

GENERAL INFORMATION

Freedom of Speech, Expression and Dissent

Freedom of speech is an important value within Brandman University's academic community. Students and student organizations may examine, discuss and debate any topics of interest to them within the framework of academic inquiry (with exceptions of harassing speech, threats of violence, or other perceived violations of the Student Code of Conduct and its appendices). Students may support causes by orderly means which do not disrupt the regular and essential operation of the institution. Without advance written authority from University administration, students and student organizations should not be considered to speak on behalf of the University. The complete text of the Freedom of Speech, Expression and Dissent Policy is available in MyBrandman within the Student Code of Conduct appendices section.

Policy Prohibiting Discrimination and Harassment

Brandman University is committed to providing an educational and work environment free of unlawful discrimination and harassment in any form, including but not limited to verbal, physical, written, electronically recorded, or visual. As described within the Harassment and Discrimination Policy, Brandman prohibits all forms of discrimination and harassment on the basis of age, race, color, religion (including religious dress and grooming practices), sex (including pregnancy, childbirth, breastfeeding, and/or related medical conditions), gender identity, gender expression, national origin, ancestry, physical and/or mental disability, medical condition, military or veteran status, marital status, sexual orientation, genetic information, or any other characteristic protected by local, state or federal law. The University also prohibits discrimination and harassment based on the perception that a person has any of the above protected characteristics, or is associated with a person who has or who is perceived as having any of the above protected characteristics.

This policy applies to all University agents, employees, and students. It also applies to applicants for admission and employment, vendors, independent contractors, instructors, and other third parties doing business with the University. This policy prohibits retaliation of any kind against individuals who oppose perceived discrimination or harassment or who assist in complaints or investigations regarding potential discrimination or harassment.

A Note on Sex and Gender-Based Discrimination and Harassment

Brandman University does not discriminate on the basis of sex in its education programs and activities. The University and Title IX's prohibition of sex discrimination covers sexual harassment, including sexual violence. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's age, use of drugs and/or alcohol, or intellectual or other disability. Sexual violence includes, but is not limited to, rape, sexual assault, sexual battery, and sexual coercion. The University prohibits sex-based and gender-based discrimination and harassment even if those acts do not involve conduct of a sexual nature.

The complete text of the Sex/Gender-Based Discrimination and Harassment Policy is available at <https://www.brandman.edu/title-ix>.

Inquiries concerning the application of Title IX and complaints regarding suspected acts of sex or gender-based discrimination or harassment, including sexual violence, may be referred to the University's Title IX Coordinator at: civilrightcomplaints@brandman.edu.

You also have the right to file a complaint with the Department of Education's Office for Civil Rights – please visit: <https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Brandman University's Complaint Policy

When students have a question, concern, or complaint regarding their Brandman experience, they should always initially contact their campus director for guidance and possible resolution. However there may be circumstances when students are still uncertain as to University policies and procedures, appropriate channels of communication or alternative options available for resolving disputes. Students may then contact the Office of Student Concerns (OSC) for guidance. The OSC provides informal assistance in providing recommended actions to help resolve conflicts, disputes or providing contact with appropriate resources. The OSC is an advocate for the fair resolution of a problem, not for any particular party, and gives equal attention to the rights for all concerned. To submit a ticket of concern with the OSC, the student can log into MyBrandman (<https://my.brandman.edu/Pages/default.aspx>) and click on the link for the Office of Student Concerns under the Student Services section.

The Director of Title IX, Student Conduct, and Ombudsman Services/Title IX Coordinator, and the Assistant Director of Student Resources, of the Division of Student Services are the institutional contacts for this process and may be reached at ombuds@brandman.edu.

To complain about a grade, students are asked to contact their academic advisor for assistance with the Grade Challenge Procedure located in MyBrandman. If complaints are regarding Brandman faculty, students are requested to contact their academic advisor, campus director, or academic dean directly.

While we encourage students to first address complaints with the institution, an individual may contact the Bureau for Private Postsecondary Education for review of a complaint. The bureau may be contacted at:

Mailing Address:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Physical Address:

Bureau for Private Postsecondary Education

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

Phone: (916) 431-6959

Toll Free: (888) 370-7589

Main Fax: (916) 263-1897

Licensing Fax: (916) 263-1894 Enforcement/STRF/Closed Schools Fax: (916) 263-1896

Web site: www.bppe.ca.gov (<http://www.bppe.ca.gov>)

For online only students, and/or students outside of California, please refer to the State Authorization section in the Catalog and/or online for additional information.

Local, State, and Federal Laws

Students attending Brandman are subject to local, state, and federal laws. Brandman reserves the right to impose institutional sanctions (as described in the Student Code of Conduct) for violations of public laws, even when such violations occur off University property. Students may also be subject to civil and/or criminal charges for offenses on Brandman property if such offenses violate local, state, or federal laws.

