Student Handbook

Webster UNIVERSITY

Table of Content

Student Code of Conduct and Procedures 3
Extended Campus Code of Conduct 20
Alcohol Policy 35
Academic Policies 37
Affirmative Action Policy 62
Campus Facilities Use 63
Consensual Relationships 64
Disability Services 66
Drug and Alcohol Policy 68
E-mail and Connections Portal 71
Family Educational Rights and Privacy Act (FERPA) 72
Fire Safety 76
Grievance Policy & Procedures 77
Parents Policy 89
Rallies, Demonstrations & Public Assemblies 90
Research on Human Subjects 92
Administrative Withdrawal for Non-Academic Reasons 93
Returning to Campus After a Hospitalization 95
Smoke Free and Tobacco Free Community 97
Parking Policy and Procedures 98
Posting Notices and Solicitation Policies 99
School Closings 103

Student Code of Conduct and Procedures

Webster University Student Life Policies have been written to help guide the behavior of students as members of the University community. Webster strives to be a center of academic excellence. We make every effort to ensure:

- The opportunity for students to learn and inquire freely;
- The protection of intellectual freedom and the rights of professors to teach;
- The advancement of knowledge through scholarly pursuits and relevant dialogue.

The University community is by nature pluralistic and diverse. Those who elect to participate in the Webster University community accept the responsibility of sharing in the effort to achieve the University's mission as an institution of higher learning. Each person is expected to respect the objectives of the University and the views expressed within the community. In so doing, all members of the University community, and their guests, are expected to conduct themselves in an appropriate and civil manner at all times. These behavioral expectations include behavior both on- and off-campus as defined herein. Additional policies and practices or changes may evolve and the Student Handbook and Calendar may be amended, modified, or suspended at any time. Written notice of such changes will be distributed as soon as possible.

Participants in this shared enterprise strive to be governed by what ought to be rather than what is. To accomplish its goals, members of the University community aspire to a standard that is higher than mere compliance with formalized University requirements and local, state, and federal law. We endeavor to fulfill the following expectations:

Statement of Ethics

- To preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty;
- To treat others with respect and dignity;
- To respect the rights and property of others;
- To act with concern for the safety and well-being of all our associates.

Inquiry, discourse, and dissent, within the framework of an orderly academic environment, are essential elements of a university community. Members of the Webster University community recognize this and are consequently supportive of democratic and lawful procedures, and dedicated to rational approaches to solving problems. This assumes openness to change as well as commitment to historical values.

Student Rights

Webster University students are accorded the following rights to ensure positive educational results for each individual:

Educational Environment: Students have the right to an environment conducive to their educational pursuits. This environment should be free from harassment and discrimination and free from any other unreasonable interference with their educational experiences. Webster University offers protection from discrimination to students in their educational programs, activities, and employment on the basis of race, sex, sexual orientation, color, creed, age, ethnic or national origin, or nondisqualifying handicap, as required by federal laws and legislation, including Title IX of the 1972 Educational Amendments.

Assembly and Expression: Students have the right to assemble and express themselves freely in a lawful and orderly manner. (This right may be subject to the "Rallies, Demonstrations, and Public Assemblies" policy described herein.) Privacy: Students have the right to privacy as protected by the Family Educational Rights and Privacy Act of 1974 as amended (commonly referred to as the Buckley Amendment).

Information: Students have the right to information pertaining to academic standing, course requirements, and graduation requirements.

Participation in University Governance: Students have the right to participate in University governance through the Student Government Association, other student organizations, and through University-wide committees, as set forth in University policy.

Joining Campus Organizations: Students have the right to join campus organizations, as set forth by respective organizations' constitutions and by University policy.

Access to Disciplinary Procedures: Students have the right to utilize disciplinary procedures, as set forth in University policies.

Search and Seizure: Students have the right to be secure from unreasonable search and seizure.

Grievances: Students have the right to make their concerns or grievances known through the appropriate administrative channels as prescribed under the policies of the University. The Office of the Dean of Students serves in an advisory capacity for students seeking information about processes governing alleged violations of students' rights by others or by the University itself.

Webster University recognizes the rights of students to direct their own behavior off-campus, consistent with their responsibilities as individuals. It is the University's aim to assist students in achieving healthy developmental outcomes.

Student Responsibilities

When enrolling at Webster University, a student assumes responsibilities to fellow students, to the University, and to himself or herself. Students are responsible for conducting themselves in a lawful, civil, and responsible manner and for observing all University rules, regulations, and policies. This policy is intended to address concerns regarding the behavior of students who are members of the University community. These procedures are not intended to replace civil and/or criminal procedures. When necessary, the University will work with appropriate law enforcement officials to redress accusations of criminal activity.

For the purposes of the Student Code of Conduct, a student is defined as someone who has accepted an offer of admission to the University with a monetary deposit and is in the process of enrolling (i.e., summer registration program), is enrolled, or was recently enrolled as a part-time or full-time student. Student status remains in effect during any semester in which a person is or has been enrolled (regardless of whether they dropped or withdrew from that semester); during break periods between consecutive semesters of enrollment; and during the quarter/semester immediately preceding and immediately following enrollment until a diploma is conferred.

If the University becomes aware that a student or applicant is a convicted felon, or is required to register as a sex offender, the University reserves the right to immediately dismiss that student and/or prohibit that applicant from enrolling in future

classes, or limit the access of that student to specific campus facilities, based upon a review of the crime committed by the student/applicant.

The following actions are defined by the University as unacceptable forms of behavior and are subject to disciplinary response:

DISHONESTY

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty
- Furnishing false information to any University official, faculty member, or office
- Forgery, alteration, or misuse of any University document, record, or instrument of identification
- Tampering with the election of any recognized University student organization
- Misappropriation of student activity and/or University funds
- Falsification of work hours on a payroll timesheet
- Violating a student's right to privacy as outlined in the University's FERPA policy
- Providing false information on the admissions application and/or housing application

Academic dishonesty includes the following and any other forms of academic dishonesty:

Cheating: Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with a fellow student in an effort to improve one's grade.

Fabrication: Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.

Plagiarism: Using the works (i.e. ideas, words, images, other materials) of another person as one's own academic property without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a Web site or an Internet paper clearinghouse as well as work submitted by the student for another course or assignment.

Facilitating Academic Dishonesty: Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

VERBAL ASSAULT, HARASSMENT, INTIMIDATION, BULLYING, DEFAMATION, AND THREATENING OR ABUSIVE BEHAVIOR

Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of any person (Sexual harassment and misconduct are governed by the Sexual Offense Policy described herein.)

Threatening or causing physical harm to another person. Physical abuse includes, but is not limited to: personal injury, physical restraint against a person's will, and holding or transporting an individual against his will.

"Bullying" is defined as inappropriate, unwelcome behavior (through various means of communication or physical contact) which targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may also be the result of repeated behavior of an intimidating nature. Or, if direct, may also meet this definition and can occur through verbal, physical, electronic or other means.

Conduct constitutes prohibited "Bullying" when a reasonable person in the circumstances would find the conduct

sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- Sabotaging or undermining an individual or group's work performance or education experience;
- Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, social media, website, and/or online chat rooms in a threatening, intimidating, or humiliating manner.

"Defamation" is defined as the oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him.

DISRUPTION OR OBSTRUCTION

- Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises.

- Participation in campus demonstrations that disrupt the normal operations of the University and/or infringe on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus, whether inside or outside.

Students are free to assemble and express themselves publicly in a peaceful, orderly manner. Public rallies, demonstrations (either by individuals or groups), and assemblies held on campus should be registered 24 hours in advance with the Dean of Students Office indicating the desired date, time, place, expected attendance, and type of demonstration planned. Public demonstrations not registered may violate the disruption/obstruction policy. (For further information, see specific policy on "Rallies, Demonstrations, and Public Assemblies" below.)

THEFT, DAMAGE, OR UNAUTHORIZED USE

Attempted or actual theft of, unauthorized use of, and/or damage to property of the University or property of a member of the University community or other personal or public property. This includes the intent to destroy or vandalize property.

UNAUTHORIZED ENTRY OR USE OF UNIVERSITY PREMISES

Unauthorized possession, duplication, or use of keys and/or access codes to any University premises or unauthorized entry to or use of University premises. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of University owned or leased facilities, their roofs, or the residential space of another without permission.

COMPLIANCE

Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to provide proof of identity to these persons when requested to do so.

DRUGS, ALCOHOL, FIREARMS, GAMBLING

Abuse of prescription and over-the-counter drugs.

Violation of any federal, state, or local law including but not limited to:

- Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law
- Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and University policies, or public intoxication (also see Alcohol Policy below)
- Use or possession of drug-related paraphernalia in campus housing
- Use or possession of firearms, fireworks, other explosives, other weapons, or dangerous chemicals on University premises not specifically authorized by the University
- Misuse of legal objects in a dangerous manner (e.g., laser pointing in someone's eyes)
- Illegal gambling or wagering

DISORDERLY, INDECENT CONDUCT

Conduct that is deemed disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.

THEFT OR OTHER ABUSE OF COMPUTER TIME

Theft or other abuse of computing resources and network access, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
- Unauthorized transfer of a file
- Unauthorized use of another individual's identification and password
- Use of computing facilities to interfere with the work of another student, faculty member, or University official
- Use of computing facilities to send, display, or print obscene or abusive messages
- Use of computing facilities to interfere with normal operation of the University computing system
- Knowingly causing a computer virus to become installed in a computer system or file
- Knowingly using the campus computer network to disseminate "spam" messages (i.e., unsolicited bulk e-mail messages that are unrelated to the mission of the University).
- Knowingly using the campus network to send any threatening, or otherwise inappropriate message.
- Illegal download of copyrighted software or other works (e.g., music files).

IMPROPER USE OF CELL PHONE CAMERAS

Misuse of mobile phone cameras, electronic capture devices, or unauthorized audio or video recording, in an area where the expectation of privacy exists, or to facilitate plagiarism, compromise academic work, including but not limited to tests, or otherwise improperly compromise the intellectual property rights of others.

HAZING

Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

ABUSE OF FIRE SAFETY STANDARDS

Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel.

ABUSE OF THE STUDENT CONDUCT SYSTEM

Abuse of the student conduct system, including but not limited to:

- Failure to obey the summons of a student conduct body or University official
- Falsification, distortion, or misrepresentation of information before a student conduct body
- Disruption or interference with the orderly conduct of a student conduct body prior to, and/or during the course of, the student conduct proceeding
- Initiating a student conduct proceeding without justification
- Attempting to discourage an individual's proper participation in, or use of, the student conduct system
- Attempting to influence the impartiality of a member of a student conduct body prior to, and/or during the course of, the student conduct proceeding
- Harassment (verbal or physical) and/or intimidation of a member of a student conduct body, participant, and/or witness prior to, during, and/or after a student conduct proceeding
- Failure to comply with the sanction(s) imposed under the Students' Rights and Responsibilities policy
- Influencing or attempting to influence another person to commit an abuse of the student conduct system

OTHER OFFENSES AGAINST THE WEBSTER UNIVERSITY COMMUNITY

- Violations of other published University policies, rules, or regulations. Such policies, rule, or regulations may include the Housing and Residential Life Handbook, specific departmental policies, and the contracts and leases for campus housing.
- Selling, or solicitation, on campus without the written authorization from the Dean of Students or his/her designee.
- Creating a fire, safety, or health hazard.

CRIMINAL CONDUCT AND/OR CIVIL OFFENSES

A violation of any local, state, or federal criminal law, or engaging in behavior that is a civil offense may be considered a violation of the Webster University Student Code of Conduct, even if the specific criminal conduct/civil offense is not specifically listed in this Student Responsibility section. The criminal conduct/civil offense may be considered as a violation of the Code of Conduct irrespective of whether the criminal violation/civil offense is prosecuted in a court of law. The University may inform law enforcement agencies of perceived criminal violations and may elect to defer internal student conduct action until prosecution of the criminal violation has been completed. Exoneration from criminal charges will not result in immunity from civil action or University proceedings.

