

Undergraduate Catalog Addendum/Errata

Below are listed additions and corrections to the 2018-19 Undergraduate Studies Catalog since its publication on 01 June 2018. All corrections listed below have been made in the main online catalog sections to which they apply and will appear in the print version of those individual pages. They do not appear, however, in the PDF version of the full catalog.

This page was last updated on 09 October 2018.

Changes by Department/Program

- Accounting (BS)
- Admission - Adult/Transfer Application
- Admission - Application for International Students
- Admission - California Applicants
- Admission - General Application Information
- Africana Studies (Minor)
- Business Administration (BS)
- Course Descriptions - AFCS - Africana Studies
- Faculty - School of Education - Graduate Department of Education
- Finance (BS)
- Financial Information - Financial Aid
- George Herbert Walker School of Business & Technology
- Locations Offering Undergraduate Programs - International - Ghana - Accra
- Locations Offering Undergraduate Programs - International - Greece - Athens
- Locations Offering Undergraduate Programs - International - The Netherlands - Leiden
- Locations Offering Undergraduate Programs - International - Switzerland - Geneva
- Locations Offering Undergraduate Programs - Online Programs
- Locations Offering Undergraduate Programs - Online Programs - College of Arts & Science
- Locations Offering Undergraduate Programs - United States - California
- Locations Offering Undergraduate Programs - United States - Missouri - Gateway
- Nursing (BSN)
- Overview - State Licensures - California
- Services for Students - Office of the Registrar
- Sociology (Minor)
- Tuition, Fees and Refunds
- Tuition, Fees and Refunds - Tuition Refunds
- Tuition, Fees and Refunds - Undergraduate Tuition - Part-time RN to BSN
- Undergraduate Studies Catalog (main page)
- Undergraduate Studies Catalog - PDF Cover Page

Changes by Date

08 June 2018

Faculty

The faculty record for DJ Kaiser in the **Graduate Department of Education, School of Education** should read as follows:

- **DJ Kaiser**, associate professor, interim associate dean, BA, University of Illinois at Urbana-Champaign, 1996; BA, University of Illinois at Urbana-Champaign, 1996; MA, University of Illinois at Urbana-Champaign, 2000; AM, Washington University, 2007; PhD, Washington University, 2013

15 June 2018

Africana Studies (Minor)

This program is offered by the College of Arts & Sciences/ Anthropology & Sociology Department. It is available at the St. Louis home campus and at the Ghana campus.

Finance (BS)

This program is offered by the Walker School of Business & Technology/Business Department. It is available at the St. Louis home campus and at select international campuses. Please see the Locations Offering Undergraduate Programs section of this catalog for a list of campuses where this program is offered.

Locations Offering Undergraduate Programs - International

The address and programs offered at the **Accra, Ghana** campus should read:

Accra

Plot #445B Luanda Close
East Legon, Accra, Ghana
Ph: +233-30-250-7393

Programs offered:

- Africana Studies (Minor)
- Computer Science (BS)
- Finance (BS)
- International Relations (BA)
- Management (BA)
- Media Communications (BA)
- Psychology (BA)

The list of programs offered at the **Leiden, The Netherlands** campus should read:

- Business Administration (BS)
- International Human Rights (Certificate)*
- International Relations (BA)
- Management (BA) - *Teach Out*
- Management (BA) with an Emphasis in International Business
- Management (BA) with an Emphasis in Marketing - *Teach Out*
- Media Communications (BA)
- Psychology (BA)
- Psychology (BS)

The list of programs offered at the **Geneva, Switzerland** campus should read:

- Business (Minor)
- Business Administration (BS)
- Computer Applications (Minor)
- Computer Science (BS)
- Computer Science (BS) with an Emphasis in Cybersecurity
- Computer Science (Minor)
- Digital Media (Certificate)
- Economics (BA)
- Economics (Minor)
- Educational Psychology (Minor)
- Entrepreneurship (Certificate)
- Finance (BS)
- Finance (Minor)
- French (Minor)
- General Psychology (Certificate)