Financial Responsibility

Brandman University requires that all students who enroll in classes read and accept the Tuition and Fees Master Payment Contract. The Master Payment Contract signed by the student will remain in effect indefinitely unless material changes are made to the contract, in which case the student will be notified and advised to accept an updated contract for the upcoming term. This contract informs the student of their rights and responsibilities regarding payment of tuition and fees and is valid until all charges due are paid in full. The contract also provides the student with important information regarding University Records, Interest Charges, Tuition Refund Policy, Account Statement, Brandman University email address, and Change of Status. Failure to accept the Tuition and Fee Master Payment Contract will result in a registration hold on the student's account and may result in withdrawal from classes. The full text of Master Payment Contract can be found at:

https://services.brandman.edu/banner/MasterPaymentContract_English.pdf

School of Extended Education

The School of Extended Education provides academic credit and non-credit bearing courses, programs, and certificates providing opportunities for individuals, business organizations and governmental entities. Through Extended Education offerings, individuals can obtain lower cost academic credit toward Brandman degree programs before or after being admitted to the University. Certificate and Certification programs allow students to prepare for new careers, augment degree programs, or demonstrate mastery over and above degrees already obtained, thereby providing specializations. Many of these certificates, courses and certifications also provide degree seeking students with opportunities to substitute a degree program course in order to graduate with a certification or certificate and a degree without increasing time to degree. Extended Education offerings also provide opportunities to obtain professional development and CEU credits often required to move up salary scales, maintain certifications and transition into new career paths. Businesses, government agencies and nonprofits utilize Extended Education custom solutions to develop and train their workforces. Courses are delivered face to face, online and in blended formats at campuses throughout the Brandman system as well as onsite for business clients and other cohort groups. All programming can be customized to align with needs and objectives of business clients and other cohorts. Business services, including coaching, strategic planning

facilitation, assessments, and more are also available. Education plans are prepared to assist students in utilizing Extended Education programming in order to align with career and personal goals.

MyBrandman

"MyBrandman" is the student and staff online portal with both mobile friendly and full website access. MyBrandman is designed to provide easy 24/7 access to the essential student resources, including academic advising, disability services, career services, student conduct information, academic policies and procedures, financial resources, technological resources, our active duty military/veteran community and much more. Quick links provides access to many of the key online systems used throughout an academic career such as the virtual library, Blackboard and Self Service for registration, grade and transcript information, and access to degree audit plans. Future students are provided access to MyBrandman at the time they submit an official application to Brandman University or enroll as non-degree students. The MyBrandman Competency-Based Education (CBE) page provides resources specifically for the CBE student, including information about enrollment and registration, learning outcomes, as well as additional information.

Confidentiality of Student Records

Brandman University is committed to the protection and confidentiality of student educational records, adhering closely to the guidelines established by the Family Educational Rights and Privacy Act – a federal legislation established to regulate access and maintenance of student educational records.

The Family Educational Rights and Privacy Act (FERPA) affords student certain rights with respect to their education records, including the right to inspect their education records, request an amendment of the records that the student believes are inaccurate, and the right to control disclosures of their records except to the extent that FERPA authorizes disclosure without consent. (It is important to note that all rights to access move to the student when that student is in a post-secondary education institution; parents, spouses, and significant others have no inherent right to access to student educational records.)

Educational records for the most part include, with certain exceptions, all records maintained in any medium, which can identify the student.

Access to the Notification, student release forms, and directory hold request are available in MyBrandman.

Office of Student Concerns (OSC)

When students have a question, concern, or complaint regarding their Brandman experience, they should always initially contact their campus director for guidance and possible resolution. However, there may be circumstances when students are still uncertain as to University policies and procedures, appropriate channels of communication or alternative options available for resolving disputes. In those circumstances, students may then contact the OSC for guidance. The OSC provides informal assistance by providing recommended actions to help resolve conflicts and disputes, and/or putting students in contact with appropriate resources. The OSC is an advocate for the fair resolution of a problem, not for any particular party, and gives equal attention to the rights of all concerned. To submit a ticket of concern with the OSC, students may log in to MyBrandman and click on the link for the "Office of Student Concerns (<https://my.brandman.edu/student/OSC/Pages/default.aspx>)" under the "Student" tab.

Library Resources and Services

The Leatherby Libraries' homepage (www.chapman.edu/library (<http://www.chapman.edu/library>)) is the starting point for accessing more than 334,000 books, over 16,000 e-books, 274 online databases, and 68,000 full-text journals, which are available 24/7. Students, faculty, and staff may borrow books and media from the library's extensive physical collections. Items are sent directly to the borrower's home via an efficient document delivery and interlibrary loan service through the Annenberg Satellite Education Information Center. Library instruction is available throughout the academic year, ensuring that students are connected to the information resources they need to succeed in their courses.