OFF-CAMPUS BEHAVIOR

Off-campus behavior that is detrimental to the University or its students, faculty, or staff in their roles as members of the campus community is governed by this code. Webster reserves the right to take actions that address the violations through educational intervention or sanctions.

SOCIAL MEDIA AND OTHER ELECTRONIC PLATFORMS

Behavior conducted through social media and/or other electronic platforms that is detrimental to the University, its students, faculty, or staff in their roles as members of the campus community is governed by this code. Webster reserves the right to take actions that address the policy violations through educational intervention or sanctions.

ADMISSIONS APPLICATIONS

Webster reserves the right to deny admission based on non-academic reasons when it is believed to be in the best interests of the University. A disciplinary violation or criminal conviction may affect admission, enrollment, or course of study, whether occurring prior to the time of application, while the application is under review, or after the admission decision has been made.

Disciplinary and Student Conduct Procedures

Because Webster University is an educational institution, Student Conduct procedures and disciplinary responses to student behavior are designed as much for guidance and correction of behavior as for invoking fair and appropriate sanction. This code and these procedures are designed to determine whether students' alleged behaviors violate the standards and expectations of the University educational community. These expectations and procedures should, in no way, be construed to replace civil or criminal expectations or proceedings. Where necessary and appropriate, the University will work in concert with legal enforcement officers to address alleged illegal behavior. These procedures are used to address the seriousness of the offense and the record of conduct of a given student; however, specific responses are not rigidly predetermined. The University recognizes that inappropriate behavior may be the result of the student's inability to solve a problem or manage a situation appropriately. Ultimately, the student must accept responsibility for his or her behavior and the consequences that result. However, the University also recognizes that Student Conduct responses may include providing students with educational alternatives that assist the student in learning how to handle certain situations. The fundamental hope is that the student can learn and grow from the incident and sanctions imposed in response to that behavior, and that he or she can make the necessary changes in his or her behavior to become a constructive member of the educational community.

UNIVERSITY RIGHTS AND RESPONSIBILITIES

Regarding Campus Disruption or Obstruction: In cases of alleged campus and/or classroom disruption or obstruction of the academic mission of the institution, immediate action may be initiated by a faculty member and/or administrator to restore order and/or to prevent further disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. Faculty members have the right to address the immediacy of a situation as they deem appropriate (e.g., temporary removal of a student from a class when inappropriate, disruptive behavior occurs). Faculty response is forwarded to the academic dean for review (see Academic Dean's Review below), and if necessary, further action. Further action might include permanent removal from the course. When necessary and appropriate, Public Safety and/or the Webster Groves Police may be contacted to assist with restoring peace and order.

Search and Seizure: In cases of alleged behavior that violates campus policy, or when there is confirmed suspicion that students may represent a harm to themselves or others students, their campus residences may be subject to an administrative search. In such cases, students will be provided with notification of areas to be searched and nature of items sought prior to the search for and seizure of personal items that may be in violation of campus policies.

THE RIGHTS OF THE STUDENT CHARGED

The student being charged has the right to testify on his or her own behalf, and the right to bring witnesses on his or her own behalf. Accused students may submit questions in advance to the hearing officer that they wish to have asked of those bearing witness against them. During the hearing, questions should be directed to the hearing officer, not to the witness. The use of these questions is at the discretion of the hearing officer. In cases of alleged sexual assault, special measures may be invoked to protect the rights of the victim as well as the accused. In the event accused students choose not to testify, decisions may still be rendered in the absence of their testimony. Students who receive University accommodations under the Americans with Disabilities Act should notify the hearing officer that the appropriate accommodations should be accorded them as part of the disciplinary process.

REPORTING A VIOLATION

Reports of alleged violations of University rules or regulations are made to the Dean of Students (or the Academic Dean in cases of academic misconduct), or his or her designee, herein referred to as the Dean.

The Dean informs the student in writing that an alleged violation of the Code of Conduct has been reported about him or

her. The Dean commences an investigation of the incident by reviewing the incident with the student. The student may be asked to provide a written statement to the Dean within 48 hours of this preliminary discussion. The Dean also may request written testimony from the person(s) who brought forward the information or charges and any other persons the Dean believes may provide pertinent information.

The Dean of Students may appoint a designee from the Student Affairs staff to act in his or her place for any disciplinary procedure. For cases involving more than one student or a student group, the Dean of Students decides whether separate or group meetings are appropriate and proceeds to gather pertinent information regarding the case.

CONFIDENTIALITY

All disciplinary and Student Conduct procedures are closed and confidential. Final disciplinary decisions are communicated to the student charged and relevant school officials. If the student charged signs a release, the final disciplinary decisions are also communicated to the charging party. In cases alleging violent behavior, the final disciplinary decisions are automatically communicated to the charging party. A copy of the written description of the sanction is placed in the Dean's disciplinary file in the Office of Student Affairs.

TYPES OF PROCEEDINGS

Mediation: This procedure is implemented by the Dean or his or her delegate and is generally reserved for first and less serious violators. It is employed when a violation arises out of a dispute between a charged student and another party or parties. The goal is to design a mechanism to resolve the dispute and to prevent it from recurring. A signed record of the mediation efforts, and the agreed-upon resolution, will be retained by the Office of Student Affairs. If the participants in mediation fail to live up to the agreed-upon settlement, a charge(s) may be processed under the appropriate procedures cited below.

Administrative Proceeding: The University recognizes that not every dispute or violation of individual rights or University rules and regulations should be handled by a University Student Conduct body. Many disputes or infractions can be handled within the context of an administrative hearing. The administrative proceedings are conducted by the Dean of Students (or his or her designee), the Coordinator of Housing and Residential Life or Managing Director of Webster Village Apartments (when the offense occurs in on-campus residences), or the Academic Dean (when the offense occurs within an academic setting).

Such hearings are appropriate under any of the following conditions:

- When there is no record of disciplinary action in the recent past or a record of only minor violation;
- When sanctions called for are less severe than suspension or expulsion from the University;
  - When both the student charged and the party making the charge (e.g., a University official or another student) agree to the facts in an incident and the charged party admits fault. In this case both parties agree to implementation of a disciplinary decision by the Dean, or his or her designate, or, in the case of an infraction in an on-campus residential property, the Coordinator of Housing and Residential Life or Managing Director of Webster Village Apartments. This agreement is made in the form of a written joint memorandum. The student's right of appeal remains unchanged;

  or

  - When the student charged does not admit fault, but chooses an administrative hearing as an alternative to a hearing before the University Student Conduct Board. In such a case, the student signs a memorandum of consent for such a hearing;

- When a student has been temporarily suspended due to violence or the threat of violence.

If the student is found in violation of a stated policy by the Dean, sanctions are assigned. The decision is written as soon as is reasonably practicable after the hearing and forwarded to the student and, if a release is signed, to the person who made the charge. In cases with multiple students involved, written decisions may be delayed until all hearings have taken place.

Academic Dean's Review

This procedure is implemented by the Academic Dean (or his or her designee) and is intended to review the status of the student in a faculty member's course. This review may include a mediation between the student and the faculty member or it may be an administrative proceeding to determine whether a student should be allowed to remain in the given course. Because of the necessity for swiftness, this review should take place as soon as possible following the incident and is not subject to the requirement of three days advanced, written notice to the student. After consulting with the student and the faculty member, together and/or separately (and any necessary witnesses), the Dean shall render a decision. The student's right of appeal is to the Provost. In cases of academic dishonesty, a faculty member or university designee may request an academic dean's review for possible referral to the Academic Honesty Board for a hearing on potential suspension or dismissal.

The University Student Conduct Board (USCB)

The University Student Conduct Board consists of a pool of representatives appointed each year as follows: six students by the Student Government Association President, four faculty members by the Faculty Senate President, four administrative staff members by the Vice President for Finance and Administration. The panel of board members for each hearing is composed of three students, two faculty members, and two administrative staff members, chosen from the aforementioned pool. The Student Conduct Board selects one of its members to serve as presiding officer.

Five members of the Board must be present in order to hold a hearing. The purpose of the University Student Conduct Board is to hear charges of student violations of University rules and regulations in cases that might involve suspension or expulsion, to decide whether the charged student is responsible for the alleged violation(s), and if responsible, to assign sanctions. The University Student Conduct Board also reviews requests for appeal of decisions made by the Dean, and hears all cases referred directly by the Dean.

Expedited Process for Suspension or Dismissal

In the most serious, "high risk" cases, in which the accused student may pose a serious threat to the health and safety of students, faculty, and staff, the following process may be enacted, with the approval of the Vice President for Enrollment Management and Student Affairs. Steps 1-3 can take place within a single day.

- The accused student is informed of the charges against him/her via email, letter, or phone call.
- The accused student has the opportunity to respond to these charges via email, letter, or phone call.
- The accused student will have the opportunity to submit questions to be answered by his/her accuser(s).
- The dean of students (or his/her designee) decides if the accused student is responsible for a violation of University policies, and if appropriate, determines sanctions, which could include suspension or dismissal. This is communicated to the accused student.
- The accused student has ten days in which to forward a written appeal to the dean of students' office. Any such appeal must set out the specific reasons supporting the appeal, including any contested finding of facts which are set out in the Dean's determination of sanctions. The written appeal will be reviewed by the appropriate body, the University Student Conduct Board or the Sexual Offense Hearing Board.

Due to the seriousness of this kind of case, all requirements for advance notification are hereby waived.

Examples of these “high risk” cases include:

- Violent crimes against a person,
- Behavior resulting in felony charges or convictions (equivalent to Class A, B, or C felonies in Missouri)
- Threats or harassment of such an egregious nature that campus safety is affected
- Any behavior that strongly suggests the accused may be a serious threat to the health and safety of students, faculty, or staff

Procedural Guidelines for Administrative and Student Conduct Hearings
The Student Conduct Board or Hearing Officer shall conduct hearings so as to assure the basic concept of procedural fairness. The following procedures shall be adhered to:

The Dean of Students or his or her designate is responsible for setting the hearing time, notifying all parties who are to testify, and forwarding all pertinent data to the appropriate board.

The Dean of Students shall give appropriate advance notice, in writing, of the charges against the student and copies of available evidence, to ensure that he or she may adequately prepare for such a hearing. The notice clearly indicates the date, time, and place of the hearing. The notification should be received by the student at least three calendar days prior to the hearing. Students who receive University accommodations under the Americans with Disabilities Act should notify the Hearing Officer about the accommodations that should be accorded them as part of the disciplinary process.

The hearing shall not be considered to be a legalistic trial. Rather, the Student Conduct Board or Hearing Officer shall examine all relevant facts and circumstances at the hearing, shall ensure the relevancy of witnesses’ statements, and shall, using a standard of “more likely than not,” determine whether the charged student should be held responsible for a violation of the Code of Conduct.

Hearings are confidential and closed to all but the principals of the case. At the discretion of the Hearing Officer, a transcript may be kept in audio taped or written form. The tape and transcript are the property of the Dean’s Office. Students are not permitted to tape or otherwise record the proceedings. Transcripts will be kept by the Dean’s Office and may be reviewed but not copied or removed from the Dean’s Office.

All parties have the right to be assisted in their presentation by an advisor of their choice. The advisor may be, but is not limited to, a friend, a fellow student, or faculty member. The advisor may speak privately to the student charged during the proceedings with permission of the presiding Hearing Officer. At no time during the hearing, however, will such advisor be permitted to speak for the advisee. Each party may request a brief recess to consult with his or her advisor. The presiding officer rules on questions of procedure and is responsible for moving the proceedings along in a timely and orderly manner. Students are responsible for providing copies of all documents to their advisors.

