

**Grand View University**

# **Student Handbook**

**2023-2024**

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**Grand View University reserves the right to change policies, procedures, and regulations to protect students, the University, and adhere to best practices. These changes can be made at any time and will take effect when the administration determines that such changes are necessary. Students will be notified of any modifications in a timely manner via official announcements (through Grand View email and/or postings on myGVU).**

**Students are responsible for reading this handbook, official announcements, and posted notices related to their student role at Grand View University.**

## **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

<b>Academic Calendar – 2023/2024</b>	
<b>Fall Semester, 2023</b>	
Thurs, Aug 24 - Fri, Aug 25	Opening Faculty Meetings
Fri, Aug 25 – Sun, Aug 27	New Student Days
Mon, Aug 28	<b>Fall Classes Begin</b>
Mon, Aug 28 – Sat, Oct 14	<b>Session I</b> (No Classes September 4)
Fri, Sept 1	<b>Last Day to Add/Drop w/out a "W" Grade for Fall Semester Classes</b>
Fri, Sept 1	<b>Last Day to Drop w/out a "W" Grade for Session I Classes</b>
Mon, Sept 4	<b>Labor Day</b> ; No Classes; University Offices Closed
Fri, Sept 22	<b>Last day to Drop Classes with a W</b> Session I Classes
Tues, Oct 10	<b>Midterm Grades due by Noon</b> (Fall Semester Classes Only)
Fri, Oct 13	<b>Fall Break</b> ; No Classes; University Offices Open
Sun, Oct 15	<b>Graduate Students</b> Registration for Spring & Summer 2024 Begins
Mon, Oct 23 – Sat, Dec 16	<b>Session II</b> (No Classes November 20-24)
Friday, Oct 27	<b>Last day to Drop Classes with a W</b> Fall Term Classes
Fri, Oct 27	<b>Last Day to Add/Drop w/out a "W" Grade for Session II Classes</b>
Sun, Oct 29 - Tues, Oct 31	<b>GV Complete Seniors</b> (90 + Credits) Registration for Spring & Summer 2024 Classes Begins
Wed, Nov 1- Fri, Nov 3	<b>Seniors</b> (90 + Credits) Registration for Spring & Summer 2024 Classes Begins
Sun, Nov 5 - Tues, Nov 7	<b>GV Complete Juniors</b> (60-89 Credits) Registration for Spring & Summer 2024 Classes Begins
Wed, Nov 8 - Fri, Nov 10	<b>Juniors</b> (60-89 Credits) Registration for Spring & Summer 2024 Classes Begins
Sun, Nov 12 - Tues, Nov 14	<b>GV Complete Freshmen/Sophomores</b> (Fewer than 60 Credits) Registration for Spring & Summer 2024 Classes Begins
Wed, Nov 15 - Fri, Nov 17	<b>Freshmen/Sophomores</b> (Fewer than 60 Credits) Registration for Spring & Summer 2024 Classes Begins
Mon, Nov 20 – Fri, Nov 24	<b>Thanksgiving Break</b> ; No Classes; University Offices Closed Wed - Fri
Mon, Nov 27	<b>Last Day to Drop Classes with W</b> Session II Classes
Fri, Dec 8	<b>Fall Semester Classes End</b>
Mon, Dec 11 – Thurs, Dec 14	<b>Fall Semester Examinations</b>
Mon, Dec 25 – Mon, Jan 1	University Offices Closed

<b>Spring Semester, 2024</b>	
Mon, Jan 15	<b>Martin Luther King, Jr. Day</b> ; No Classes; University Offices Open
Tue, Jan 16	<b>Spring Classes Begin</b>
Tue, Jan 16 - Sat, March 2	<b>Session III</b>
Fri, Jan 19	<b>Last Day to Add/Drop w/out a "W" Grade for Spring Semester Classes</b>
Fri, Jan 19	<b>Last Day to Drop w/out a "W" Grade for Session III Classes</b>
Sun, Feb 4	<b>Graduate Student</b> Registration for Fall 2024 Classes Begins
Mon, Feb 12	<b>Last Day to Drop Classes with a "W" Grade for Session III Classes</b>
Sun, Feb 18 - Tues, Feb 20	<b>GV Complete Seniors</b> (90 + Credits) Registration for Fall 2023 Classes Begins
Wed, Feb 21 - Fri, Feb 23	<b>Seniors</b> (90 + Credits) Registration for Fall 2023 Classes Begins
Sun, Feb 25 - Tues, Feb 27	<b>GV Complete Juniors</b> (60-89 Credits) Registration for Fall 2023 Classes Begins
Tues, Feb 27	<b>Midterm Grades due by Noon (Spring Semester Classes Only)</b>
Wed, Feb 28 - Fri, Mar 1	<b>Juniors</b> (60-89 Credits) Registration for Fall 2023 Classes Begins
Sun, Mar 4 - Tues, Mar 5	<b>GV Complete Freshmen/Sophomores</b> (Fewer than 60 Credits) Registration for Fall 2023 Classes Begins
Tues, Mar 5	<b>Session III Final Grades due at Noon</b>
Mon, Mar 11 - Fri, Mar 15	<b>Spring Break</b> ; No Classes
Mon, March 18 – Sat, May 4	<b>Session IV</b>
Fri, Mar 22	<b>Last Day to Drop Classes with a "W" Grade for Spring Semester Classes</b>
Fri, Mar 22	<b>Last Day to Drop w/out a "W" Grade for Session IV Classes</b>
Fri, March 29	<b>Good Friday</b> ; No Classes; University Offices Closed
Fri, Apr 12	<b>Last Day to Drop Classes with a "W" Grade for Session IV Classes</b>
Fri, April 26	Spring Classes End
Mon, April 29 - Thurs, May 2	Spring Semester Examinations
Mon, May 6	Commencement
Tues, May 7	<b>Spring Semester and Session IV Final Grades due at Noon</b>

<b>Summer Session, 2024</b>	
Mon, May 13	<b>Summer Classes Begin</b>
Mon, May 13 - Fri, June 7	<b>May Session Classes</b> (No Classes May 27)
Mon, May 13 – Sat, June 29	<b>Session V</b> (No Classes May 27 or June 19)
Tues, May 14	<b>Last Day to Add/Drop w/out a "W" Grade for May Session Classes</b>
Fri, May 17	<b>Last Day to Drop w/out a "W" Grade for Session V Classes</b>
Fri, May 24	<b>Last Day to Drop Classes with a "W" Grade for May Session Classes</b>
Mon, May 27	<b>Memorial Day;</b> No Classes; University Offices Closed
Fri, June 7	<b>Last Day to Drop Classes with a "W" Grade for Session V Classes</b>
Tues, June 11	<b>May Session Grades due at Noon</b>
Wed, June 19	<b>Juneteenth;</b> No Classes; University Offices Open
Mon, July 1 – Sat, Aug 17	<b>Session VI</b> (No Classes July 4)
Tues, July 2	<b>Session V Final Grades due at Noon</b>
Thurs, July 4	<b>Independence Day;</b> No Classes; University Offices Closed
Fri, July 5	<b>Last Day to Add/Drop w/out a "W" Grade for Session VI Classes</b>
Tues, July 9	<b>Last Day to Drop Classes with a "W" Grade for Summer Semester Classes</b>
Fri, July 26	<b>Last Day to Drop Classes with a "W" Grade for Session VI Classes</b>
Sat, Aug 17	Summer Classes End
Tues, Aug 20	<b>Summer Semester and Session VI Final Grades due at Noon</b>