Faculty may request library instruction sessions for their blended and online courses. Students may request Individual Research Consultations (IRC) for one-on-one research assistance. Contact the Coordinator of Brandman University Library Services for research assistance, to request a library instruction session, or to schedule an IRC at (800) 344-5756 Ext. 2 or bulib@chapman.edu. For weekend assistance, contact the Leatherby Libraries Reference Desk at libweb@chapman.edu / (714) 532-7714 or (800) 344-5756 Ext. 3. A basic guide for navigating the library is available at: <http://chapman.libguides.com/brandman>.

The Office of Accessible Education and Counseling Services

The Office of Accessible Education and Counseling Services at Brandman University is committed to ensuring equal educational access and opportunity for all members of our academic community. The Office strives to maximize each student's educational potential by helping to develop self-advocacy, responsibility, and independence, and to promote personal growth. Students will be provided timely, efficient, and equitable accommodations and services that are in compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA)/Americans with Disabilities Act Amendments Act of 2008 (ADAA). The Office works individually with each student to develop an effective and comprehensive accommodation plan. The Office also provides comprehensive counseling services to students regarding their academic concerns and assists students in accessing internal and external resources to address their needs.

In addition to providing direct service to our students, the Office of Accessible Education and Counseling Services also acts as a liaison between students, administrators, faculty, and other staff members to ensure the facilitation of accommodation plans that are reasonable and appropriate. Brandman University strictly prohibits any form of discrimination on the basis of an individual's disability. By providing full access to qualified students with disabilities, Brandman University demonstrates its belief that the university community will greatly benefit from the skills and talents of these individuals.

If you are a Brandman University student with a documented disability, inquire about the Office of Accessible Education and Counseling Services with your Academic Advisor. If you are interested in accommodations and services, access <https://www.brandman.edu/accessible-education>.

All documents will be kept confidential in the Office of Disability Services in compliance with the Family Educational Rights and Privacy Act (FERPA) and the professional and ethical standards of the Association on Higher Education and Disability (AHEAD).

Military and Veterans Services

Military Partnerships

Brandman University has military partnerships with the Air Force, Navy, Army, Marines, US Department of Education and Department of Defense to meet the needs of military. Additional information is available on the Brandman University web site.

Air Force – AU-ABC

The Air University Associate-to-Baccalaureate Cooperative Program (AU-ABC) is an initiative between Air University and Brandman University to offer baccalaureate degree opportunities to enlisted Air Force personnel with a completed Associate degree from the Community College of the Air Force (CCAF).

Air Force – GEM

The General Education Mobile (GEM) program is a partnership between the Community College of the Air Force (CCAF) and Brandman University to deliver general education coursework required for the CCAF degree. The program includes online courses from each of the following disciplines: oral communication, written communication, mathematics, social sciences, and humanities that meet the CCAF's pre-approved general education requirements.

Navy – NCPDLP

The Navy College Program Distance Learning Partnership (NCPDLP) was developed by the Navy to support Sailors' mobile lifestyles. The program provides Sailors an opportunity to earn associate and bachelor degrees based on their military occupation and educational goals. Brandman currently offers ACE recommended credit for military training and experience toward NCPDLP approved degrees in Legal Studies, Social Science, and Sociology. All courses are available online.

SOC

The Servicemembers Opportunity Colleges (SOC) was established in 1972 and functions in cooperation with the Department of Defense (DoD), the Military Services including the National Guard and the Coast Guard, to help meet the voluntary higher education needs of active and reservist Servicemembers and their families. Members of each participating Service will have access to all SOC Degree Network System (DNS) programs (Army, Navy Marine Corps, and Coast Guard). By participating in a SOC DNS program, Servicemembers and their families benefit by obtaining a SOC student agreement contract. A SOC student agreement contract provides a student the flexibility to complete degree requirements by transferring courses from SOC network colleges back to Brandman University once they have met the residency requirements.

A SOC agreement with Brandman University is issued to Active Duty Service Members and their families, Reserve Service Members and their families and Coast Guard civilian employees, who has completed a minimum of 6 semester hours at Brandman and is admitted into a SOC 4-year degree program. A student with a SOC Agreement has a 7-year time limit from when he/she is officially admitted to complete a degree in a SOC 4-year program. A degree will not be issued to a Brandman SOC student who returns for an academic program no longer conferred by the University (i.e. Bachelor of Science in Electronics). Students who qualify for a SOC agreement may contact their Brandman campus to obtain a copy of their SOC Student Agreement.