Undergraduate Catalog Addendum/Errata

- General Psychology (Minor)
- Health Psychology (Minor)
- History (Minor)
- International Human Rights (Certificate)*
- International Human Rights (Minor)
- International Relations (BA)
- International Relations (BA) with an Emphasis in International Economics
- International Relations (BA) with an Emphasis in Migration and Refugee Studies
- International Relations (Minor)
- Journalism (Minor)
- Magazine Production (Certificate)
- Management (BA)
- Management (Minor)
- Management (BA) with an Emphasis in Marketing
- Marketing (Certificate)*
- Media Communications (BA)
- Media Communications (Minor)
- Migration and Refugee Studies (Certificate)*
- Philosophy (Minor)
- Photography (BA)
- Photography (Minor)
- Photojournalism/Editorial Photography (Certificate)
- Political Science (Minor)
- Psychology (BA)
- Psychology (BA) with an Emphasis in Mental Health
- Psychology (BS)
- Sociology (Minor)
- Website Development (Certificate)*
- Website Development (Minor)

22 June 2018

Locations Offering Undergraduate Programs - International

The address for the the **Athens, Greece** campus should read:

Athens

9 Ipitou Street
Athens, Greece
GR 105 57
Ph: +011 30 211 9905300/9

13 July 2018

George Herbert Walker School of Business & Technology

The Mission, Vision, and Values for the George Herbert Walker School of Business & Technology should read:

Mission

To prepare students for career success in an increasingly globally integrated business and technological economy utilizing a student-centered, real-world approach.

Vision

To be a leading institution of business and technology education by providing students with the academic and professional preparation needed to achieve upward career mobility.

Values

Respect - A culture of respect facilitates highly positive interactions between and among students, staff, faculty and other stakeholders.

Knowledge - Knowledge allows us all, regardless of the role we serve, to maximize our capacity for achievement.

Potential - Every individual has the potential to succeed.

Diversity and Inclusion - Diversity in all its forms enriches the education experience--both in and out of the classroom.

Global Perspectives - Students with global perspectives will be better prepared to serve the organizations and communities in which they live and work.

Locations Offering Undergraduate Programs - International

The list of programs offered at the **Geneva, Switzerland** campus should read:

- Business (Minor)
- Business Administration (BS)
- Computer Applications (Minor)
- Computer Science (BS)
- Computer Science (BS) with an Emphasis in Cybersecurity
- Computer Science (Minor)
- Digital Media (Certificate)
- Economics (BA)
- Economics (Minor)
- Educational Psychology (Minor)
- Entrepreneurship (Certificate)*
- Finance (BS)
- Finance (Minor)
- French (Minor)
- General Psychology (Certificate)
- General Psychology (Minor)
- Health Psychology (Minor)
- History (Minor)
- International Human Rights (Certificate)*
- International Human Rights (Minor)
- International Relations (BA)
- International Relations (BA) with an Emphasis in International Economics
- International Relations (BA) with an Emphasis in Migration and Refugee Studies
- International Relations (Minor)
- Journalism (Minor)
- Magazine Production (Certificate)
- Management (BA)
- Management (Minor)
- Management (BA) with an Emphasis in Marketing
- Marketing (Certificate)*
- Media Communications (BA)
- Media Communications (Minor)
- Migration and Refugee Studies (Certificate)*
- Philosophy (Minor)
- Photography (BA)
- Photography (Minor)
- Photojournalism/Editorial Photography (Certificate)
- Political Science (Minor)
- Psychology (BA)
- Psychology (BA) with an Emphasis in Mental Health
- Psychology (BS)
- Sociology (Minor)
- Website Development (Certificate)*
- Website Development (Minor)

Locations Offering Undergraduate Programs - Online Programs

Undergraduate Catalog Addendum/Errata

The list of programs offered online by the **College of Arts & Sciences** should read:

- Criminology (BA)
- General Studies (BA)
- Religion and Global Society (BA)
- Nursing (RN to BSN) (BSN)†
- Professional Writing (Certificate)*

Locations Offering Undergraduate Programs - United States

The list of programs offered at the **Gateway, Missouri** campus should read:

- Business Administration (BS)
- Computer Science (BS) with an Emphasis in Cybersecurity
- Criminology (BA)
- Entrepreneurship (Certificate)*
- Interactive Digital Media (Certificate)*
- Legal Studies (BA)
- Management (BA)
- Paralegal Studies (Certificate)*
- Psychology (BA)
- Speech Communication Studies (BA)

Sociology (Minor)

This program is offered by the College of Arts & Sciences/ Anthropology & Sociology Department. It is available at the St. Louis home campus and at the Geneva campus.