# Campus Map



<https://www.grandview.edu/about/community/campus-map-directions>

# Grand View University Leadership

<https://www.grandview.edu/about/about-gv/gv-leadership>

Dr. Rachelle Keck  
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(515) 263-6152  
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Dr. Trisha Wheelock  
Director of Faith Life  
(515) 263-6009  
twheelock@grandview.edu



# Services for Students

## Academic Advising

**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. See the Advisor-Advisee Responsibilities document on the [Academic and Advising Resources](#) page on myGVU.

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

If you want to change to a different advisor, the appropriate process is described in the Advisor Change or Grievance Policy and Procedure document located on the [Academic and Advising Resources](#) page on myGVU. The Change of Advisor form is located on that same page.

## Accessibility Services

Hansen Student Life & Success Center | Henning Student Center  
<https://www.grandview.edu/student-life/services/disability-services>  
<https://mygvu.grandview.edu/groups/accessibility-services/info>

Recognizing and supporting diversity, Grand View University provides services for students with disabilities through the Director of Accessibility Services. The Director of Accessibility Services 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 that want to request accommodations should contact the Director of Accessibility Services, Crystal Fierro, at (515) 271-2971 or [cfierro@grandview.edu](mailto:cfierro@grandview.edu).

## The Academic Learning and Teaching (ALT) Center

Rasmussen 205  
Contact: [alt@grandview.edu](mailto:alt@grandview.edu), (515) 263-2860  
<https://www.grandview.edu/student-life/support/alt>

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 an appointment and 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. Free tutoring for online courses is available through tutor.com and can be accessed through each individual course's Blackboard page.

**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) and Navigate 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 first-year students, 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 advisors.

## Athletics

Wellness Center

(515) 263-6050

<https://gvikings.com/>

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

**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.

**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.

## **Athletic Success Coordinator**

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.

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.

## **Bookstore**

Henning Student Center

Phone: (515) 263-2833

**Shop online any time at: *bookstore.grandview.edu***

### **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 the semester. 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.

## **Buildings & Grounds**

Brad Erdmann, Director

(515) 263-2841

Students should report maintenance problems via [myGVU](#) (search for "Submit Maintenance Work Order") or using the Common Tools tab on the left Tools menu of myGVU.

**For utility emergencies, please call Maintenance directly at extension (515) 263- 2841 or Campus Security at (515) 263-6000**

## **Campus Security**

Johnson Wellness Center

**Call 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 an 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 Vice Provost 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, and security lighting distributed around the campus.

## Campus Services

Student Center in the Bookstore

Henning Student Center

(515) 263-2925

[campusservices@grandview.edu](mailto:campusservices@grandview.edu)

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
- Accepts Visa, Mastercard, American Express, cash, and checks

## Campus Ministry

Luther Memorial Church

<https://www.grandview.edu/student-life/campus-ministry>

*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 Dr. Trisha Wheelock (Director of Faith Life) or Levi Faas.

- **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!

## Career Center

Grand View University Career Center  
Hansen Student Life & Success Center | Henning Student Center  
(515) 263-2888 | [careers@grandview.edu](mailto:careers@grandview.edu)  
[www.grandview.edu/student-life/career-center](http://www.grandview.edu/student-life/career-center)

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
- Finding on-campus work-study & student employment positions
- 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
- Graduate & professional school planning

Career Center resources: [myGVU Career Center group](#)

Meet with the Career Center (virtually or in person): Schedule an appointment through [Navigate](#)

Email resume feedback: Email [careerpeer@grandview.edu](mailto:careerpeer@grandview.edu)

Career-related questions? Email [careers@grandview.edu](mailto:careers@grandview.edu)

## Counseling Center

Hansen Student Life & Success Center | Henning Student Center  
<https://www.grandview.edu/student-life/services/student-counseling>

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 linked from the Counseling Center page: <https://www.grandview.edu/student-life/services/counseling>.

**Grand View also offers Telehealth Counseling** through Uwill allows the student to select their own counselor based on preferences including availability, issue, gender, language and ethnicity for up to five sessions in a calendar year. They can also select times that fit their schedule including nights and weekends. Options for text and chat is also available. Uwill is private, secure, and confidential. Click here to [register/login](#) with your GVU credentials.

**24/7/365 Mental Health Crisis** help is available to students at 833-646-1526, connecting you with a licensed mental health counselor. (For medical emergency, call 911)

## Dining Services

Henning Student Center

**For dining hours, menus, and additional information about meal plans, please visit:**

<https://grandview.campusdish.com/>

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:

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 declining balance funds.) 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 funds (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 Student Dining Center.

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 changes are only allowed during the first two weeks 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 dishes, 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 tableware 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**

**Student Dining Center** | Henning Student Center

(515) 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

**Grand View Express** | 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.

**Einstein Bros. Bagels** | Library

(515) 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.

# Division of Graduate and Professional Studies

Krumm Business Center

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.

## **Baccalaureate majors offered in the accelerated format include:**

- Accounting\*
- Business Administration (Finance\*, Human Resource Management, Management, Marketing\*)
- Criminal Justice\*
- Human Services\*
- Liberal Arts
- Management Information Systems (MIS)
- Organizational Studies\*
- Paralegal Studies (Human Resource Management\*, Criminal Justice\*)
- Psychology\*

## **Certificate Programs offered:**

- Human Resource Management\*
- Post Baccalaureate Accounting

## **Graduate Programs offered:**

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

Online Only\*

## **Financial Aid Office**

Humphrey Building, 2<sup>nd</sup> floor east

(515) 263-2820 or [finaid@grandview.edu](mailto:finaid@grandview.edu)

The Financial Aid Office helps students secure aid to pay for school. Important reminder: each year you must reapply for financial aid by filing the FAFSA. 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>.

