327
Suicide Hotline	515-244-1000
Sexual Assault, Violence, Rape Crisis Center	1-800-447-1985
Road Information	515-288-1047

## Hospitals:

Broadlawns	1801 Hickman	515-282-2200
Iowa Lutheran	700 E. University	515-263-5152
Iowa Methodist	1200 Pleasant	515-241-6423
Mercy	400 University	515-247-3211

## Locations of Emergency Telephones on Campus

These telephones automatically call 911 when the receiver is lifted, contacting the Des Moines Police Department.

Langrock Suites Elevator  
L-Apartments Elevator  
Rasmussen Building Elevator

Humphrey Center Elevator  
Jensen Hall Elevator  
North Johnson Wellness Center Elevator  
South Johnson Wellness Center Elevator

## Inclement Weather

The health and wellbeing of individuals is considered in assessing emergency and inclement weather closing, but ultimately each person must decide on whether their life is at risk and make the decision for themselves. The decision to close will be made and the media notified by 6 a.m. for day classes and by 4 p.m. for evening classes. Any cancellations will be post on MyView, sent via GV Alert or you can call the weather hotline at 515-263-6060. Media may not announce closure immediately upon receipt of information, so stay tuned. Media alerted will be:

<b>TV Stations:</b>	WHO Channel 13	KCCI Channel 8	WOI Channel 5
<b>Radio Stations:</b>	WHO AM 1040	KRNT AM 1350	KIOA AM 940
	KGGO FM 95	KIOA FM 93.3	KJJY FM 92.5

*Do not assume that because Des Moines Public Schools and others are closing Grand View University will. Others have dissimilar populations posing different transportation challenges.*