18 July 2018

Admission - Adult/Transfer Application

The third bullet under **Additional Application Requirements** should read:

- Military applicants should consult both their Webster University representative and ESO prior to enrollment. Members of the U.S. Army must apply for admission using the GoArmyEd portal. Applications will then be directed to the Office of Admission for entry. All documents required for admission to the degree program will apply. Applicants with prior military experience must submit copies of their service records to be considered for transfer credits. For Air Force servicemen and women, transcripts from the Community College of the Air Force (CCAF) are acceptable. Transcripts from CCAF should be requested and sent to the Webster University Office of Admission. For all other branches of service, the Joint Services Transcript (JST) transcript should be requested and sent to the Office of Admission at transcripts@webster.edu. Students can request the JST by visiting <https://jst.doded.mil>.

23 July 2018

Admission - California Applicants

The **Admission** section should include information for **California Applicants**, which should read:

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Admission - General Application Information

To better describe the policies covered, the subsection **Readmission** has been renamed to the new title of **Readmission/Break in Enrollment (Leave of Absence)**.

Business Administration (BS)

To increase clarity, the footnote for BUSN 3850 should read:

**For St. Louis campus students. International campus students can substitute this course with either:

- CSIS 2500 Introduction to Data Science (3 hours)
- CSIS 1500 Introduction to Business Technologies (3 hours)

Course Descriptions - AFCS - Africana Studies

The course description for **AFCS 1000 Introduction to Africana Studies** should include GCP Coding and should read:

AFCS 1000 Introduction to Africana Studies (3)

Provides a broad overview of the field of Africana studies -- its unique content, core concepts and perspectives, and some major trends that have shaped and continue to shape the field. This is a survey course designed to introduce students to the field of Africana studies. Its main focus will center on the substantive content of the field, a critical study of Africa and peoples of African origin in Africa and abroad. This focus will include examining the major theoretical, methodological and epistemological questions defining the continued evolution of Africana studies. Both classic and modern studies and texts in the field of Africana studies will be covered in order to give students a grounding in the intellectual history of the field. **GCP Coding: (ROC) (INTC)**

Financial Information - Financial Aid

The following paragraph should be included under **Financial Aid** as the final paragraph:

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest. If a student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

Locations Offering Undergraduate Programs - Online Programs

Prior to listing programs offered, the Online Programs section should read:

Webster University offers students unparalleled opportunities to advance their career with a distinctive blend of classroom and online degree programs.

Students can pursue their degree entirely online, or mix classroom and online courses according to their preferences, interests, and work or family commitment.

Webster University's WorldClassRoom offers courses and programs that students can participate in any time of day or night, from anywhere they have a computer with Internet access, such as work, home, the library, or while traveling.

Online students will be taught under the same rigorous academic standards as our traditional classroom programs, yet, everything needed to earn a degree or just take a course is online and accessible 24 hours a day, 7 days a week during the regular academic term. Due to this dynamic environment, students can

Undergraduate Catalog Addendum/Errata

expect regular interaction and feedback on work submitted within 7 days.

WebNet+ is a new online video offering at Webster University, which is available for a limited selection of courses and programs. WebNet+, Webster's Networked course delivery method connects students and faculty in real time to learn, engage and collaborate. This allows Webster students from any location to enroll in one of the selected courses and participate virtually in discussions and activities. WebNet+ courses are synchronous, which means that students are expected to login and participate throughout the entire session through technology such as WebEx or Vidyo as well as WorldClassRoom.

Online programs and courses are continually being developed to serve the needs of Webster students. A list of current online programs can be found at www.webster.edu/online.