Prior to the hearing (at least 24 hours), the student being charged should submit to the Dean a list of any witnesses he or she wishes to present and the nature of the testimony they may offer. This student should also submit a list of questions he or she wishes to have asked of the charging party.

At the hearing, the student being charged and the charging party shall have ample opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses in person. In addition, both parties shall be afforded the opportunity to comment on any written statements or other evidence presented, and to respond to questions.

No member of the Student Conduct Board or the Hearing Officer should be either a witness for or against the student or a

person previously engaged in formulating the charge or in presenting the material relating to the case. Alternate members will be appointed in cases in which Board members have a perceived conflict of interest with the principals of the case.

The presiding officer rules on all objections, questions, and procedural points, subject to being overruled by majority vote of the Board. He or she also determines the sequence of testimony, including the option of having all principal parties meet together in the hearing. All those who participate in the hearing are obligated to conduct themselves in an orderly manner and to obey and abide by the presiding officer's rulings. The Dean of Students attends all hearings to serve as an advisor in the process.

Once all testimony is heard or read, the student being charged and the charging party are asked to make a final statement and the Hearing Officer or Board members are given a final opportunity to ask questions. All persons other than Board members and the Dean of Students are then excused and the Board meets to render a decision. The Dean of Students does not vote.

The Hearing Officer or Board decides whether there was a violation of policy using a standard of "more likely than not." They also determine whether the charged student should be held responsible for that violation. If so, sanctions are also imposed on the responsible student. Each decision must have been reached by a majority of the Board. Once a decision is reached, the student being charged is informed orally of the decision by the Dean of Students. Both parties receive the decision in writing from the Dean of Students as soon thereafter as is practicable (the charging party is informed only if the student charged signs a release form or if the case involves a violent act).

Appeals
Grounds for appeals:

- Procedural error
- New evidence
- Excessive sanction

Limits of appeal and sequence of appeal:

A student found in violation of a stated policy may appeal a disciplinary decision only once, based on one or more of the criteria cited above. The appeal may take place in one of the following stages:

Appeal of a decision by / Appeal to:

- Community Director in Residential Life / Associate Dean of Students
- Dean of Students or Coordinator of Student Affairs / University Student Conduct Board
- Academic Dean (or designee) / Provost
- University Student Conduct Board / Vice President for Enrollment Management and Student Affairs

Appeal Procedure
The act of filing an appeal usually postpones the action required by the initial decision until the appeal process is completed, unless the Dean of Students (in consultation with the President or others at the Vice Presidential level) determines that postponement of the sanction may result in a serious threat to the University community.

The student must file the appeal through the Office of Student Affairs within 10 calendar days of receiving written notification of the decision. (An extension of this deadline may be requested in writing to the Dean of Students to accommodate periods of University recess or for other extenuating circumstances.) The Dean of Students then forwards

the request to the appropriate Hearing Officer or the University Student Conduct Board.

The individual seeking the appeal must indicate, in writing, the specific bases or reasons for his or her appeal. The appeal statement should include the following: Student's name, ID#, local address, phone number, reason for appeal (see 7 a. above), and appropriate information regarding why the appeal should be granted. The letter should be of sufficient detail to stand on its own without accompanying testimony to permit the evaluation of the merit of the grounds for appeal. For example, if there were procedural errors, the errors should be identified and it should be noted what effect those errors had on the outcome of the case. If there is new evidence, the nature of that evidence and the potential effect on the outcome of the case should be noted. If the student believes the sanction was excessive, the student should take great care to note why they believe the sanction was excessive and should suggest a more reasonable sanction.

The appropriate Hearing Officer or an appeals committee of the University Student Conduct Board will consider the written statement of appeal and recommend action to be taken: denial of appeal or a new hearing. The individuals involved will receive written notification of the decision from the Dean of Students.

If the result of the appeal is an order for a rehearing, the hearing procedures described above shall apply. A new panel of Student Conduct Board members would rehear the case.

Disciplinary Actions

Disciplinary actions are proscribed by the Hearing Officer or Student Conduct Board. Students are obligated to carry out all directives of the Hearing Officer or body. Failure to do so may result in further sanctions. It is the prerogative of the Student Conduct body to assign sanctions it deems fitting in response to the actions of the student found in violation. The Dean of Students has responsibility for monitoring compliance with all sanctions.

TEMPORARY SUSPENSION

Students may be placed on temporary suspension by the Dean of Students (in consultation with the President or others at the Vice Presidential level) in the following circumstances: If the student is reasonably likely to present a threat to him or herself, to the University community, or to any of its members; or if the student poses a definite threat of disruption of, or interference with, the normal operations of the University, the alleged violator may be placed on temporary suspension. The student will be afforded an Administrative Hearing as soon as is practically possible to determine if, when, and which University privileges may be reinstated; however the student will remain on suspension until the proceedings are complete. The opportunity for appeal to the UJB remains intact. During the temporary suspension, the student shall be denied access to University facilities and/or all other University activities or privileges for which the student might otherwise be eligible as deemed appropriate by the Dean.

DISCIPLINARY SANCTIONS

Levels

The primary functions of any hearing body or officer are to determine whether or not there was a violation of policy and, if so, to recommend an appropriate sanction. The following are guidelines for sanctions, though ultimate determination of appropriate sanction lies with the Hearing Officer or hearing body.

Typically, for a first-time offender, a Level 1 sanction will be recommended. A Level 2 sanction may be recommended if the violation was a serious first offense or if the referred party was a repeat offender. Level 3 sanctions are usually reserved for serious first-time offender(s) or for repeat offenders. The following are examples of disciplinary sanctions. These may

be used in combination at the discretion of the ruling party.

Level 1
- Student Conduct Letter of Warning
- University Disciplinary Warning
- Educational Sanction
- Financial Restitution
- Parental Notification of Violation and Imposed Sanctions
- Administrative Withdrawal from a Course
- Administrative Hold on University Account

Level 2
- Student Conduct Letter of Warning
- University Disciplinary Warning
- Educational Sanction
- Financial Restitution
- Parental Notification of Violation and Imposed Sanctions
- Administrative Withdrawal from a Course
- Administrative Hold on University Account

Level 3
- Disciplinary Suspension
- Disciplinary Dismissal

DESCRIPTIONS OF DISCIPLINARY SANCTIONS

Student Conduct Letter of Warning: A warning letter issued by a Student Conduct hearing body or officer. The letter is placed in the Dean's Student Conduct File and will be made available to any hearing body or officer should the student become a repeat offender.

Administrative Withdrawal: The withdrawal of a student from a specific course, major, or academic department may be invoked in cases where the student violates the expectations of the academic arena (e.g., classroom incivility, disruption, harassment of faculty members).

Parental Notification of Violation and Imposed Sanctions: Under most circumstances, University administrators will not release information to parents without the consent of the student regarding the charges, proceedings, or sanctions imposed in a Student Conduct hearing. Exceptions include violations of the alcohol and drug policy (for students under the age of 21) and sanctions that include probation.

Administrative Hold on University Account: This action is most frequently taken when students do not complete assigned Student Conduct sanctions within the required timeframe, when students fail to answer Student Conduct charges, and when students must complete specific actions prior to being readmitted following suspension. This action prevents students from registering for classes, obtaining transcripts, diplomas, etc. Webster University reserves the right to withhold transcripts or a diploma pending the resolution of all outstanding Student Conduct charges and the successful completion of any sanctions issued as a result of those charges.

Disciplinary Probation: A more stringent warning used in response to a more serious violation or frequent violations of University regulations. Further violations would require consideration of Disciplinary Suspension. This action prevents students from being able to study abroad during the probationary period. This status may also be communicated to other

schools to which a student may transfer (or has transferred).

University Housing Probation: A status that places the student on probation for a stated period of time. This is in response to violations of University regulations in the residence halls, University-owned houses, or other campus residences. This sanction may be given in addition to a Student Conduct Letter of Warning or Disciplinary Probation. This status is meant to notify a student that his or her housing privileges may be revoked.

Removal from University Housing: The removal of the student from on-campus housing on either a permanent basis or for a stated period of time. This is a more stringent action taken in response to serious or repeated violations of University regulations.

Disciplinary Suspension: Action that separates the student from the University for a stated minimum period of time. At the end of the period, the student must apply to the Dean of Students for reinstatement.

Disciplinary Dismissal: This status permanently separates the student from the University.

OTHER DISCIPLINARY ACTIONS

Restitution, Fines, and Refunds: In cases that involve damage to personal, University, or private property, full restitution is typically required. Fines may result when the Hearing Officer believes they are appropriate. Restitution and/or fines should be paid by check or money order. In cases of suspension or expulsion, there is no refund of University fees. Tuition and room and board charges may be refunded consistent with University refund policies.

Educational Sanction: A proscribed activity designed to assist the student in understanding how his or her actions affect the community and/or to contribute to the betterment of the community. Such action is available at any level to supplement or replace any other Student Conduct action.

Behavioral Contract: These contracts are written to provide very clear expectations regarding a student's behavior within given circumstances. Probation is typically part of the contract.

Residential or Campus Restriction: Students may be restricted from access to residential facilities or other campus facilities, activities, or services. A student may also be barred from the entire campus if past behavior threatens the health, safety, or well-being of any member(including self) of the University community.

Academic Honesty Policy and Procedures

The University is committed to high standards of academic conduct and integrity. Students will be held responsible for violations of academic honesty.

DEFINITIONS OF ACADEMIC DISHONESTY

Academic dishonesty includes the following and any other forms of academic dishonesty:

Cheating: Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with a fellow student in an effort to improve one's grade.

Fabrication: Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.

Plagiarism: Using the works (i.e. words, images, other materials) of another person as one's own words without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a website or an Internet paper clearinghouse.

Facilitating Academic Dishonesty: Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

DISCIPLINARY ACTIONS

In most cases, the instructor will address issues of academic dishonesty within the confines of the student's course. The instructor may decide an appropriate consequence, including the following options: a written warning; the assignment of a written research project about the nature of plagiarism and academic honesty; a reduced grade or partial credit on the assignment; requiring the student to repeat the assignment; or issuing a failing grade to the student of the course.
If a student receives an unsatisfactory grade (C, F) in a course as a result of academic dishonesty, existing academic policies may lead to probation or dismissal.

In extreme cases, a dishonesty violation may warrant consideration for dismissal, suspension, or other disciplinary action. These disciplinary actions require a formal Student Conduct process as outlined in the Student Handbook.

ACADEMIC HONESTY BOARD

Purpose: The Academic Honesty Board hears cases involving charges of student violations of the Academic Honesty Policy.

Board Representation: The Academic Honesty Board consists of four (4) members chosen from a pool of representatives appointed each year as follows:

- Five full-time and five part-time faculty members, one each from each school and college appointed by the academic deans.
- Five academic administrative staff members appointed by the Provost, Senior Vice President & Chief Operating Officer.

Panel Representation: The panel of board members for each hearing is composed of two faculty members and two academic administrative staff members, chosen from the pool. The Academic Honesty Board Panel selects one of its members to serve as presiding Hearing Officer.

Initiation of Process:

- Cases are referred to the Academic Honesty Board by the academic deans.
- The Academic Honesty Board will be convened by the Office of Academic Affairs (OAA).

Process: The Academic Honesty Board shall conduct hearings so as to assure the basic concept of procedural fairness. The following procedures shall be adhered to:

The Office of Academic Affairs (OAA) is responsible for setting the hearing time, notifying all parties who are to testify, and forwarding all pertinent data to the appropriate board.

The OAA shall give appropriate advance notice, in writing, of the charges against the student and copies of available evidence, to ensure that he or she may adequately prepare and present at the hearing. The notice will clearly indicate the date, time, and place of the hearing. The notification should be received by the student at least three calendar days prior to the hearing. Students who receive University accommodations under the Americans with Disabilities Act should notify the Hearing Officer about the accommodations that should be accorded them as part of the disciplinary process.