Comprehensive Financial Aid information can be found in the Financial Aid Handbook:

[https://www.grandview.edu/filesimages/2022%20Financial%20Aid%20Handbook\\_final\\_040722.pdf](https://www.grandview.edu/filesimages/2022%20Financial%20Aid%20Handbook_final_040722.pdf).

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 (ITG); work study or student employment 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 Pell Recalculation and Satisfactory Academic Progress policies apply to all.

### **Pell and ITG Recalculation Policy**

The Pell and ITG Recalculation Date policy states that the Pell/Iowa Tuition Grant recalculation date is a date in the semester when Grand View evaluates Federal Pell Grant and/or Iowa Tuition Grant eligibility based on the student's attendance in the courses they are enrolled in. The recalculation date is the 10th day of the course or census date. If by the 10<sup>th</sup> day the student has not begun attendance in one or more of their courses, grants will be adjusted to the appropriate amounts based on the total credits of courses they have attended. Students must also be registered for all courses they expect to receive Pell Grant or Iowa Tuition Grant funding for by those same dates to receive funding – this includes courses that start in the second session of the semester.

### **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 and 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.

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:

#### **Minimum Cumulative GPA**

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.

**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.

**Student Employment (workstudy):**

Work-study and student employment is coordinated through Financial Aid at Grand View. Students who qualify for work-study and those seeking on-campus, part-time jobs may find student employment positions in [Handshake](#) (Jobs > All filters > On-Campus > Show results).

Before a student may begin on-campus employment at Grand View University, they are required to complete state and federal tax forms (paperwork can be picked up in Viking Central) and bring original ID documentation to Viking Central in Humphrey. Students hired for on-campus employment must complete this step on or before

the first day of employment. Acceptable documents include a valid photo ID and original Social Security Card (or Birth Certificate); a current US passport would cover both forms of ID.

## GV Complete

Hansen Student Life & Success Center | Henning Student Center

Contact: Beth Carlson, director (515) 263-2902 or [bcarlson@grandview.edu](mailto:bcarlson@grandview.edu)

<https://www.grandview.edu/student-life/support/gv-complete>

GV Complete is a program designed to support students in making decisions, both academically and financially, as they progress toward graduation. Participating students are partnered with assigned Completion Coaches who accompany them through their time at Grand View. GV Complete strives to make a Grand View education a little more affordable while assisting students to complete their education on time.

## 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 via Mediat.

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 myGVU. International students and athletes are required to carry health insurance.

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

- The closest hospital in Unity Point - Iowa Lutheran 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 Provost for Student Affairs to assist with communication to advisors and faculty.

## **Information Technology**

Krumm Business Center  
(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 myGVU.

### **myGVU**

**myGVU** is the campus portal. **myGVU** provides a single point of access to announcements, news, events, course schedules, services provided by each department, and links to all University computer systems. Click on the “About Me” link to review/edit your GV account settings. GV account settings include:

- Contact Information
- Change Password
- Room check-in and roommate contact information
- Relationships and Authorizations
- Person Proxy – Authorize a parent or anyone to access your account
- 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 **myGVU**. 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. Please visit <https://mygvu.grandview.edu/pages/free-software> for more information.

### **Wi-Fi myNeT**

Grand View offers free Wi-Fi 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 website at <http://mynet.grandview.edu>.

### **IT Assistance**

Opening a Help Desk ticket is the quickest and most efficient way to get service through Grand View’s IT

Department. Your service request will be automatically routed to the appropriate support person after you submit 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 website at <http://computing.grandview.edu>.

## **Library**

(515) 263-2877

Students can access many of the Library's resources 24/7 through the library webpage, or by search for the library on myGVU. Each student has access to a personal account within the online library system. Through that account, students can renew borrowed 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 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, full-text articles, and websites. Students may check items out with their student ID. The normal check-out period for books is 30 days. 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 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 or check them out at that library the same 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, but materials not returned by the date due may result in a \$1.00/day fine and/or replacement cost of the item.

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.

## **Student Life Office**

Hansen Student Life & Success Center | Henning Student Center

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

## **Registrar's Office**

Humphrey Center Second Floor West  
[registrar@grandview.edu](mailto: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 Academics and Advising Resources.

It is essential that students ensure their **schedule changes** are made in a timely manner and are communicated with Viking Central. 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 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.

**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.

**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. 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 Viking Central 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 Financial Aid 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 Financial Aid 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 Catalog.

## **Residence Life Office**

Hansen Student Life & Success Center | Henning Student Center

Nights & Weekends: Contact on-call Resident Assistants or Hall Director via Campus Security (515)263-6000

The Residence Life staff welcomes you into the Grand View University community and strives 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, 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.

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.

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.



Grand View University offers numerous housing options for upper class and first year students. 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. Each residential space has numerous study locations and printers for students 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.

**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 upper class students 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 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.

## **Student Activities & Involvement**

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.

Grand View University encourages students to become involved with student organizations during their college career. The Student Life department is committed to the holistic development of students in all areas of intellectual, social, spiritual, emotional, career and physical development. We provide programs, activities and services to assist students in their educational pursuits.

### **Student Leadership**

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.

- **Viking Council**

Viking Council is the official student government of Grand View University. The student body elects the President & Vice President of Viking Council in February; those elected and executive board members appointed serve for the following academic year. Interested students may review the Viking Council Constitution for information regarding eligibility to participate, elections, selection of representatives, and related matters.

All full-time students are welcome to attend Viking Council meetings. General Board Meetings typically take place on the second Thursday (Fall semesters) and third Thursday (Spring semester) 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 an array of activities which appeal to the greatest number of students. Viking Council attempts to achieve a balance between social, recreational, educational, and cultural programming.

- The **Student Activities Council, or SAC**, 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, and special musical performances. Smaller student organizations often co-sponsor events and activities with SAC. The Vice Provost for Student Affairs serves as the advisor for SAC.

### **Clubs & Organizations**

One of the greatest aspects of the college experience is that it pushes students to become successful both in and out of the classroom. At Grand View, being involved on and off campus is second nature for all. By joining a club or organization, students will grow socially, build valuable skills, and gain experiences that add value to their degree. Overall, organizations and clubs are a great way to enhance your overall educational experience. Student organizations are responsible for the majority of the programs and events held on campus each year. Each organization offers students unique opportunities that will help you stay connected to campus and help you reach your ultimate goal...graduation!

**A complete list of clubs and organizations can be found here:**

<https://www.grandview.edu/student-life/campus>

To learn more about our campus organizations and who to contact to join a group contact Heidi Pries at [hpries@grandview.edu](mailto:hpries@grandview.edu)

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

- Attend the Involvement Fair held at the beginning of each school year & talk with current members of the group.
- Contact the organization via myGVU to learn when the group will be meeting.
- Contact Heidi Pries at [hpries@grandview.edu](mailto:hpries@grandview.edu) 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 or activate a dormant club:**

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 Associate Dean of Students, who will assist them.