Locations Offering Undergraduate Programs - United States - California

The **Locations Offering Undergraduate Programs** section for **California** should begin with the following statement as the opening paragraph before listing information for each of the individual campuses:

Webster University provides undergraduate level studies at its two locations in the State of California. Both locations have dedicated classrooms, computer labs, student learning spaces and administrative offices. The locations are overseen by directors who can provide detailed campus information at the local level. Webster University does not provide student housing in the State of California, nor does it find or assist a student in finding housing.

Overview - State Licensures - California

The **State Licensures** information for **California** should read:

The campuses at Irvine and Los Angeles Air Force Base are licensed to operate by the California Bureau for Private Postsecondary Education (BPPE).

"Notice of Student Rights" in California—You may cancel your contract for school, without any penalty or obligations, by the fifth business day following your first class as described in the Notice of Cancellation form that will be given to you. Read the Notice of Cancellation form for any explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy. If the school closes before you graduate, you may be entitled to a refund.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, by telephone at 888-370-7589 or by fax at 916-263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

The Student Tuition Recovery Fund was established by the California State Legislature to protect any California resident who attends a private postsecondary institution from suffering a loss of prepaid tuition as a result of the school closing. To be eligible for STRF benefits, a student must be a "California resident" and reside in California at the time an enrollment agreement is signed, or upon receipt of coursework materials at a California mailing address from an approved institution offering distance learning instruction.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Webster University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the BA in management is also at the complete discretion of the institution to

Undergraduate Catalog Addendum/Errata

which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some of all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Webster University to determine if your credits or degree will transfer.

For more information on the transferability of credits into Webster University, please refer to the Transfer Credit policies, found within the Academic Policies section of this catalog.

Services for Students - Office of the Registrar

The section on the **Office of the Registrar** should read:

The **Office of the Registrar** submits loan deferments to lenders; certifies degree audits; sends letters of good standing; does enrollment verifications, degree verifications and transfer credit evaluations; processes transcript requests; works with GoArmyEd; registers students; and processes adds, drops and withdrawals.

Webster University maintains students' records that show all course activity throughout the tenure of each student. Records will show recorded grades as well as incomplete or withdrawn classes. In addition, the GPA is also included on the transcript. The university stores student records electronically. Student permanent files are also imaged and stored electronically. Student records are released to third parties only by written consent from the student or per a court-ordered subpoena. Such requests must carry the student's signature.

Access to student records is limited to authorized users of the student information system. Users must have been granted a username and password to access the system. Users are trained in student confidentiality and privacy laws such as the Family Educational Rights and Privacy Act (FERPA). Some of the records maintained in the student information system include student name, ID number, address, telephone number, date of birth, courses taken, grades earned, degrees earned and much more.

Tuition, Fees and Refunds

The opening statement under **Tuition, Fees and Refunds** should read:

The tuition rates listed below are for the 2018-2019 academic year and are subject to change. Due to different degree completion lengths, students requiring a schedule of total charges for a period of attendance and an estimated schedule of total charges (institutional and noninstitutional) for their educational program may request an individualized report through the Office of Admission during their admission process.

Undergraduate Studies Catalog (main page)

The following statement on the main page of the **Undergraduate Studies Catalog** should read:

Webster University works with an independent certified public accountant to assure that there is sufficient funding through a tuition guaranty bond. A copy of the bond document can be requested by mail addressed to Webster University, Office of Academic Affairs, 470 E. Lockwood Ave., St. Louis, MO 63119. Webster University has no pending petition in bankruptcy, is not operating as a debtor in possession nor has filed any petitions within the last five years.

Undergraduate Studies Catalog - PDF Cover Page

The **Undergraduate Studies Catalog - PDF Cover Page** has been updated to include the following information:

Effective 1 June 2018 through 31 May 2019

The cover page can be viewed at <http://www.webster.edu/catalog/documents/ug-title-page-1819-updated.pdf>.

27 July 2018

Accounting (BS)

This program is offered by the Walker School of Business & Technology/Business Department. It is available at the St. Louis home campus and at the Athens campus.