The hearing shall not be considered to be a legalistic trial. Rather, the Academic Honesty Board shall examine all relevant facts and circumstances at the hearing, shall ensure the relevancy of witnesses' statements, and shall, using a standard of "more likely than not," determine whether the charged student should be held responsible for a violation of the Academic Honesty policies.

Hearings are confidential and closed to all but the principals of the case. A transcript will be kept of the preceding via audio tape or written form. The tape and transcript are the property of the OAA.

Students are not permitted to tape or otherwise record the proceedings. Transcripts will be kept by the OAA and may be reviewed but not copied or removed from the OAA.

The student has the right to be assisted in their presentation by an advisor of their choice. The advisor may be, but is not limited to, a friend, a fellow student, or faculty member. The advisor may speak privately to the student charged during the proceedings with permission of the presiding Hearing Officer. At no time during the hearing, however, will such advisor be permitted to speak for the advisee. Each party may request a brief recess to consult with his or her advisor. The presiding officer rules on questions of procedure and is responsible for moving the proceedings along in a timely and orderly manner. Students are responsible for providing copies of all documents to their advisors.

Prior to the hearing (at least 24 hours), the student being charged should submit to the OAA a list of any witnesses he or she wishes to present and the nature of the testimony they may offer. This student should also submit a list of questions he or she wishes to have asked of the charging party.

At the hearing, the student being charged shall have ample opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses in person. In addition, both parties shall be afforded the opportunity to comment on any written statements or other evidence presented, and to respond to questions.
No member of the Academic Honesty Board should be either a witness for or against the student or a person previously engaged in formulating the charge or in presenting the material relating to the case. Alternate members will be appointed in cases in which Board members have a perceived conflict of interest with the principals of the case.

The presiding officer rules on all objections, questions, and procedural points, subject to being overruled by majority vote of the Board. He or she also determines the sequence of testimony, including the option of having all principal parties meet together in the hearing. All those who participate in the hearing are obligated to conduct themselves in an orderly manner and to obey and abide by the presiding officer's rulings. A staff member from OAA attends all hearings to serve as an advisor in the process.

Once all testimony is heard or read, the student being charged is asked to make a final statement and the Hearing Officer or Board members are given a final opportunity to ask questions. All persons other than Board members and the staff member from the OAA are then excused and the Board meets to render a decision. The staff member from the OAA does not vote.

The Academic Honesty Board decides whether there was a violation of policy using a standard of "more likely than not." They also determine whether the charged student should be held responsible for that violation. If so, sanctions are also imposed on the responsible student. Each decision must have been reached by a majority of the Board. Once a decision is reached, the student being charged is informed orally of the decision by the staff member from the OAA. Both parties receive the decision in writing from the OAA as soon thereafter as is practicable.

A copy of the decision will be maintained in the OAA. If applicable, a copy of the decision may be forwarded to the Office of Student Affairs.

Sanctions: The Academic Honesty Board may issue sanctions as part of their final decision. These sanctions may include, but are not limited to, the following:

Letter of Warning: A warning letter outlines the concerns of the Academic Honestly Board and includes an academic improvement plan for student success.

Letter of Suspension: A suspension letter will outline the suspension time for the student and which term they may be allowed to return to their studies. At the end of the period, the student must apply for reinstatement. The reinstatement letter must be filed through the Office of the Provost to the attention of the Vice Provost.

Letter of Dismissal: A dismissal letter will outline the terms of termination of the student's academic studies with the University.

Academic Honesty Board Decision Appeal Process: The Academic Honesty Board decision may be appealed by the student. All student appeals will be reviewed and decided by the Provost, Senior Vice President & Chief Operating Officer. Students should send their appeal to the attention of the Vice Provost.

Academic Honesty Board Decision Appeal Procedure: The student must file the appeal through the Office of the Provost, in care of the Vice Provost, within 10 calendar days of receiving written notification of the decision.

The individual seeking the appeal must indicate, in writing, the specific bases or reasons for his or her appeal. The appeal statement should include the following: student's name, ID#, local address, phone number, grounds for appeal, and appropriate and detailed information regarding why the appeal should be granted.

The Provost will consider the statement of appeal and issue a decision. The student will receive written notification of the decision from the Office of the Provost, Senior Vice President & Chief Operating Officer. The decision of the Provost is final.

Extended Campus Code of Conduct

Statement of Ethics

We endeavor to fulfill the following expectations:

- To preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty;
- To treat others with respect and dignity;
- To respect the rights and property of others;
- To act with concern for the safety and well-being of all our associates.

Student Rights

Webster University students are accorded the following rights to ensure positive educational results for each individual:

Educational Environment: Students have the right to an environment conducive to their educational pursuits. This environment should be free from harassment and discrimination and free from any other unreasonable interference with their educational experiences. Webster University offers protection from discrimination to students in their educational programs, activities, and employment on the basis of race, sex, sexual orientation, color, creed, age, ethnic or national origin, or nondisqualifying handicap, as required by federal laws and legislation, including Title IX of the 1972 Educational Amendments.

Assembly and Expression: Students have the right to assemble and express themselves freely in a lawful and orderly manner. (This right may be subject to the "Rallies, Demonstrations, and Public Assemblies" policy described herein.)
Privacy: Students have the right to privacy as protected by the Family Educational Rights and Privacy Act of 1974 as amended (commonly referred to as the Buckley Amendment).

Information: Students have the right to information pertaining to academic standing, course requirements, and graduation requirements.

Participation in University Governance: Students have the right to participate in University governance through the Student Government Association, other student organizations, and through University-wide committees, as set forth in University policy.

Joining Campus Organizations: Students have the right to join campus organizations, as set forth by respective organizations' constitutions and by University policy.

Access to Disciplinary Procedures: Students have the right to utilize disciplinary procedures, as set forth in University policies.

Search and Seizure: Students have the right to be secure from unreasonable search and seizure.
Grievances: Students have the right to make their concerns or grievances known through the appropriate administrative channels as prescribed under the policies of the University.

Student Responsibilities

When enrolling at Webster University, a student assumes responsibilities to fellow students, to the University, and to himself or herself. Students are responsible for conducting themselves in a lawful, civil, and responsible manner and for observing all University rules, regulations, and policies. This policy is intended to address concerns regarding the behavior of students who are members of the University community. These procedures are not intended to replace civil and/or criminal procedures. When necessary, the University will work with appropriate law enforcement officials to redress accusations of criminal activity.

For the purposes of the Student Code of Conduct, a student is defined as someone who has accepted an offer of admission to the University with a monetary deposit and is in the process of enrolling (i.e., summer registration program), is enrolled, or was recently enrolled as a part-time or full-time student. Student status remains in effect during any semester in which a person is or has been enrolled (regardless of whether they dropped or withdrew from that semester); during break periods between consecutive semesters of enrollment; and during the quarter/semester immediately preceding and immediately following enrollment until a diploma is conferred.

If the University becomes aware that a student or applicant is a convicted felon, or is required to register as a sex offender, the University reserves the right to immediately dismiss that student and/or prohibit that applicant from enrolling in future classes, or limit the access of that student to specific campus facilities, based upon a review of the crime committed by the student/applicant.

The following actions are defined by the University as unacceptable forms of behavior and are subject to disciplinary response:

DISHONESTY

Acts of dishonesty, including but not limited to the following:

- Cheating, plagiarism, or other forms of academic dishonesty
- Furnishing false information to any University official, faculty member, or office
- Forgery, alteration, or misuse of any University document, record, or instrument of identification
- Tampering with the election of any recognized University student organization
- Misappropriation of student activity and/or University funds
- Falsification of work hours on a payroll timesheet
- Violating a student's right to privacy as outlined in the University's FERPA policy
- Providing false information on the admission and/or housing application.

Academic dishonesty includes the following and any other forms of academic dishonesty:

Cheating: Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with a fellow student in an effort to improve one's grade.

Fabrication: Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.

Plagiarism: Using the works (i.e. ideas, words, images, other materials) of another person as one's own academic property without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a Web site or an Internet paper clearinghouse as well as work submitted by the student for another course or assignment.

Facilitating Academic Dishonesty: Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

VERBAL ASSAULT, HARASSMENT, INTIMIDATION, BULLYING, DEFAMATION, AND THREATENING OR ABUSIVE BEHAVIOR

Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of any person.

Threatening or causing physical harm to another person. Physical abuse includes, but is not limited to: personal injury, physical restraint against a person's will, and holding or transporting an individual against his will.

"Bullying" is defined as inappropriate, unwelcome behavior (through various means of communication or physical contact) which targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may also be the result of repeated behavior of an intimidating nature. Or, if direct, may also meet this definition and can occur through verbal, physical, electronic or other means.

Conduct constitutes prohibited "Bullying" when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- Sabotaging or undermining an individual or group's work performance or education experience;
- Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, social media, website, and/or online chat rooms in a threatening, intimidating, or humiliating manner.

"Defamation" is defined as the oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him.

DISRUPTION OR OBSTRUCTION

Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises

Participation in campus demonstrations that disrupt the normal operations of the University and/or infringe on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus, whether inside or outside.

THEFT, DAMAGE, OR UNAUTHORIZED USE

Attempted or actual theft of, unauthorized use of, and/or damage to property of the University or property of a member of

the University community or other personal or public property. This includes the intent to destroy or vandalize property.

UNAUTHORIZED ENTRY OR USE OF UNIVERSITY PREMISES

Unauthorized possession, duplication, or use of keys and/or access codes to any University premises or unauthorized entry to or use of University premises. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of University owned or leased facilities, their roofs, or the residential space of another without permission.

COMPLIANCE

Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to provide proof of identity to these persons when requested to do so.

DRUGS, ALCOHOL, FIREARMS, GAMBLING

Abuse of prescription and/or over-the-counter drugs.

Violation of any federal, state, or local law including but not limited to:

- Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law
- Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations, or public intoxication (also see Alcohol Policy below)
- Use or possession of firearms, fireworks, other explosives, other weapons, or dangerous chemicals on University premises not specifically authorized by the University
- Misuse of legal objects in a dangerous manner (e.g., laser pointing in someone's eyes)
- Illegal gambling or wagering

DISORDERLY, INDECENT CONDUCT

Conduct that is deemed disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.

THEFT OR OTHER ABUSE OF COMPUTER TIME

Theft or other abuse of computing resources and network access, including but not limited to:

- Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
- Unauthorized transfer of a file
- Unauthorized use of another individual's identification and password
- Use of computing facilities to interfere with the work of another student, faculty member, or University official
- Use of computing facilities to send, display, or print obscene or abusive messages
- Use of computing facilities to interfere with normal operation of the University computing system
- Knowingly causing a computer virus to become installed in a computer system or file
- Knowingly using the campus computer network to disseminate "spam" messages (i.e., unsolicited bulk e-mail messages that are unrelated to the mission of the University).
- Knowingly using the campus computer network to send any threatening, or otherwise inappropriate message.
- Illegal download of copyrighted software or other works (e.g., music files) for private financial gain and/or copying of works worth $1,000 or more within a six-month period.

IMPROPER USE OF CELL PHONE CAMERAS

Misuse of mobile phone cameras, electronic capture devices, or unauthorized audio or video recording, in an area where the expectation of privacy exists, or to facilitate plagiarism, compromise academic work, including but not limited to tests, or otherwise improperly compromise the intellectual property rights of others.

HAZING

Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

ABUSE OF FIRE SAFETY STANDARDS

Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel.