***Checklist to get started:***

- Establish a clear statement and purpose of mission to the Grand View community.
- Compose an official club/organization constitution Templates and examples are available from the Associate Dean of Students.
- Assemble potential club members along with elected officers. Only enrolled Grand View University community members may be members or advisors of clubs.
- Acquire a faculty or staff advisor who is unattached to a currently recognized organization. The advisor serves as a counselor and guide to help facilitate growth within the group. The advisor can assist students in realizing the goals of an organization and make sure the organization functions within all the guidelines and procedures. Advisor 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 advisor 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.
- Schedule a meeting with the Associate Dean of Students 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.

**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 Provost for Student Affairs and in campus sources such as the myGVU 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 fundraising 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.

### **Affinity Clubs and Organizations**

As an institution of higher education affiliated with the Evangelical Lutheran Church in America, Grand View University honors conversation and mutual respect from diverse communities. The university provides and promotes an environment of hospitality and mutual understanding which promotes the development of the whole person – mind, body, and spirit. Affinity groups which agree to abide by the spirit and guidelines contained within this document are welcome on this campus. In order to promote and not to detract from this valued character of Grand View University, all Affinity Clubs and Organizations and persons involved with them agree to work within and hold each other accountable to the provisions of this Covenant. This agreement is reaffirmed at the beginning of each academic year by the advisor and student leader of each Affinity Club or Organization along with the Director of Multicultural Outreach and the Associate Dean of Students for Multicultural Organizations and the Director of Faith Life for Religious Organizations.

Grand View values students from diverse communities. As such, Grand View University:

- Provides opportunities for meaningful interaction and respectful dialogue so that our investigation of the world of ideas and pursuit of knowledge and truth is enriched by understanding the multiple perspectives of our community members.
- Challenges and supports each other to understand how various backgrounds, experiences, and orientations affect our view of the world.
- Appreciates and values differences and is sensitive to diverse perspectives.

- Encourages our community of learners to explore the diverse experiences available on our campus and beyond.
- Treats all members of our community with mutual respect, acceptance, and kindness, leading to positive relationships among its members.

Multicultural affinity organizations will report directly to the Director of Multicultural & Community Outreach. Religious affinity organizations will report directly to the Director of Faith Life. The Director of Multicultural & Community Outreach and Director of Faith Life will serve as the organization's primary advisor for their respective affinity areas. Failure to work directly with the Directors will result in the revocation of the organization's institutional recognition as a club or organization.

- Current Grand View Multicultural affinity organizations that will report to the Director of Multicultural & Community Outreach are: Diversity Alliance, Voz Latinx, Black Student Union, and PRIDE.
- Current Grand View Religious affinity organizations that will report to the Director of Faith Life are: Student Ministry Team, Campus Fellowship, and Viking Catholics.

Any new multicultural or religious affinity organizations will need to work with the Director of Multicultural & Community Outreach or Director of Faith Life prior to pursuing official university recognition.

#### **I. We are dedicated to the students of Grand View University**

- As persons involved in student life at Grand View University, we share the University's commitment to "respect the diversity and dignity of all people, for relating to others, and for the pursuit of lifelong learning."
- We are committed to respecting the integrity, judgment, and contribution of the individual student.
- We affirm that any persuasive effort that restricts a student's freedom to leave a group is unethical.
- We will be sensitive to the academic responsibilities of students in planning and promoting our students' activities.

#### **II. We are dedicated to upholding Grand View University programs and policies.**

- We view ourselves as cooperative members of the university community.
- Affinity Clubs and Organizations will know and follow Grand View University policies and procedures.
- We affirm that it is the responsibility of advisors and student leaders to hold members of their group accountable to these guidelines.
- All advertising will clearly identify our sponsoring Club or Organization and will be approved by Student Life.
- If a concern or conflict is brought to the attention of individuals or organization representative(s) of Affinity Organizations, we affirm that immediate contact will be made with the Director of Multicultural Outreach or Director of Faith Life. The director will deem the appropriate steps to move forward.
- We will meet prior with the Director of Multicultural and Community Outreach or Director of Faith Life before exercising our freedom to question or dispute Grand View University programs or policies. Any disputes will be handled in a peaceful, respectful, and professional manner.

#### **III. We are dedicated to being hospitable to invited guests from off-campus groups while mindful of our charge to provide a safe living and learning environment for our students.**

- We acknowledge that no student or staff representative of any outside organization should be allowed into the residence of a student for any purpose.
- We will respect the privacy of each student's personal space and the sanctity of each student's personal beliefs.

- IV. We accept that the Office of Multicultural Outreach is to oversee and coordinate the multicultural activities and the Director of Faith Life is to promote and coordinate spiritual growth in the Grand View Community.**
- We accept the expectation to participate in occasions of dialogue among the various Affinity Clubs and Organizations, as convened by the Director of Multicultural Outreach or Director of Faith Life.
  - We will seek to develop healthy working relationships with one another, among both leaders and general participants in each group, so that there can be growing understanding among us, straightforward answers to questions that arise surrounding our events and activities, and accountability for our actions.
  - We seek to establish these relationships through the Office of Multicultural Outreach or Director of Faith Life in order to demonstrate goodwill as well as our intention to abide by the guidelines of this covenant.
- V. We accept the following concrete actions in order to promote collaboration and cooperation:**
- Every Affinity Club and Organization will keep and update a calendar of events for the semester. In addition, they will provide the calendar to the Director of Multicultural Outreach or Director of Faith Life for review and approval with the hope of collaboration and cooperation between Affinity Clubs and Organizations.
  - During the five weeks of the Fall semester, all Affinity Club and Organization activities will be organized in conjunction with the Director of Multicultural Outreach or Director of Faith Life.
  - All Affinity Club and Organization programming done after the end of the spring semester will need to be approved by the Director of Multicultural Outreach or Director of Faith Life.

## **Things to consider when joining a group**

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

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. First-year students 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?

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?

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 Associate Dean of Students 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 – such as Student Life ([studentlife@grandview.edu](mailto:studentlife@grandview.edu)).

### **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 many places you can go to talk. At Grand View University a good place to start is the Vice Provost for Student Affairs, Associate Dean of Students, the Director of Counseling, Director of Faith Life, and our campus pastor. You can always talk with a trusted professor.

## **Viking Central**

Humphrey Center Second Floor East  
515-263-2807

**Viking Central** provides students with a single point of contact for your academic and financial needs and can assist with your student account balance, payment plans, financial aid, work study paperwork, adding and dropping courses, transcripts, and enrollment verification. Viking Central oversees the charges assessed to your account, the refunding of any excess financial aid, as well as the collection of any past due balance.