Locations Offering Undergraduate Programs - International

The programs offered at the **Athens, Greece** campus should read:

- Accounting (BS)
- Business Administration (BS)
- Computer Science (BS)
- Economics (BA)
- English (BA) with an Emphasis in Literature, Society and Politics
- Finance (BS)
- General Psychology (Minor)
- International Relations (BA)
- Management (BA)
- Management (BA) with an Emphasis in Human Resources Management
- Management (BA) with an Emphasis in International Business
- Management (BA) with an Emphasis in Marketing
- Media Communications (BA)
- Political Science (BA)
- Psychology (BA)
- Psychology (BS)

Political Science (BA)

This program is offered by the College of Arts & Sciences/History, Politics, and International Relations Department. It is available at the St. Louis home campus and at the Athens campus.

Tuition, Fees and Refunds - Undergraduate Tuition

The **Part-time RN to BSN Undergraduate Tuition** rates should read:

Full-time undergraduate tuition (Except for Conservatory students) <i>Per academic year</i>	\$27,700
Conservatory full-time undergraduate tuition <i>Per academic year</i>	\$32,100
Cost for students who enroll in more than 18 hours in one semester	\$710/credit hour

Undergraduate Catalog Addendum/Errata

<i>This rate applies only to the additional credit hours above 18</i>	
Part-time RN to BSN undergraduate tuition* (St. Louis home campus and online only) <i>Effective Fall 2018</i>	\$350/credit hour
Part-time undergraduate tuition (Gateway, Westport, WingHaven and St. Louis home campus only)	\$710/credit hour
Part-time undergraduate tuition (Metropolitan campuses, excluding California)	\$490/credit hour
Part-time undergraduate tuition (California metropolitan campuses only)	\$555/credit hour
English as a Second Language (ESL) classes	\$580/credit hour
Online courses	\$710/credit hour
<i>*The RN to BSN program is excluded from both the corporate partner tuition rate program (CPTR) and corporate partner cohort discount pricing.</i>	

31 August 2018

Nursing (BSN)

The required courses for the **nursing (BSN)** should read:

- NURS 3010 Concepts of Professional Nursing (3 hours)
- NURS 3020 Lifespan Health Assessment for RNs (3 hours)
- NURS 3270 Evidence-Based Practice for Nurses (3 hours)
- NURS 3410 Health Promotion and Education (3 hours)
- NURS 4110 Interprofessional Collaboration (3 hours)
- NURS 4240 Organizational and Systems Leadership (3 hours)
- NURS 4250 Population Health: Clinical Prevention with Families and Communities (3 hours)
- NURS 4410 Health Care Policy, Finance, and Regulatory Environments (3 hours)
- NURS 4800 Capstone Portfolio (1 hour)
- Global Keystone Seminar (3 hours)

09 October 2018

Admission - Application for International Students

The information on applying for a visa under the **Additional Documentation** header should read:

- **Applying for a visa:** Students requiring a visa to study in the country in which their campus is located will be required to provide additional documentation for the visa process. Visa documentation requirements can vary at international campus locations depending upon the applicant's citizenship status and/or country of origin at the time of acceptance to

the University. Applicants should check with the campus they plan to attend for specifics. Students are responsible for applying and obtaining their visa. The University will provide support and guidance during the process and will notify applicants if additional documentation is required to complete the application file. Upon receipt, the University can vouch for student status and any associated charges.

Admission - California Applicants

The **California Applicants** section should read:

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Webster University does not serve this category of student.

Financial Information - Financial Aid

The final paragraph under **Financial Aid** should read:

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds.

Locations Offering Undergraduate Programs - United States

The **Locations Offering Undergraduate Programs** section for **Florida** opening statement should read:

Webster University provides graduate level studies at its two locations in the State of California. Both locations have dedicated classrooms, computer labs, student learning spaces and administrative offices. The locations are overseen by directors who can provide detailed campus information at the local level. Webster University does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$715,000 and rent for a 1-bedroom apartment at approximately \$1,800 per month.