ABUSE OF THE STUDENT CONDUCT SYSTEM

Abuse of the Student Conduct system, including but not limited to:

- Failure to obey the summons of a Student Conduct body or University official
- Falsification, distortion, or misrepresentation of information before a Student Conduct body
- Disruption or interference with the orderly conduct of a Student Conduct body prior to, and/or during the course of, the Student Conduct proceeding
- Initiating a Student Conduct proceeding without justification
- Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
- Attempting to influence the impartiality of a member of a Student Conduct body prior to, and/or during the course of, the Student Conduct proceeding
- Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct body, participant, and/or witness prior to, during, and/or after a Student Conduct proceeding
- Failure to comply with the sanction(s) imposed under the Students' Rights and Responsibilities policy
- Influencing or attempting to influence another person to commit an abuse of the Student Conduct system.

OTHER OFFENSES AGAINST THE WEBSTER UNIVERSITY COMMUNITY

- Violations of other published University policies, rules, or regulations. Such policies, rules, or regulations may include the Housing and Residential Life Handbook, specific departmental polices, and the contracts and leases for campus housing.
- Selling, or solicitation, on campus without the written authorization from the Campus Director or his/her designee.
- Creating a fire, safety, or health hazard.

CRIMINAL CONDUCT AND/OR CIVIL OFFENSES

A violation of any local, state, or federal criminal law, or engaging in behavior that is a civil offense may be considered a violation of the Webster University Student Code of Conduct, even if the specific criminal conduct/civil offense is not specifically listed in this Student Responsibility section. The criminal conduct/civil offense may be considered as a violation of the Code of Conduct irrespective of whether the criminal violation/civil offense is prosecuted in a court of law. The University may inform law enforcement agencies of perceived criminal violations and may elect to defer internal Student Conduct action until prosecution of the criminal violation has been completed. Exoneration from criminal charges will not result in immunity from civil action or University proceedings.

OFF-CAMPUS BEHAVIOR

Off-campus behavior that is detrimental to the University or its students, faculty, or staff in their roles as members of the campus community is governed by this code. Webster reserves the right to take actions that address the violations through educational intervention or sanctions.

SOCIAL MEDIA AND OTHER ELECTRONIC PLATFORMS

Behavior conducted through social media and/or other electronic platforms that is detrimental to the University, its

students, faculty, or staff in their roles as members of the campus community is governed by this code. Webster reserves the right to take actions that address the policy violations through educational intervention or sanctions.

ADMISSIONS APPLICATIONS

Webster reserves the right to deny admission based on non-academic reasons when it is believed to be in the best interests of the University. A disciplinary violation or criminal conviction may affect admission, enrollment, or course of study, whether occurring prior to the time of application, while the application is under review, or after the admission decision has been made.

Disciplinary and Student Conduct Procedures

Because Webster University is an educational institution, Student Conduct procedures and disciplinary responses to student behavior are designed as much for guidance and correction of behavior as for invoking fair and appropriate sanction. This code and these procedures are designed to determine whether students' alleged behaviors violate the standards and expectations of the University educational community. These expectations and procedures should, in no way, be construed to replace civil or criminal expectations or proceedings. Where necessary and appropriate, the University will work in concert with legal enforcement officers to address alleged illegal behavior. These procedures are used to address the seriousness of the offense and the record of conduct of a given student; however, specific responses are not rigidly predetermined. The University recognizes that inappropriate behavior may be the result of the student's inability to solve a problem or manage a situation appropriately. Ultimately, the student must accept responsibility for his or her behavior and the consequences that result. However, the University also recognizes that Student Conduct responses may include providing students with educational alternatives that assist the student in learning how to handle certain situations. The fundamental hope is that the student can learn and grow from the incident and sanctions imposed in response to that behavior, and that he or she can make the necessary changes in his or her behavior to become a constructive member of the educational community.

UNIVERSITY RIGHTS AND RESPONSIBILITIES

Regarding Campus Disruption or Obstruction: In cases of alleged campus and/or classroom disruption or obstruction of the academic mission of the institution, immediate action may be initiated by a faculty member and/or administrator to restore order and/or to prevent further disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. Faculty members have the right to address the immediacy of a situation as they deem appropriate (e.g., temporary removal of a student from a class when inappropriate, disruptive behavior occurs). Faculty response is forwarded to Campus Director, who consults with the academic dean for review (or his or her designee), and if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University. When necessary and appropriate, Public Safety and/or the local police may be contacted to assist with restoring peace and order.2. The Rights of the Student Charged

The student being charged has the right to testify on his or her own behalf, and the right to bring witnesses on his or her own behalf. Accused students may submit questions in advance to the hearing officer that they wish to have asked of those bearing witness against them. During the hearing, questions should be directed to the hearing officer, not to the witness. The use of these questions is at the discretion of the hearing officer. In cases of alleged sexual assault, special measures may be invoked to protect the rights of the victim as well as the accused. In the event accused students choose not to testify, decisions may still be rendered in the absence of their testimony. Students who receive University accommodations under the Americans with Disabilities Act should notify the hearing officer that the appropriate accommodations should be accorded them as part of the disciplinary process.

REPORTING A VIOLATION

Reports of alleged violations of University rules or regulations are made to the Campus Director (or the Academic Dean in cases of academic misconduct), or his or her designee, herein referred to as the Director.

The Director informs the student in writing that an alleged violation of the Code of Conduct has been reported about him or her. The Director commences an investigation of the incident by reviewing the incident with the student. The student may be asked to provide a written statement to the Director within 48 hours of this preliminary discussion. The Director also may request written testimony from the person(s) who brought forward the information or charges and any other persons the Director believes may provide pertinent information. The Director may appoint a designee from the campus staff to act in his or her place for any disciplinary procedure.

CONFIDENTIALITY

All disciplinary and Student Conduct procedures are closed and confidential. Final disciplinary decisions are communicated to the student charged and relevant school officials. If the student charged signs a release, the final disciplinary decisions are also communicated to the charging party. A copy of the written description of the sanction is placed in a file at the campus and in the Dean's disciplinary file in the Office of Student Affairs in St. Louis.

TYPES OF PROCEEDINGS

Mediation: This procedure is implemented by the Director or his or her delegate and is generally reserved for first and less serious violators. It is employed when a violation arises out of a dispute between a charged student and another party or parties. The goal is to design a mechanism to resolve the dispute and to prevent it from recurring. A signed record of the mediation efforts, and the agreed-upon resolution, will be retained by the Director. If the participants in mediation fail to live up to the agreed-upon settlement, a charge(s) may be processed under the appropriate procedures cited below.

Administrative Proceeding: Many disputes or infractions can be handled within the context of an administrative hearing. The administrative proceedings are conducted by the Director (or his or her designee), or the Academic Dean (when the offense occurs within an academic setting).

Such hearings are appropriate under any of the following conditions:

- When there is no record of disciplinary action in the recent past or a record of only minor violation;
- When sanctions called for are less severe than suspension or expulsion from the University;
- When both the student charged and the party making the charge (e.g., a University official or another student) agree to the facts in an incident and the charged party admits fault. In this case both parties agree to implementation of a disciplinary decision by the Dean, or his or her designate, or, in the case of an infraction in an on-campus residential property, the Coordinator of Housing and Residential Life or Managing Director of Webster Village Apartments. This agreement is made in the form of a written joint memorandum. The student's right of appeal remains unchanged; if the student is found in violation of a stated policy by the Director, sanctions are assigned. The decision is written as soon as is reasonably practicable after the hearing and forwarded to the student and, if a release is signed, to the person who made the charge.

Academic Dean's Review: This procedure is implemented by the Academic Dean (or his or her designee) and is intended to review the status of the student in a faculty member's course. This review may include a mediation between the student and the faculty member or it may be an administrative proceeding to determine whether a student should be allowed to remain in the given course. Because of the necessity for swiftness, this review should take place as soon as possible following the incident and is not subject to the requirement of three days advanced, written notice to the student. After consulting with the student and the faculty member, together and/or separately (and any necessary witnesses), the Dean shall render a decision. The student's right of appeal is to the Provost and Senior Vice President. In cases of academic

dishonesty, a faculty member or university designee may request an academic dean's review for possible referral to the Academic Honesty Board for a hearing on potential suspension or dismissal.

The Campus Student Conduct Board (CSCB): The Campus Student Conduct Board consists of three members: one student, one faculty member, and one staff member selected by the Campus Director. The Student Conduct Board selects one of its members to serve as presiding officer. The purpose of the Campus Student Conduct Board is to hear charges of student violations of University rules and regulations in cases that might involve suspension or expulsion, to decide whether the charged student is responsible for the alleged violation(s), and if responsible, to assign sanctions. The Campus Student Conduct Board also reviews requests for appeal of decisions made by the Director, and hears all cases referred directly by the Director.

Expedited Process for Suspension or Dismissal: In the most serious, "high risk" cases, in which the accused student may pose a serious threat to the health and safety of students, faculty, and staff, the following process may be enacted, with the approval of the Vice President Enrollment Management and Student Affairs. Steps 1-3 can take place within a single day.

- The accused student is informed of the charges against him/her via email, letter, or phone call.
- The accused student has the opportunity to respond to these charges via email, letter, or phone call.
- The accused student will have the opportunity to submit questions to be answered by his/her accuser(s).
- The dean of students (or his/her designee) decides if the accused student is responsible for a violation of University policies, and if appropriate, determines sanctions, which could include suspension or dismissal. This is communicated to the accused student.
- The accused student has ten days in which to forward a written appeal to the dean of students' office. Any such appeal must set out the specific reasons supporting the appeal, including any contested finding of facts which are set out in the Dean's determination of sanctions. The written appeal will be reviewed by the appropriate body, the University Student Conduct Board or the Sexual Offense Hearing Board. Due to the seriousness of this kind of case, all requirements for advance notification are hereby waived.

Examples of "high risk" cases include:

- Violent crimes against a person,
- Behavior resulting in felony charges or convictions (equivalent to Class A, B, or C felonies in Missouri)
- Threats or harassment of such an egregious nature that campus safety is affected
- Any behavior that strongly suggests the accused may be a serious threat to the health and safety of students, faculty, or staff

Procedural Guidelines for Administrative and Student Conduct Hearings: The Student Conduct Board or Hearing Officer shall conduct hearings so as to assure the basic concept of procedural fairness.

The following procedures shall be adhered to:

The Director, or his or her designate is responsible for setting the hearing time, notifying all parties who are to testify, and forwarding all pertinent data to the appropriate board.

The Director shall give appropriate advance notice, in writing, of the charges against the student and copies of available evidence, to ensure that he or she may adequately prepare for such a hearing. The notice clearly indicates the date, time, and place of the hearing. The notification should be received by the student at least three calendar days prior to the hearing. Students who receive University accommodations under the Americans with Disabilities Act should notify the

Hearing Officer about the accommodations that should be accorded them as part of the disciplinary process.

The hearing shall not be considered to be a legalistic trial. Rather, the Student Conduct Board or Hearing Officer shall examine all relevant facts and circumstances at the hearing, shall ensure the relevancy of witnesses' statements, and shall, using a standard of "more likely than not," determine whether the charged student should be held responsible for a violation of the Code of Conduct.

Hearings are confidential and closed to all but the principals of the case. At the discretion of the Hearing Officer, a transcript may be kept in audio taped or written form. The tape and transcript are the property of the Director's Office. Students are not permitted to tape or otherwise record the proceedings. Transcripts will be kept by the Director's Office and may be reviewed but not copied or removed from the Director's Office.

All parties have the right to be assisted in their presentation by an advisor of their choice. The advisor may be, but is not limited to, a friend, a fellow student, or faculty member. The advisor may speak privately to the student charged during the proceedings with permission of the presiding Hearing Officer. At no time during the hearing, however, will such advisor be permitted to speak for the advisee. Each party may request a brief recess to consult with his or her advisor. The presiding officer rules on questions of procedure and is responsible for moving the proceedings along in a timely and orderly manner. Students are responsible for providing copies of all documents to their advisors.

Prior to the hearing (at least 24 hours), the student being charged should submit to the Director a list of any witnesses he or she wishes to present and the nature of the testimony they may offer. This student should also submit a list of questions he or she wishes to have asked of the charging party.