**Statements and Person Proxy.** Person Proxy allows you to give a parent or anyone of your choosing access to your student account, academic record and financial aid information. You can set up your Proxy access via the myGVU app > Tools > About Me > Manage Person Proxy for your account or through GV Self Service > User Options > View/Add Proxy Access. Proxy access can only be managed by the student. Grand View cannot grant or modify access for a proxy.

With the addition of Person Proxy, Grand View will no longer be mailing paper statements to you, your parents, or other designee. As a student, you have access to your statement 24/7 through GV Self Service > Student Accounts. With Person Proxy, you can now authorize others to have this same access and to make payments on your behalf, which eliminates the need to send paper statements.

**Student Payroll.** Student employment (work study) time sheets are due in Viking Central, Room E21, by the first of each month for the hours worked in the previous month. Students are paid on the 10th of each month, or the following Monday should the 10th fall on the weekend. Students may elect to have their paycheck automatically deposited in the student's bank account or to receive a physical check. Paychecks that are not automatically deposited must be picked up in Viking Central by the student employee, upon presentation of your student ID.

**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.

For more detailed information about Viking Central and the services provided, please visit myGVU > Student Finances > Resources. For more information about University policies regarding your student account,



including charges, payments, financial aid refunds, and potential withdrawals, please refer to the University Catalog.

## **Wellness Center**

### **Johnson Wellness Center**

The Charles S. Johnson Wellness Center Fieldhouse and Fitness Area includes an indoor track, aerobics room, and area filled with equipment including elliptical trainers, treadmills, stationary bikes, a variety of weight machines, and strength training equipment.

The Johnson Wellness Center operates on an “exercise at your own risk” policy. The use of the facility and its programs is completely voluntary. Individuals utilizing the facility assume the risk for any harm or injuries sustained. Neither Grand View University nor the Johnson Wellness Center assumes any responsibility for injuries incurred through participation in its programs and/or services in or outside the facility. However, all injuries should be reported to the Wellness Center Director and an accident report will be completed. It is strongly advised that participants use caution and be aware of potential health risks associated with exercise and obtain a physical from a physician before beginning an exercise program. It is strongly recommended that every participant of the Wellness Center’s activities be covered by a health and accident insurance policy.

## **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 instructor 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, in whole or in part, 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 non-text 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 instructors 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 in one's place.
- 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, practicum, student teaching, clinical, or other work-based learning 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 another 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.

Nursing students should note that the Nursing Department policy includes adherence to both the University's policy and the NSNA (National Student Nurses Association) Code of Academic and Clinical Conduct.

## 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 Academic Dean. 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 instructor 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 an 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.

### **Academic Appeal Procedure: Grade Appeal or Appeal of a Violation of the Academic Dishonesty Policy**

- 1) It is the student's responsibility to initiate any appeals and adhere to the deadlines associated with appeal procedures.
- 2) The Academic Appeal Form and Appeal Process Description can be found on the [Academic and Advising Resources](#) page on myGVU (under Forms).

## **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 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 and myGVU. 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 the 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

Disciplinary action may be taken in accord with this section regardless of whether that conduct also involves an alleged or proven violation of law. Proven actions and/or behaviors which constitute violations of the Code of Student Conduct and will subject a student **or student organization** 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-a-likes), 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. **Use or misuse of substances.** The unauthorized manufacture, sale, possession, use, or consumption of alcohol, marijuana (including cannabis used or possessed for medical purposes), or controlled substances by students is prohibited.
5. **Conduct on Grand View University campus constituting a sexual offense**, whether forcible or non-forcible, such as rape, sexual assault, or sexual harassment.
6. **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.
7. **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.
8. **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.

9. **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.
10. **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.
11. **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.
12. **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.
13. **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.
14. **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).
15. **Arson**, creation of a fire hazard or possession or use, without proper authorization, of inflammable materials or hazardous substances on Grand View University property.
16. **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.
17. **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.
18. **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.
19. **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.
20. **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.

21. **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.
22. **Parading or marching on streets, roadways, or property of Grand View University** without the advance approval of the Vice Provost for Student Affairs or designee and the Director of Buildings and Grounds or designee.
23. **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.
24. **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.
25. **Conduct 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).
26. **Aiding and abetting or inciting** another person in committing an act that violates the Code of Student Conduct.
27. **Falsely reporting a violation** of the Student Code of Conduct.
28. **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.

## **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 Vice Provost for Student Affairs (or designee) 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 Vice Provost for Student Affairs (or designee) 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 Vice Provost for Student Affairs 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 Vice Provost for Student Affairs 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. The University bases all conduct related decisions on a preponderance of evidence standard, which means that based on the evidence it is more likely than not that a violation has occurred.

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 Vice Provost for Student Affairs 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 Vice Provost for Student Affairs 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 Vice Provost for Student Affairs (or designee) will inform the student in writing (via Grand View University email) of the charges and an invitation to schedule a meeting. This notification will also include a link to the Student Code for the responding penalty to review process and potential sanctions if found responsible.

If an initial conference is scheduled with the Vice Provost for Student Affairs (or designee):

- 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 Vice Provost 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 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 Vice Provost for Student Affairs (or designee) 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 Vice Provost for Student Affairs (or designee) 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.

## **Appeals**

Appeals are a means of ensuring that students' rights are upheld and that all students receive fair treatment as they go through the conduct process.

Appeals may be made for the following reasons:

- failure of the conduct meeting to adhere to proper procedures as outlined in the Student Code, or
- the addition of new, relevant information, or
- excessive sanctions for the level of policy violation, or
- when suspension, whether temporary or indefinite, is included as a sanction.

A student may not appeal based only upon dissatisfaction with a sanction.

Appeals must be written and submitted to the conduct officer who sent the sanction notification within three (3) business days of sanction notification, except in the case of new evidence. The appeal will be evaluated to determine if valid grounds exist for an appeal review. The student will be notified within one week if and when the appeal will be reviewed. All appeals of individual student decisions are submitted to the Vice Provost for Student Affairs or the Provost & Vice President of Academic Affairs if the Vice Provost for Student Affairs is the decision maker.

Appeals will result in one of three possible actions. The initial decision is:

1. supported
2. modified
3. removed

Any appeal decision is final and cannot be altered.

### **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.

### **Parental / Guardian Notification Policy**

Grand View recognizes the foundation of the student – university is that students are adults and as such matters of concern regarding student progress, behavioral issues and or health and safety issues will be directly discussed with the student by a GVU staff or faculty member when practical. These conversations with a student will be treated as confidential and will only involve campus staff or faculty who have an “educational right to know” as specified by FERPA guidelines.