Overview - State Licensures - California

The **State Licensures** information for **California** should read:

Webster University is a private institution approved to operate by the California Bureau for Private Postsecondary Education, with campuses at Irvine and Los Angeles Air Force Base. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. All programs offered at these campuses are instructed in English.

"Notice of Student Rights" in California—You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later, as described in the Notice of Cancellation form that will be given to you. After the end of the cancellation period, you also

Undergraduate Catalog Addendum/Errata

have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current program period in your program through the last day of attendance. Read the Notice of Cancellation form for any explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy. If the school closes before you graduate, you may be entitled to a refund.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, by telephone at 888-370-7589 or by fax at 916-263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov. While students are encouraged to use Webster University internal complaint processes first for grievances, it is not required and students may contact the Bureau at any time.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that document the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916-431-6959 or 888-370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Webster University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree you earn in the BA in management is also at the complete discretion of the institution to which you may seek to transfer. If the credits or degree that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some of all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Webster University to determine if your credits or degree will transfer.

For more information on the transferability of credits into Webster University, please refer to the Transfer Credit policies, found within the Academic Policies section of this catalog.

Services for Students - Office of the Registrar

The second paragraph of the **Office of Registrar** section should read:

Webster University maintains permanent student records and transcripts that show all course activity throughout the tenure of each student, to include completed degrees and certificates. Records will show recorded grades as well as incomplete or withdrawn classes. In addition, the GPA is also included on the

Undergraduate Catalog Addendum/Errata

transcript. The University stores student records electronically. Student permanent files are also imaged and stored electronically. Student records are released to third parties only by written consent from the student or per a court-ordered subpoena. Such requests must carry the student's signature.

Tuition, Fees and Refunds - Tuition Refunds

The main section of **Tuition Refunds** should read:

Undergraduate tuition refunds depend on the drop or withdrawal date. It is the undergraduate student's responsibility to file the drop or withdrawal form(s) with the Registrar's Office by the deadline. Refunds are for tuition only; all fees in connection with these courses (e.g., lab fees, music fees, parking fees, matriculation fees) are non-refundable. Housing and meal charges are refundable on a pro rata basis.

The student tuition refund rates apply when a student drops or withdraws from a course in accordance with University enrollment policies and the refund has been approved. Tuition waivers for dropped courses are automatic; the charges are expunged from the student's account. Tuition refunds for withdrawals are made automatically, based on the date of withdrawal, as authorized by the University official who signs the withdrawal form. Account adjustments shall be made within 30 days of the date that the institution has determined that a tuition refund is due to a student.

Students in their first term of enrollment receiving Title IV student aid funds will receive a pro rata refund of all refundable charges if the withdrawal is made within 60 percent of the beginning of the enrollment period.

California students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, California students also have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current program period in their program through the last day of attendance.

All other student refunds/tuition waivers are made according to the following schedule:

	Class Length				
Date	16 weeks	9 weeks	8 weeks	5 weeks	3 weeks
Drop					
Week 1	100%	100%	100%	100%	100%
Week 2	100%	100%	100%	N/A	N/A
Withdrawal					
Week 2	N/A	N/A	N/A	25%	0%
Week 3	50%	50%	50%	0%	0%
Week 4	50%	25%	25%	0%	N/A

Week 5	25%	0%	0%	0%	N/A
Week 6	25%	0%	0%	N/A	N/A
Week 7	25%	0%	0%	N/A	N/A
Week 8	25%	0%	0%	N/A	N/A
Week 9	0%	0%	N/A	N/A	N/A

The deposit and refund policies at our international campuses may differ from the above. Please refer to the catalog of the international campus you are attending for details.

Flat-fee tuition refunds are made only if drops and/or withdrawals reduce the credit load below 13 credit hours. This policy does not apply to U.S. students studying at an international campus.

Undergraduate Studies Catalog (main page)

The following statement on the main page of the **Undergraduate Studies Catalog** should read:

Webster University works with an independent certified public accountant to assure that there is sufficient funding through a tuition guaranty bond. A copy of the bond document can be requested by mail addressed to Webster University, Office of Academic Affairs, 470 E. Lockwood Ave., St. Louis, MO 63119. Webster University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.