At the hearing, the student being charged and the charging party shall have ample opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses in person. In addition, both parties shall be afforded the opportunity to comment on any written statements or other evidence presented, and to respond to questions.

No member of the Student Conduct Board or the Hearing Officer should be either a witness for or against the student or a person previously engaged in formulating the charge or in presenting the material relating to the case. Alternate members will be appointed in cases in which Board members have a perceived conflict of interest with the principals of the case.

The presiding officer rules on all objections, questions, and procedural points, subject to being overruled by majority vote of the Board. He or she also determines the sequence of testimony, including the option of having all principal parties meet together in the hearing. All those who participate in the hearing are obligated to conduct themselves in an orderly manner and to obey and abide by the presiding officer's rulings. The Director attends all hearings to serve as an advisor in the process. The Dean of Students in St. Louis should be consulted on Student Conduct procedures used at the extended campuses.

Once all testimony is heard or read, the student being charged and the charging party are asked to make a final statement and the Hearing Officer or Board members are given a final opportunity to ask questions. All persons other than Board members and the Director are then excused and the Board meets to render a decision. The Director does not vote.

The Hearing Officer or Board decides whether there was a violation of policy using a standard of "more likely than not." They also determine whether the charged student should be held responsible for that violation. If so, sanctions are also imposed on the responsible student. Each decision must have been reached by a majority of the Board. Once a decision is reached, the student being charged is informed orally of the decision by the Director. Both parties receive the decision in writing from the Campus Director as soon thereafter as is practicable (the charging party is informed only if the student

charged signs a release form or if the case involves a violent act).

Appeals

Grounds for appeals:

- Procedural error
- New evidence
- Excessive sanction

Limits of appeal and sequence of appeal:

A student found in violation of a stated policy may appeal a disciplinary decision only once, based on one or more of the criteria cited above. The appeal may take place in one of the following stages:

Appeal of a decision by / Appeal to:

- Campus Director / Campus Student Conduct Board
- Academic Dean (or designee) / Provost
- Campus Student Conduct Board / Vice President Enrollment Management and Student Affairs

Appeal procedure:
The act of filing an appeal usually postpones the action required by the initial decision until the appeal process is completed, unless the Director (in consultation with the Dean of Students) determines that postponement of the sanction may result in a serious threat to the University community.

The student must file the appeal through the Office of the Campus Director within 10 calendar days of receiving written notification of the decision. (An extension of this deadline may be requested in writing to the Dean of Students to accommodate periods of University recess or for other extenuating circumstances.) The Director then forwards the request to the appropriate Hearing Officer or the Campus Student Conduct Board.

The individual seeking the appeal must indicate, in writing, the specific bases or reasons for his or her appeal. The appeal statement should include the following: Student's name, ID#, local address, phone number, reason for appeal (see 7 a. above), and appropriate information regarding why the appeal should be granted. The letter should be of sufficient detail to stand on its own without accompanying testimony to permit the evaluation of the merit of the grounds for appeal. For example, if there were procedural errors, the errors should be identified and it should be noted what effect those errors had on the outcome of the case. If there is new evidence, the nature of that evidence and the potential effect on the outcome of the case should be noted. If the student believes the sanction was excessive, the student should take great care to note why they believe the sanction was excessive and should suggest a more reasonable sanction.

The appropriate Hearing Officer or an appeals committee of the Campus Student Conduct Board will consider the written statement of appeal and recommend action to be taken: denial of appeal or a new hearing. The individuals involved will receive written notification of the decision from the Director.

If the result of the appeal is an order for a rehearing, the hearing procedures described above shall apply. A new panel of Student Conduct Board members would rehear the case.

Disciplinary Actions

Disciplinary actions are proscribed by the Hearing Officer or Student Conduct Board. Students are obligated to carry out all directives of the Hearing Officer or body. Failure to do so may result in further sanctions. It is the prerogative of the Student Conduct body to assign sanctions it deems fitting in response to the actions of the student found in violation. The Director has responsibility for monitoring compliance with all sanctions.

TEMPORARY SUSPENSION

Students may be placed on temporary suspension by the Director (in consultation with the Dean of Students and the appropriate Associate Vice President for Academic Affairs) in the following circumstances:

If the student is reasonably likely to present a threat to him or herself, to the University community, or to any of its members; or if the student poses a definite threat of disruption of, or interference with, the normal operations of the University, the alleged violator may be placed on temporary suspension. The student will be afforded an Administrative Hearing as soon as is practically possible to determine if, when, and which University privileges may be reinstated; however the student will remain on suspension until the proceedings are complete. The opportunity for appeal to the CJB remains intact. During the temporary suspension, the student shall be denied access to University facilities and/or all other University activities or privileges for which the student might otherwise be eligible as deemed appropriate by the Director.

DISCIPLINARY SANCTIONS

a. Levels

The primary functions of any hearing body or officer are to determine whether or not there was a violation of policy and, if so, to recommend an appropriate sanction. The following are guidelines for sanctions, though ultimate determination of appropriate sanction lies with the Hearing Officer or hearing body.

Typically, for a first-time offender, a Level 1 sanction will be recommended. A Level 2 sanction may be recommended if the violation was a serious first offense or if the referred party was a repeat offender. Level 3 sanctions are usually reserved for serious first-time offender(s) or for repeat offenders. The following are examples of disciplinary sanctions. These may be used in combination at the discretion of the ruling party.

Level 1

- Student Conduct Letter of Warning
- University Disciplinary Warning
- Educational Sanction
- Financial Restitution
- Parental Notification of Violation and Imposed Sanctions
- Administrative Withdrawal from a Course
- Administrative Hold on University Account

Level 2

- Student Conduct Letter of Warning
- University Disciplinary Warning
- Educational Sanction
- Financial Restitution
- Parental Notification of Violation and Imposed Sanctions
- Administrative Withdrawal from a Course

- Administrative Hold on University Account

Level 3
- Disciplinary Suspension
- Disciplinary Dismissal

Descriptions of Disciplinary Sanctions
Student Conduct Letter of Warning: A warning letter issued by a Student Conduct hearing body or officer. The letter is placed in the Director's Student Conduct File and will be made available to any hearing body or officer should the student become a repeat offender.

Administrative Withdrawal: The withdrawal of a student from a specific course, major, or academic department may be invoked in cases where the student violates the expectations of the academic arena (e.g., classroom incivility, disruption, harassment of faculty members).

Administrative Hold on University Account: This action is most frequently taken when students do not complete assigned Student Conduct sanctions within the required timeframe, when students fail to answer Student Conduct charges, and when students must complete specific actions prior to being readmitted following suspension. This action prevents students from registering for classes, obtaining transcripts, diplomas, etc. Webster University reserves the right to withhold transcripts or a diploma pending the resolution of all outstanding Student Conduct charges and the successful completion of any sanctions issued as a result of those charges.

Disciplinary Probation: A more stringent warning used in response to a more serious violation or frequent violations of University regulations. Further violations would require consideration of Disciplinary Suspension. This action prevents students from being able to study abroad during the probationary period. This status may also be communicated to other schools to which a student may transfer (or has transferred).

Disciplinary Suspension: Action that separates the student from the University for a stated minimum period of time. At the end of the period, the student must apply to the Director or the Dean of Students for reinstatement.
Disciplinary Dismissal: This status permanently separates the student from the University.

OTHER DISCIPLINARY ACTIONS

Restitution, Fines, and Refunds: In cases that involve damage to personal, University, or private property, full restitution is typically required. Fines may result when the Hearing Officer believes they are appropriate. Restitution and/or fines should be paid by check or money order. In cases of suspension or expulsion, there is no refund of University fees. Tuition and room and board charges may be refunded consistent with University refund policies.

Educational Sanction: A proscribed activity designed to assist the student in understanding how his or her actions affect the community and/or to contribute to the betterment of the community. Such action is available at any level to supplement or replace any other Student Conduct action.

Behavioral Contract: These contracts are written to provide very clear expectations regarding a student's behavior within given circumstances. Probation is typically part of the contract.

Campus Restriction: Students may be restricted from access to residential facilities or other campus facilities, activities, or services. A student may also be barred from the entire campus if past behavior threatens the health, safety, or well-being of any member (including self) of the University community.

ACADEMIC HONESTY POLICY AND PROCEDURES

The University is committed to high standards of academic conduct and integrity. Students will be held responsible for violations of academic honesty.

DEFINITIONS OF ACADEMIC DISHONESTY

Academic dishonesty includes the following and any other forms of academic dishonesty:

Cheating: Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with a fellow student in an effort to improve one's grade.

Fabrication: Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.

Plagiarism: Using the works (i.e. words, images, other materials) of another person as one's own words without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a website or an Internet paper clearinghouse.

Facilitating Academic Dishonesty: Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

DISCIPLINARY ACTIONS

In most cases, the instructor will address issues of academic dishonesty within the confines of the student's course. The instructor may decide an appropriate consequence, including the following options: a written warning; the assignment of a written research project about the nature of plagiarism and academic honesty; a reduced grade or partial credit on the assignment; requiring the student to repeat the assignment; or issuing a failing grade to the student of the course.

If a student receives an unsatisfactory grade (C, F) in a course as a result of academic dishonesty, existing academic policies may lead to probation or dismissal.

In extreme cases, a dishonesty violation may warrant consideration for dismissal, suspension, or other disciplinary action. These disciplinary actions require a formal Student Conduct process as outlined in the Student Handbook.

ACADEMIC HONESTY BOARD

Purpose: The Academic Honesty Board hears cases involving charges of student violations of the Academic Honesty Policy.

Board Representation: The Academic Honesty Board consists of four (4) members chosen from a pool of representatives appointed each year as follows:

- Five full-time and five part-time faculty members, one each from each school and college appointed by the academic deans.
- Five academic administrative staff members appointed by the Provost, Senior Vice President & Chief Operating Officer.

Panel Representation: The panel of board members for each hearing is composed of two faculty members and two academic administrative staff members, chosen from the pool. The Academic Honesty Board Panel selects one of its members to serve as presiding Hearing Officer.

Initiation of Process:

- Cases are referred to the Academic Honesty Board by the academic deans.
- The Academic Honesty Board will be convened by the Office of Academic Affairs (OAA).

Process: The Academic Honesty Board shall conduct hearings so as to assure the basic concept of procedural fairness. The following procedures shall be adhered to:

The Office of Academic Affairs (OAA) is responsible for setting the hearing time, notifying all parties who are to testify, and forwarding all pertinent data to the appropriate board.

The OAA shall give appropriate advance notice, in writing, of the charges against the student and copies of available evidence, to ensure that he or she may adequately prepare and present at the hearing. The notice will clearly indicate the date, time, and place of the hearing. The notification should be received by the student at least three calendar days prior to the hearing. Students who receive University accommodations under the Americans with Disabilities Act should notify the Hearing Officer about the accommodations that should be accorded them as part of the disciplinary process.

The hearing shall not be considered to be a legalistic trial. Rather, the Academic Honesty Board shall examine all relevant facts and circumstances at the hearing, shall ensure the relevancy of witnesses' statements, and shall, using a standard of "more likely than not," determine whether the charged student should be held responsible for a violation of the Academic Honesty policies.

Hearings are confidential and closed to all but the principals of the case. A transcript will be kept of the preceding via audio tape or written form. The tape and transcript are the property of the OAA.

Students are not permitted to tape or otherwise record the proceedings. Transcripts will be kept by the OAA and may be reviewed but not copied or removed from the OAA.

The student has the right to be assisted in their presentation by an advisor of their choice. The advisor may be, but is not limited to, a friend, a fellow student, or faculty member. The advisor may speak privately to the student charged during the proceedings with permission of the presiding Hearing Officer. At no time during the hearing, however, will such advisor be permitted to speak for the advisee. Each party may request a brief recess to consult with his or her advisor. The presiding officer rules on questions of procedure and is responsible for moving the proceedings along in a timely and orderly manner. Students are responsible for providing copies of all documents to their advisors.