Per FERPA guidelines, Grand View retains the right to notify parents or guardians of a student in matters of behavioral and/or health and safety emergencies. This notification may take place when:

- the student is involved in behavior that has raised concerns for the health and safety of the student.
- the student has been involved in a violation of University policy which has caused the student to be placed on disciplinary probation, deferred suspension or a sanction of equivalent significance. Students who are on disciplinary probation are subject to suspension and or dismissal from the University if they are involved in any subsequent violation of University policy.

Questions regarding this notification policy and regarding any specific student issues may be directed to the Vice Provost for Student Affairs.

### **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. As 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 Provost for 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.

### **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 Vice Provost for Student Affairs 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 Vice Provost for Student Affairs 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 Vice Provost for Student Affairs. 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 Vice Provost for Student Affairs shall schedule a meeting with the student complainant. At that meeting, the Vice Provost for Student Affairs shall attempt a resolution of the student complaint. In the event that the resolution proposed by the Vice Provost for Student Affairs 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 Vice Provost for Student Affairs, 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 inform the student in writing (via Grand View University email) of the charges and an invitation to schedule a meeting. This notification will also include a link to the Student Code for the responding penalty to review process and potential sanctions if found responsible.

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 Vice Provost 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 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 Vice Provost for Student Affairs (or designee) within three (3) business days of the Residence Life staff decision. Appeals may be made for the following reasons:

- failure of the conduct meeting to adhere to proper procedures as outlined in the Student Code, or
- the addition of new, relevant information, or
- excessive sanctions for the level of policy violation, or
- when suspension, whether temporary or indefinite, is included as a sanction.

The Vice Provost for Student Affairs (or designee) will review the appeal and render a decision. The decision of the Vice Provost for Student Affairs (or designee) is 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. 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 deemed 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.

## **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.

## **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

### **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.

## **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)

## **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.

## **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

## **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.

## **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.

## **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 8:00 am - 4:00 pm weekdays or with Campus Safety after 4:00 pm.

## **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.

## **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.

## **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.

## **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 and Windows**

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.

- **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.

- **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 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.

- **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.

## **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.

**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.

**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.

**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.

## Title IX Sexual Harassment and University Sexual Misconduct Policy (Summary)

Grand View does not tolerate instances of harassment or sexual misconduct. Such conduct is harmful to the well-being of our community members, our learning and working environments, and the collegial relationships among students, faculty, and staff that characterize the culture of Grand View. All forms of prohibited conduct under the **Title IX Sexual Harassment** and **University Sexual Misconduct** are regarded as serious University offenses and violations may result in discipline, including the possibility of separation from the University. Members of the University community are expected to be familiar with and adhere to the regulations set forth in these policies.

Any of the prohibited conduct defined in the full [policy \(https://mygvu.grandview.edu/external/pages/sexual-harassment-university-sexual-misconduct-policy\)](https://mygvu.grandview.edu/external/pages/sexual-harassment-university-sexual-misconduct-policy) can be committed by individuals of any gender, and it can occur between individuals of the same gender or different genders. It can occur between strangers or acquaintances, as well as people involved in intimate or sexual relationships. It can occur in both student or workplace contexts.

When you feel that you have been subjected to harassment, and/or sexual misconduct, or have observed such behavior directed at others, you have many options, including consulting with a Confidential Resource or formally reporting what happened. Grand View recognizes that deciding among these options can be difficult. Individuals are encouraged to seek assistance from a Confidential Resource before deciding how to proceed. See this [resource list \(https://www.grandview.edu/student-life/services/violence/resources\)](https://www.grandview.edu/student-life/services/violence/resources) for information about how to contact Confidential Resources or other trained campus professionals.

Title IX Coordinators oversee Grand View's response and are made aware of all such concerns (unless they are shared only with a Confidential Resource). They will respond to all harassment, and/or sexual misconduct, and will take steps to ensure that each is handled according to applicable policies and legal requirements. You may report directly to them:

- *For incidents involving students:* Dr. John Howe, Title IX Coordinator and Vice Provost for Student Affairs, (515) 263-2890, [jhowe@grandview.edu](mailto:jhowe@grandview.edu), Student Center Room 128.
- *For incidents involving faculty or staff:* Christopher Lee, Title IX Coordinator and Vice President for Administration and Finance, (515) 263-2821, [clee@grandview.edu](mailto:clee@grandview.edu), Humphrey Center Room E33.

Anonymous report may be made via the third-party **Lighthouse** reporting service:

- Website: [www.lighthouse-services.com/grandview](http://www.lighthouse-services.com/grandview)
- Tollfree telephone:  
English Speaking: 833-690-0044  
Spanish Speaking: 800-216-1288
- Email: [reports@lighthouse-services.com](mailto:reports@lighthouse-services.com) (must include Grand View University name with report)
- Fax: 215-689-3884 (must include Grand View University name with report)

**Off-Campus Misconduct.** While the University does not impose disciplinary penalties for misconduct off campus beyond the local vicinity or unassociated with a University-sponsored program or activity, there are exceptions (for example, where such misconduct may pose a safety risk on campus or may have a continuing adverse effect or create a hostile environment on campus). Judgments about these matters will depend on the facts of an individual case. Note: All actions by a member of the Grand View University community that involve the use of the University's computing and network resources from a location, including but not limited to accessing email accounts, will be deemed to have occurred on campus.

**Retaliation.** No employee or student who, in good faith, concerning a matter of harassment, and/or sexual misconduct, seeks advice, files a grievance, serves as a witness in an investigation, or files a complaint, shall be subject to restriction, interference, coercion, or reprisal. Retaliation constitutes a violation of Grand View University's anti-harassment policy. All acts of retaliation will be investigated thoroughly. Those found to be responsible for retaliation will be disciplined accordingly.

**Employees' Responsibility to Report.** In emergency situations, if there is a suspected crime in progress or imminent or serious threats to the safety of anyone, employees must immediately contact the Des Moines Police Department by dialing 911.

In non-emergency situations, employees (other than those formally designated as **Confidential Resources**) must promptly report suspected violations of this policy to the appropriate Title IX Coordinator. Some students with special responsibilities must promptly report alleged violations of this policy to their supervisor (example: Resident Assistants report to their Directors of Residence Life), who will then consult with the Title IX Coordinator.

Students are encouraged to report any suspected violation of this policy (after consulting a Confidential Resource as appropriate).

# **Grand View Policies & Procedures**

## **Attendance Policy**

### **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 to Viking Central. 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 myGVU 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. Students may seek assistance with such matters from their advisor or Viking Central.

## **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.

## **Fire and Fire Safety Procedures**

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
- **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 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 residence 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.