Troops To Teachers

Brandman University is an active partner with Troops to Teachers, a U.S. Department of Education and Department of Defense program that helps eligible military personnel transition to a career as a public school teacher. The skills, knowledge, and experience one gains in the military are highly valued in our public schools.

MyCAA

The Military Spouse Career Advancement Account (MyCAA) provides tuition assistance to military spouses of active duty Army, Navy, Air Force, or Marine service members, or activated Reservists in pay grades E1-E5, W1-W2, or O1-O2. MyCAA accounts are limited to the \$4,000 benefit with a \$2,000 fiscal year cap. Funding is subject to eligibility criteria, and program revisions and other limitations may apply. Active duty spouses receive a reduced tuition rate for associates, bachelors and graduate degree programs at Brandman.

Veterans and Active Duty Service Members

Brandman adheres to the Executive Order 13607, establishing Principles of Excellence for Educational Institutions serving Service Members, Veterans, Spouses and other family members. In accordance with Veterans Administration Regulation 38 CFR 21.4253, Brandman adheres to the Guidelines for Institutions Enrolling Veterans and Eligible Persons: Standards for Maintaining Adequate Records and Policies for Satisfactory Progress, Previous Education and Training, Conduct, and Attendance. Brandman participates in the VA Yellow Ribbon program.

Previous Education and Training

- a. Brandman maintains a written record of previous education and training.
- b. Transcripts of college-level education are part of the record.
- c. The records clearly indicate that appropriate credit has been granted with training periods proportionately shortened and the VA so notified.
- d. Brandman University maintains an official record of previous education and training of the veteran and active duty military student, or eligible person which clearly indicates that appropriate credit has been given by the institution for previous education and training, with the length of the degree program shortened proportionately. The veteran, the active duty military student, as well as The Department of Veterans Affairs and the respective military branch of the armed forces will be notified of this official evaluation of prior education or training.

Standards for Maintaining Adequate Records and Policies for Satisfactory Progress

- a. Brandman maintains adequate records to show the progress of each veteran and active duty military student.
- b. Records show continued pursuit at the rate for which enrolled and progress being made.
- c. Records include final grades in each subject for each session.
- d. Cumulative permanent records are maintained to reflect grades in all subjects undertaken.
- e. Students are not permitted to enroll repeatedly in courses not attended or withdrawn from, without penalty. A veteran or an active duty military student may repeat a course in which a passing grade has been achieved only when a higher grade is required by the major.
- f. The school records will reflect the point in time when educational benefits should be discontinued for unsatisfactory progress,

unsatisfactory conduct, and withdrawals. See Academic Probation and Dismissal policy for more detail information.

Academic Probation and Dismissal

- a. The policy includes the grade point average (2.0 on a 4.0 scale) required for graduation for baccalaureate programs and a 3.0 or higher for graduate programs.
- b. A minimum grade point average (2.0 on a 4.0 scale) must be maintained to achieve credit for a given proportion of the course load. Academic probation and means for dismissal are clearly delineated. VA interpretation of academic probation requires that a veteran student be placed on probation at the beginning of the session immediately following that in which the veteran student fails to maintain the minimum grade point average. Veteran and active duty military students must meet the required academic standard during the probationary session or be subject to interruption of benefits and/or academic dismissal. The VA is notified when a veteran student is determined to be making unsatisfactory progress resulting in interruption of benefits and/or academic dismissal.
- c. No veteran or active duty military student will be considered to have made satisfactory progress when the student ceases to make satisfactory progress toward completion of his or her training objective, receives no credit, or withdraws from all courses undertaken, except when there are extenuating circumstances.

Conduct and Attendance

- a. Brandman enforces a policy relative to standards of conduct and progress as defined in the academic policies and procedures in this catalog.
- b. Class attendance policies are determined by each instructor and shall be included on the course syllabi distributed during the first week of each class. The university recommends as a minimal policy that students who are absent 20% of the course should be failed.

Requesting your Military and Veteran Benefits

- a. Students who wish to use their Tuition Assistance or VA Education benefits are required to fill out the "Request to Use Military/VA Benefits Form" on MyBrandman Self Service, in order for their respective enrollment to be certified.
- b. The student's Brandman primary campus will collect required documents needed for VA benefit certification and validation of military status. Students may be asked for additional and/or updated information at the request of the Military and Veterans Services Department.

Interrupted Enrollment

Active Duty Military students who left the University in order to perform military services will be readmitted with the same academic status that he/she had when last in attendance at Brandman University. The length of absence from Brandman University cannot exceed five years. The University may require students to adopt the catalog year program requirements at the time of their return if a program has become impacted or changed by external regulatory agencies. If students take coursework during their absence from the University, they must provide official transcripts of that coursework to the Division of Student Services prior to their return. Non-Satisfactory performance or issues of academic integrity may nullify the student's eligibility to return.