Prior to the hearing (at least 24 hours), the student being charged should submit to the OAA a list of any witnesses he or she wishes to present and the nature of the testimony they may offer. This student should also submit a list of questions he or she wishes to have asked of the charging party.

At the hearing, the student being charged shall have ample opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses in person. In addition, both parties shall be afforded the opportunity to comment on any written statements or other evidence presented, and to respond to questions.

No member of the Academic Honesty Board should be either a witness for or against the student or a person previously engaged in formulating the charge or in presenting the material relating to the case. Alternate members will be appointed in cases in which Board members have a perceived conflict of interest with the principals of the case.

The presiding officer rules on all objections, questions, and procedural points, subject to being overruled by majority vote

of the Board. He or she also determines the sequence of testimony, including the option of having all principal parties meet together in the hearing. All those who participate in the hearing are obligated to conduct themselves in an orderly manner and to obey and abide by the presiding officer's rulings. A staff member from OAA attends all hearings to serve as an advisor in the process.

Once all testimony is heard or read, the student being charged is asked to make a final statement and the Hearing Officer or Board members are given a final opportunity to ask questions. All persons other than Board members and the staff member from the OAA are then excused and the Board meets to render a decision. The staff member from the OAA does not vote.

The Academic Honesty Board decides whether there was a violation of policy using a standard of "more likely than not." They also determine whether the charged student should be held responsible for that violation. If so, sanctions are also imposed on the responsible student. Each decision must have been reached by a majority of the Board. Once a decision is reached, the student being charged is informed orally of the decision by the staff member from the OAA. Both parties receive the decision in writing from the OAA as soon thereafter as is practicable.

A copy of the decision will be maintained in the OAA. If applicable, a copy of the decision may be forwarded to the Office of Student Affairs.

Sanctions: The Academic Honesty Board may issue sanctions as part of their final decision. These sanctions may include, but are not limited to, the following:

- Letter of Warning: A warning letter outlines the concerns of the Academic Honestly Board and includes an academic improvement plan for student success.
- Letter of Suspension: A suspension letter will outline the suspension time for the student and which term they may be allowed to return to their studies. At the end of the period, the student must apply for reinstatement. The reinstatement letter must be filed through the Office of the Provost to the attention of the Vice Provost.
- Letter of Dismissal: A dismissal letter will outline the terms of termination of the student's academic studies with the University.

Academic Honesty Board Decision Appeal Process:
The Academic Honesty Board decision may be appealed by the student. All student appeals will be reviewed and decided by the Provost, Senior Vice President & Chief Operating Officer. Students should send their appeal to the attention of the Vice Provost.

Academic Honesty Board Decision Appeal Procedure:
The student must file the appeal through the Office of the Provost, in care of the Vice Provost, within 10 calendar days of receiving written notification of the decision.

The individual seeking the appeal must indicate, in writing, the specific bases or reasons for his or her appeal. The appeal statement should include the following: student's name, ID#, local address, phone number, grounds for appeal, and appropriate and detailed information regarding why the appeal should be granted.

The Provost will consider the statement of appeal and issue a decision. The student will receive written notification of the decision from the Office of the Provost, Senior Vice President & Chief Operating Officer. The decision of the Provost is final.

Alcohol Policy

These policies and procedures apply to Webster University students enrolled at the St. Louis Campus. Some of the policies may also apply at the extended campuses. In some cases the policies have to be customized for each extended campus.

Webster University expects its students to observe all federal, state, and local laws, including those related to the possession and consumption of alcoholic beverages. Persons under the age of 21 are prohibited from possessing or consuming alcoholic beverages. Students who are 21 years of age or older may consume alcoholic beverages. See the Housing Handbook for more detailed policies on the use of alcohol in campus residential facilities.

Students 21 years of age and older may also consume alcohol at sanctioned events. Webster University students and their guests are expected to act responsibly in their use of alcoholic beverages. Drinking games are prohibited on campus, whether at events or in residential facilities. Additional University policies and procedures are available in the Office of Student Affairs and from the Department of Student Activities.

Off-Campus Behavior

While off-campus, students are expected to uphold the policies of the Student Code of Conduct. Behavior that is detrimental to the University or members of the campus community is governed by this Code. Webster reserves the right to take actions that address the violations through educational intervention or sanctions.

Party Guidelines

Student-sponsored events at Webster University are for the benefit of Webster students. Groups that sponsor such events assume the responsibility to plan and implement safe, well-ordered events.

Though alcoholic beverages may be served under the conditions described below, the central purpose of these events is entertainment, not the consumption of alcohol.

- Any student organization that is planning a program including alcohol must make an appointment with the Director of Student Activities. A Party Permit must be completed, approved, and returned at least 72 hours in advance to the Director of Student Activities.

- At least three members of the sponsoring organization must attend one of four “Party Successfully” workshops that are held throughout the academic year.

- Alcohol must be purchased through a Webster-approved licensed caterer, and a licensed bartender must also be hired to serve the alcohol. Alcoholic beverages are restricted to beer and wine. The number of drinks per patron will be limited to the number of hours for the event. No alcoholic beverages may be brought into or removed from the party area.

- The licensed bartenders stop serving alcohol 1/2 hour before the end of the event, and will not serve alcohol past 1:00 a.m.

- The sponsoring group must provide an adequate amount of non-alcoholic beverages and a reasonable amount of food. Food can be purchased through the campus food services or from an off-campus source.

- For events with alcohol or more than 100 people, the group must hire a Public Safety officer for events. In addition, Student Activities staff must be assigned through the Director of Student Activities. The Student Activities staff work the entrance to handle the cover charge, if any, check IDs, and monitor the event for adherence to this policy.

- The sponsoring group must have approximately six volunteers to aid in the smooth functioning of the event. The actual number is to be determined by the Director of Student Activities. These volunteers must arrive 15 minutes prior to the start of the event and are responsible throughout the course of the event. These individuals help to monitor the entrances and exits of the event, and inform the Student Activities staff or the Public Safety officer if any concerns arise. The group is also responsible for cleanup of the party area.

- Advertising for the event should be limited to Webster University, unless special authorization is obtained from the Director of Student Activities. Advertising for events with alcoholic beverages must focus on the event, and not promote the usage of alcohol. Any advertisement that makes reference to alcohol must be approved by the Director of Student Activities.

- Unless special permission is obtained, entrance to the event is limited to Webster University community members and their guests. Webster University students, faculty, and staff are responsible for their own behavior and for the behavior of their guests.

- The sponsoring group is liable for damages and cleanup charges, to be assessed by the departments of the University Center, Food Service, Maintenance, and the Dean of Student Affairs Office.

- Any group that violates these guidelines or whose events become chronic problems is subject to suspension of party privileges and its members are subject to individual judicial charges.

- Outdoor events must end by 9 p.m., ordinarily, in deference to the neighborhood. Music at the event must be kept at an acceptable volume level. Exceptions to the 9 p.m. end time must be approved by the Dean of Students after consultation with the proper city officials.

For additional information about appropriate use of alcohol at Webster events, consult the Student Organization Handbook or contact the Director of Student Activities.

Academic Policies

Admission

ADMISSION REQUIREMENTS

Applicants considered for admission to graduate studies at Webster University must hold an earned baccalaureate degree from an accredited educational institution recognized by Webster University, and meet all program admission standards. Applicants who have a completed baccalaureate degree from a U.S. accredited institution must satisfy program requirements or requisites, including a 2.5 (on a 4.0 scale) minimum cumulative Grade Point Average (GPA) for full admission.

Students who completed their university education outside the U.S. must have earned an equivalent recognized baccalaureate degree as determined by Webster University. Students who have completed the necessary academic preparation for admission to accredited/recognized Master's-level university programs in their native system of education, providing their academic preparation was at least three years in length will be considered for admission using the normal Webster University admission criteria. Consideration includes a minimum, cumulative GPA as calculated by Webster University.

Each applicant must submit an official, final transcript designating a degree and date of conferral from the degree-granting institution in order to complete the application file. Issued-to-student copies are not acceptable unless received in an unopened envelope certified with the official seal of the issuing institution Any transcripts not issued in English will require a certified English translation in addition to the official original language document. The admission decision will be made only after all required documents are on file with the appropriate office at the University. Applicants for a sequential master's degree must submit both undergraduate and graduate transcripts at the time of application if their degree was issued from an institution other than Webster University.

ADDITIONAL APPLICATION REQUIREMENTS BY PROGRAM

The individual admission requirements for each program can be found in this catalog under the appropriate school and program. Upon completion of the admission file, it will be reviewed and a decision will be rendered by the respective department's admission committee.

Acceptance

Applicants whose official undergraduate transcript has not been received by the main campus in St. Louis, Missouri, may be provisionally accepted to the graduate program. An official transcript from the accredited institution awarding the baccalaureate degree reflecting the conferred degree must be received by the end of the first term of enrollment. Degree-seeking students who do not have their transcripts on file by the conclusion of their first term of enrollment will not be allowed to register for additional classes. On receipt of the official, final transcript from the institution awarding the baccalaureate degree, the student will receive a full Graduate admission decision with any conditions such as "conditional basis" acceptance noted, based on the final GPA.

Undergraduate degree conferred transcripts must be received by the end of the first week of the term in order for any financial aid to be disbursed. To be considered official, transcripts must be received by Webster University directly from the issuing institution. If the student is to deliver transcripts, they must be in sealed, unopened envelopes and certified

with the official seal of the issuing institution. Official transcripts must be sent directly to the main campus in St. Louis and other documents pertaining to admission should be sent directly to the campus to which the student applied and/or currently attends.

All transcripts should be sent to the following address:

Attn: Campus Location
Office of Admission
Webster University
470 East Lockwood Ave.
St. Louis, MO 63119

ACCEPTANCE BY CONDITIONAL BASIS

Students whose cumulative GPA is at least a 2.0 but below 2.5 will be admitted under a "conditional basis" category (see advancement to candidacy restrictions). Specialized graduate programs have other admission requirements determined by individual Schools and Colleges of Webster University.

Application by U.S. Citizens and Permanent Residents (Resident Alien Card holders)

Students should apply online at http://www.webster.edu/admissions. A non-refundable, graduate application fee of $75 is required. Students who have been previously enrolled at any Webster University campus location are exempt from the application fee. Students may apply either prior to or after an Academic Advising session, which serves as both an information opportunity as well as a mandatory admission requirement.

Students who are Permanent Residents of the United States and hold a Resident Alien Card must submit a copy of both sides of the card with their completed application. Webster University reserves the right to require students whose native language is not English to complete the Test of English as a Foreign Language (TOEFL) exam (or other English language proficiency examination) based on the assessment of the local director and/or academic advisor.

Military Applicants

Webster University is a "Military Friendly" institution and is honored to receive your application. Please submit your application of admission to http://admissions.webster.edu/admissions. If you are a member of the U.S. Army you will be required to apply for admission using the GOARMY.ED portal. Your application will then be directed to the Office of Admission for entry. Applicants interested in pursuing a sequential degree may not use the portal but may apply directly to Webster University using the following link: http://admissions.webster.edu/admissions. All documents required for admission to the degree program will apply. Please see specific program pages for requirements.

If you have graduate credit and are interested in transferring that credit into a Webster University degree program, please submit official transcripts to the Academic Advising Center for review.

IMPORTANT CONTACTS FOR MILITARY SERVICE MEN & WOMEN

Military men and women should be in contact with the campus they choose to attend for assistance with questions

related to financial aid, admission, registration and billing. Applicants should refer to the Webster University Military Opportunities Web site (www.webster.edu/military)for additional information.