## **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:

- Vice Provost for Student Affairs
- Director of Residence Life
- PerMar Security Lead Officer

## 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, on 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 park 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 myGVU, 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 a Grand View University parking permit decal 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 shared with Grand View University by neighboring churches may upon occasion be closed to Grand View University parking for funerals or 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. 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 is 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 meet and escort you to your vehicle.

**Visitor Parking** spaces are reserved for short term use in designated areas by vehicles without a Grand View University parking decal. 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 near 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 in campus lots during scheduled vacations and academic break periods without prior approval. Cars in violation are subject to parking fines and/or tow.

**Snow Removal.** Vehicles may need to be moved during snow removal operations. Students will be notified via email and postings in residence 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 ensure their 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 contact 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. Unauthorized vehicles are subject to boot or tow.

All parking fines will be applied to the student's 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 individual has the right to file an appeal **within 10 days of receiving the citation** at the Student Center Circle Desk. All appeals made after ten days of receiving the citation will not be considered. *NOTE: ignorance of parking regulations is not an acceptable excuse for appealing a parking citation.*

The decisions of the Parking Committee are final.

# **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 evaluate 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 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.

## **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 <https://dps.iowa.gov/divisions/narcotics-enforcement/drug-identification>

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.

### **Health Risks Associated with Alcohol and/or Drug Use**

While major health risks are associated with the use and abuse of alcohol and/or drugs, the impact on the individual varies based on the user's tolerance, genetics, gender, physique, as well as other physical and psychological factors. The National Institute on Drug Abuse offers a comprehensive collection of the most commonly used substances including an overview of the street and clinical names, the effects of the drug, as well as resources on prevention, recovery, and treatment options. These resources are readily available on the National Institute on Drug Abuse site: [www.drugabuse.gov/drug-topics](http://www.drugabuse.gov/drug-topics)

### **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.

Focus on Recovery Helpline	24-Hour Helpline & Treatment	1-800-374-2800
Suicide & Crisis Lifeline		988
Student Life Office		(515) 263-2885
Uwill Crisis Line (students)		(833) 646-1526

### **Other Resources**

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

### **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 Provost 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

**Programmatic Functions**

- Alcohol Awareness Programs and Resources – Counseling Department
- Viking Council Programs
- Student Activities Council Programs
- Residence Hall Association Programs
- Residence 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.

**Zero Tolerance**

If you are under 21 years of age, the state of Iowa may revoke 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**

<b>Offense</b>	<b>Iowa Law Penalties/Sanctions</b>
Providing liquor, wine, or beer to person under 21	<u>First offense</u> : simple or serious misdemeanor <u>Second offense</u> : serious misdemeanor and \$500 fine <u>Subsequent offenses</u> : aggravated misdemeanor and \$500 fine
Providing liquor, wine, or beer to an intoxicated person	Imprisonment not to exceed 30 days or fine not to exceed \$100
Manufacture, delivery, or possession with intent to manufacture or deliver a controlled substance or counterfeit or simulated substance	<u>Substance other than marijuana</u> : 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)
Possession of controlled substance	<u>Substance other than marijuana</u> : imprisonment not to exceed 1 year and/or fine not to exceed \$1,875 <u>Marijuana</u> : 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
Distribution of controlled substance to person under 18	<u>Substance other than marijuana</u> : 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)
Sponsoring, promoting or assisting with a gathering with knowledge that controlled substance will be distributed, used, or possessed	<u>Marijuana</u> : 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 <u>Marijuana</u> : 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	Penalties and Sanctions
Manufacture, distribution, or dispensing drugs including marijuana	Imprisonment not to exceed 1 year and a minimum fine of \$1,000 Imprisonment without release, no parole and possible fine
Possession of drugs including marijuana	Civil penalty not to exceed \$10,000; denial of benefits, i.e. student loans, grants, license up to 1-5 years for repeat
Operation of a common carrier under the influence of alcohol or drug	Imprisonment for up to 15 years and a fine not to exceed \$250,000

### Grand View University Penalties

<i>Category</i>	<i>Fine</i>
Alcohol possession/consumption in violation of state law or campus time/place/manner restrictions	\$ 50.00
Kegs and other large alcohol quantities	\$150.00
Cannabis possession/use	\$100.00
Other controlled substance possession/use	\$100.00
Cannabis delivery or possession with intent to deliver	\$100.00/expulsion
Controlled substance delivery or possession with intent to deliver	\$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 August 29, 2023, and fined \$ 50.00. A repeat offense on February 3, 2024, 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.

## **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.

As 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.

## **Statement Safety and Security at Grand View University**

### **Introduction:**

Grand View University is committed to providing a safe and secure community 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 require 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 our students rests with the students themselves. As adult citizens, students on 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. 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 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. The University also includes a session on safety at Grand View during Welcome Week. 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 employees. Grand View University complies with this legislation and conveys our campus safety and security information to you in this document and in the annual disclosure of campus crimes. 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 conduct referrals that occur on campus be reported for 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 University will make timely notice to the University community utilizing options GV Alert – Grand View’s emergency notification system.

### **Campus Security:**

The primary security operations for Grand View University have been subcontracted to Per Mar, Inc. The administrative offices at Grand View University responsible for security are the Vice Provost 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 Provost for Student Affairs on general campus safety and security concerns.

The Vice Provost for Student Affairs coordinates reports for the campus community, and specifically for residence halls, incident reports on persons creating a campus concern, and compiles general security information for the annual notice to campus. 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. Security officers are in radio contact with Per Mar security and are able to dispatch additional assistance.

The Des Moines Police Department is responsive to campus needs and has an excellent working relationship with campus officials and security personnel. Grand View provides 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 pertaining to incidents of concern to the University. There is a Neighborhood 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 university officials if any person reveals to them that they have been the victim, witness and/or perpetrator of any incident that might involve a crime. A Campus Security Authority is defined as 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 conduct 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 CSAs at Grand View University include but are not limited to:

- Campus Security Staff
- University Administrators
- Vice Provost 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 in their clinical or pastoral roles, 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.

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 CSAs 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 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, Welcome Week 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. To request a campus escort, contact Campus Security (263-6000). Please note you may need to wait for assistance in non-emergency situations.
3. *Campus Safety Notices:* Timely notices will be given to the campus community when there is any threat of any actual or potential Clery crime.
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 myGVU. 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 enjoyable. The following tips will make our campus environment more secure and safe:

#### **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 suspicious events and circumstances. Campus Security can be reached by calling (515) 263-6000.

2. In case of fire or if an ambulance is needed, you should first call 911. Following that call, please connect with Campus Security by dialing (515) 263-6000. You can also call the Director of Residence Life, Assistant Director of Residence Life, Hall Director, Resident Assistant and/or Vice Provost 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. Please note you may need to wait for assistance in non-emergency situations. Walk in well-lit areas. Tell someone where you are going and note your expected arrival and/or departure time.
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.
6. For your safety and the security of others, do not hold doors open for others unless you are certain they are students living in your residence hall. If you are uncertain, please let the door close behind you.

### **Protect Your Property**

1. Lock your doors and windows. Most thefts occur in unlocked spaces. 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 immediately.
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 personal property is visible, your car becomes a target. 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 your reasons for suspicion. Security can locate the individual and ask their intentions. Salespersons are not allowed in residence halls and/or buildings without the permission from the Vice Provost 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 Grand View ID and key 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, please report it immediately. 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 may be able to determine if your incident is isolated, or part of larger issue 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 should be reported immediately to Des Moines Police (911) and Campus Security (263-6000). 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 Provost 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 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 Campus Security Office can be contacted by dialing 263-6000. Police, fire, and EMS assistance can also be accessed by dialing 911. Off campus reporting can be accomplished by calling the Campus Security Office at (515) 263-6000.

Campus safety personnel will respond to all emergency or non-emergency calls. 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 to local law enforcement.

### **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. These notices will be made via GV Emergency Alert System. This determination will be made when reports come to the attention of the Director of Campus Safety or the Vice Provost for Student Affairs. 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 in the Student Life Office. A Crime Log is available for viewing in the Security Office, 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.

### **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 apartment complexes, suite complex housing, and traditional residence halls. 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 three Hall Directors, and seventeen Resident Assistants. The residential life staff receive 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 regular 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 or keycard 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., tornado safety, 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. Access to Knudsen Hall hallways and resident rooms is secured 24 hours a 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, Campus Security 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.

Access to academic buildings is limited to hours of operation of that 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 ensure 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 myGVU website will be updated with the same information if time permits.
- Handheld radios are carried by campus security, maintenance, and residence life staff and may be used in emergency situations.
- 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.

Tornado and fire instructions are posted in offices and classrooms across campus. Emergency response instructions and information is also available to all users via the intranet myGVU site.

Grand View currently tests and drills for emergency response in the following areas:

- Fire – All residential facilities practice evacuation fire drills in the fall and the spring semesters.
- TORNADOS – Information regarding severe weather is sent to Grand View community in April.
- Monthly checks are made by campus security to make sure all 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 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 911 for assistance.

#### Wheelchairs

Wheelchairs should normally be left behind in an evacuation, though individuals reliant on wheelchairs may be resistant. Discuss evacuation with the individual 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. 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.
- 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.

### *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 your needs 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 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.

## **Student Complaints**

The following steps should be taken to address concerns about a course. First, the student should meet with the course instructor to attempt to resolve the complaint. If the student is dissatisfied with the outcome, he/she may request an appointment to discuss the matter with the appropriate department chair (if the instructor is the department chair, the student should skip to the next step). If the complaint is still not resolved, the student may request an appointment with the Academic Dean. As a final step, a student may request an appointment with the Provost (Dr. Carl Moses; contact Ms. Stormy Glenn (sglenn@grandview.edu)). The process for addressing concerns must be initiated by the student. Also, conversations associated with the complaint normally should involve only the student and the faculty member and/or appropriate administrator. These conversations are considered confidential in accordance with FERPA guidelines.

Note that while academic administrators are interested in knowing when a student is dissatisfied with his or her experience, they are generally inclined to respect a faculty member's autonomy. Therefore, they are reluctant to dispute a faculty member's decision, especially when that decision is aligned with the course syllabus. Also note that there are separate policies for grievances, appealing a course grade or a finding of academic dishonesty (below).

### **Student Complaint External Resources**

In the unlikely event that the student grievance cannot be resolved through institutional processes, students have the right to file a complaint with external licensing or accrediting agencies. It is recommended that students filing a grievance with an external agency refer to the individual agency policies to familiarize themselves with agency requirements including filing deadlines and expectations for first exhausting institutional avenues for resolution. Relevant external agencies:

Iowa College Student Aid Commission  
 475 SW 5th St., Suite D  
 Des Moines, IA 50309-4608  
 Phone: (877) 272-4456 or (515) 725-3400  
 Student Complaint Form: <https://iowacollegeaid.gov/StudentComplaintForm>

Higher Learning Commission 230 South LaSalle Street, Suite 7-500 Chicago, IL 60604 Phone: (800) 624-7440 <https://www.hlcommission.org/Student-Resources/complaints.html>

## **Student Grievances**

A student grievance is limited to: 1) a dispute or difference regarding the interpretation or application of established Grand View University policies or procedures OR 2) addressing an issue for which the University does not have an established policy or procedure. A student grievance must be made 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 grievance must be submitted to the appropriate member of the President's Council (vice president or their designee) no later than 21 calendar days after the actual incident giving rise to the grievance. A student may report misconduct or inappropriate activity anonymously through the Lighthouse Reporting system located at: [Anonymous/Confidential Reporting](#).

## APPENDIX A: Emergency Information

Des Moines Police & Fire

911

Campus Security

ext. 6000 (on Campus) or (515) 263-6000

### Campus Emergency Resources/ Personnel

Vice Provost for Student Affairs .....	(515) 263-2885
Director of Residence Life .....	(515) 263-2884
Campus Pastor .....	(515) 263-6004
Health Services .....	(515) 263-2823

**In life-threatening emergencies, contact 911 first.**

**In non-emergencies, call Campus Security first.**

**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 at (515) 263- 6000, and the third contact Student Life or the Residence Life Office (515) 263-2885!**

### Emergency Telephone Numbers:

Des Moines Police	
Non-Emergency	(515) 283-4811
Emergency	911
Fire	911
Poison Information Center	(800) 222-1222
Suicide & Crisis Line	988
RAINN (Sexual Violence crisis line)	(800) 656-4673
Uwill Mental Health Crisis Line	(833) 646-1526
(available 24/7/365 assistance)	

### Hospitals:

Broadlawns	1801 Hickman	(515) 282-2200
Unity Point - Iowa Lutheran	700 E. University	(515) 263-5612
Unity Point – Iowa Methodist	1200 Pleasant St.	(515) 241-6212
MercyOne	1111 6 <sup>th</sup> Avenue	(515) 247-3121

### **Inclement Weather**

The health and wellbeing of individuals is considered in assessing emergency and inclement weather closing, but ultimately each person must decide risk factors for themselves. The decision to close will be made by 6 a.m. for day classes and by 4 p.m. for evening classes. Any cancellations will be posted on myGVU and sent via GV Alert.

*Do not assume that Grand View University will close based on Des Moines Public Schools or other community announcements. Other organizations have dissimilar populations posing different transportation challenges.*



## APPENDIX B: Grand View University Traditions, Anthem, & Fight Song

### “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 heighten 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 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 during 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.

### 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 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 natio

## 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!