Application for International Students

Webster University welcomes applications for admission from students from all countries. Non-U.S. citizens, applying from outside the U.S. to a campus outside or inside the United States. should apply online at http://www.webster.edu/admissions as a "Global" or international student.

APPLICATION REQUIREMENTS

An International Application Non-U.S. citizens, U.S. citizens applying from outside the U.S. and any student applying to a campus outside the United States should apply online at http://www.webster.edu/admissions as a "Global" or international student. A non-refundable application fee of $50 is required. Students who have been previously enrolled at any Webster University campus location are exempt from the application fee. There is no application fee for the London or Thailand campuses.

Official transcripts from the educational institution from which the student earned their first bachelors-level degree. For U.S. institutions, this means accreditation from a regional accrediting body. Non-U.S. institutions must be recognized by the Ministry of Education as a university-level provider of higher education and accredited by any appropriate agencies within the home country and any countries in which it operates and/or issues degrees. This transcript must show the degree received and the date conferred. Applicants previously enrolled in graduate-level coursework must submit official transcripts of that work.

Graduate applicants who apply and are provisionally accepted before completing their undergraduate degree must submit a final transcript indicating the degree received and the date conferred. This official transcript must be on file within eight weeks from the beginning of the student's starting term for full acceptance to the University.

To be considered official, transcripts must be received by Webster University directly from the issuing institution. If the student is to deliver transcripts, they must be in sealed, unopened envelopes and certified with the official seal of the issuing institution. All official transcripts and documents in a language other than English must be accompanied by a literal and certified English translation.

Documentation of English Language Proficiency: All applicants, regardless of program or enrollment location, whose primary language is not English must document their English language proficiency at the time of application. Applicants normally satisfy this requirement by submitting official Test of English as a Foreign Language (TOEFL), Academic IELTS, or Pearson scores that meet the requirements below:

TOEFL			IELTS	Pearson
Paper	Computer	iBT	Academic	
575	230	89	6.5	53

Students who cannot document current evidence of English proficiency should contact the campus they wish to attend for on-campus testing options. Further, Webster reserves the right to administer additional proficiency tests to any applicant, accepted applicant, or enrolled student about whose English language proficiency the University has concerns. All English as a Second Language (ESL) recommendations and requirements are a condition of the applicant's admission, enrollment, and/or continued enrollment at the University.

Conditional Admission: Some students are academically acceptable to the University but have additional English language proficiency needs that the University believes can be met by taking English as a Second Language (ESL) courses through Webster University or another educational institution with whom the University has an articulation agreement. These students will be accepted on a conditional basis that acknowledges their need to document further work in English. Students admitted on a conditional basis must meet the University's English language proficiency requirements listed above before they can be advanced to candidacy in the graduate program.

On-Campus Testing for English: Students admitted on conditional admission must sit for the University's on-campus English language testing prior to registration. The results of this evaluation will enable the academic advisor to place the student in appropriate coursework. Options include intermediate and/or advanced English as a Second Language (ESL) courses only; ESL courses in combination with academic courses; or academic courses only. Webster University will refer for testing any student about whose English language proficiency an academic department, an individual faculty member, or an academic advisor has concerns.

A 300 to 400 word essay on a topic of your choice. You may describe a special interest, experience, or achievement.or a curriculum vitae (résumé) that documents prior employment and experience.

Two letters of recommendation from professors and/or employers.

Additional official documentation may be required depending upon an applicant's program of interest or previous educational background. See program page for details.

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. The University will notify applicants if additional documentation is required to complete the application file. For current information, please contact the campus at which you plan to enroll.

Application for U.S. Citizens Living Abroad

APPLICATION REQUIREMENTS

An International Application. U.S. citizens applying from outside the U.S. and any student applying to a campus outside the United States should apply online at http://www.webster.edu/admissions as a "Global" or international student. A non-refundable application fee of $50 is required. Students who have been previously enrolled at any Webster University campus location are exempt from the application fee. There is no application fee for the London or Thailand campuses.

Official transcripts from the educational institution from which the student earned their first bachelors-level degree. For U.S. institutions, this means accreditation from a regional accrediting body. Non-U.S. institutions must be recognized by the Ministry of Education as a university-level provider of higher education and accredited by any appropriate agencies within the home country and any countries in which it operates and/or issues degrees. This transcript must show the degree received and the date conferred. Applicants previously enrolled in graduate-level coursework must submit official transcripts of that work.

Graduate applicants who apply and are provisionally accepted before completing their undergraduate degree must

submit a final transcript indicating the degree received and the date conferred. This official transcript must be on file within eight weeks from the beginning of the student's starting term for full acceptance to the University. . Undergraduate degree conferred transcripts must be received by the end of the first week of the term in order for any financial aid to be disbursed.

To be considered official, transcripts must be received by Webster University directly from the issuing institution. If the student is to deliver transcripts, they must be in sealed, unopened envelopes and certified with the official seal of the issuing institution. All official transcripts and documents in a language other than English must be accompanied by a literal and certified English translation.

A 300 to 400 word essay on a topic of your choice. You may describe a special interest, experience, or achievement.or a curriculum vitae (résumé) that documents prior employment and experience.

Two letters of recommendation from professors and/or employers.

Additional official documentation may be required depending upon an applicant's program of interest or previous educational background. See program page for details.

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. The University will notify applicants if additional documentation is required to complete the application file.

Application by Non-degree Seeking Students

Students who do not plan to complete a degree or program from Webster University may request approval to take graduate courses at the University as a non-degree student. Non-degree candidates seeking access to graduate-level coursework must satisfy the minimum criteria for graduate study (a completed baccalaureate degree) as well as satisfy all course or program prerequisites.

A student who wants to register for a course as a non-degree student must complete a non-degree application A non-refundable, graduate application fee of $75 is required. Students who have been previously enrolled at any Webster University campus location are exempt from the application fee.. Not all programs offer non-degree status. It should be noted that non-degree students are usually not eligible for veterans' educational benefits or financial aid. Tuition for non-degree courses must be paid at the time of registration. Approved non-degree seeking applicants can register for classes 30 days before the start of the requested term.

A student may enroll as a non-degree student for up to 6 credit hours. To continue as a non-degree student after the initial 6 credit hours, the student must submit an official undergraduate transcript showing baccalaureate degree conferral. The Director of Graduate and Transfer Admissions will review the transcript and make the final decision as to whether an individual may continue as a non-degree student.

Non-degree students should meet with an academic advisor (students interested in a program housed within the School of Education should contact that office at 314-246-8007. before registering for courses since they are subject to the same requisite course requirements and dismissal policies that apply to degree-seeking students. Non-degree students

interested in pursuing MA in Counseling coursework should consult with the individual admission requirements that can be found in this catalog under the Counseling program.

Enrollment

CONNECTIONS/EMAIL ACCOUNTS

Webster University provides all students, faculty, and staff with a University email account through Connections. Employees and students are expected to:

- Activate their Connections account after receiving their username and password. Students receive a link to set up their Connections account upon submitting their application.

- If you have applied but not enrolled in a course and never set up your Connections account you will need to contact the Office of Admission at 800-753-6765 or admissioninfo@webster.edu

- If you have enrolled but never set up the account, you will need to contact the Webster University Help Desk 48 hours after the time of enrollment. You can reach them at 1-866-435-7270 or support@webster.edu. Students should be at a computer at the time of their call.

- Regularly check incoming University email. Your Webster email account is where all official communication from Webster will be sent.

- Regularly check their Connections Personal and Campus Announcements.

- Maintain their University email account in working order (including compliance with the University's Acceptable Use Policy and appropriately managing disk space usage).

Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (x5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology web site at www.webster.edu/helpdesk. Individual account holders are solely responsible for ensuring that all University correspondence continues to be received and read.

Connections also provides access to grades and registration. Students must access their final class grades through the Connections "Student Academic Services" channel. Faculty must input their final class grades through the Connections "Faculty/Staff Academic Services" channel. Those students eligible to register online may do so through the Connections "Student Academic Services" channel.

Registration

DMGT, EDS, MA, MAT, MBA, MET, MFA, MHA, MM, MPA, MS, MSN

- Students are required to meet with an academic advisor and complete a degree plan prior to entering a program at Webster. Failure to meet with an advisor and prepare a degree plan may result in a student taking inappropriate courses.

- The student must complete and submit a registration form prior to attending a graduate class.* Students registering

for graduate courses may register concurrently for Fall 1 and Fall 2 or Spring 1 and Spring 2. It is important that the student complete only one registration each term. A course may be added by contacting your local campus. A list of locations, degrees and majors can be found on page XX. Registration periods are established for each program location. Students should register at the earliest opportunity because class sizes are limited. Certain degree programs may have restricted registration periods. Students should consult their advisor or local registration staff.

- Registrations will not be accepted after the first scheduled meeting of the course and section of campus courses. If a student gains the permission of the instructor and submits a signed add slip the course may be added.

- Registrations for online courses must be completed prior to the first day of login. Late registrations will not be accepted.

- Registrations will not be accepted in class.

- Published course schedules are subject to change without prior notice.

*All first-time students must register with an advisor.
**Students may drop or add online.

Course Load Guidelines

MA, MBA, MFA, MHA, MM, MPA, MS, MSN

The maximum course load in the graduate degree program for a fully admitted student is 6 credit hours per term or 9 credit hours in a 16 week course. A student must receive written authorization to enroll in more than 6 credit hours per term or more than 7 credit hours per semester. Students may request permission to overload by submitting a Program Option Request to their local campus. Students may request approval if they meet the following criteria:

- Demonstrated academic success at full time enrollment in graduate coursework. Success is defined by the student earning grades of B or better in both courses in the full term.

- Good academic standing Under the Americans with Disabilities Act (ADA), students with disabilities may warrant an adjustment in full-time student load. Requests for a reduced load are made to the director of the Academic Resource Center at the time of registration, according to their guidelines.

SCHOOL OF EDUCATION (EDS, MAT, MA, AND MET) STUDENT LOAD

A graduate student who is enrolled in at least 9 credit hours in semester-long courses or at least 5 credit hours in eight-week courses is considered a full-time student.

A graduate student who is enrolled in at least 5 credit hours but less than 9 credit hours in a semester or at least 3 credit hours but less than 5 credit hours in an eight-week term is considered a half-time student.

A graduate student who is enrolled in less than 5 credit hours in a semester or less than 3 credit hours in an eight-week term is considered less than half time.

Students requesting permission to take more than 7 credit hours per semester (fall, spring, summer) must complete an overload petition with their advisor. Students who have not been accepted into the MAT, MA and MET programs will not be

approved to take an overload unless they are applying for full-time status and not employed full time.

Requisite Course

MA, MHA, MPA, MS

Most programs have a requisite (5000) course that is mandatory if the student has no academic experience in the area. The requisite course must be completed prior to registration for a core course in the declared major. The student who selects an elective course in another major should enroll in the requisite course if he or she does not have an academic background in that area. A maximum of three 5000 courses outside the student's declared major(s) may be applied as elective credit toward the graduate degree program.

If the student can demonstrate academic proficiency in a major, a request for a waiver of the requisite course may be made by submitting a Program Option Request form and documentation to the local director. A student who is granted a waiver of the requisite course in the declared major may not enroll in that course for elective credit after the initial term. A waiver does not change the credit hours required for completion of the MA , MS, MHA and MPA degree.

Integrated Studies Course

MA, MHA, MPA, MS

Each major has a required culminating 6000 or 6200 capstone course. A thesis or project, where allowed, may meet requirements for the 6000 integrated studies course. This substitution is requested on the Program Option Request form. Core courses in the declared major must be completed prior to the student's enrollment in one of these program options. Under the thesis or project option, 3 credit hours will meet requirements for the integrated studies course and 3 credit hours will be considered elective credit.

Integrated studies courses (capstone courses) may not be taken as electives. A student may not count more than one integrated studies course toward a single graduate degree

Graduate/Undergraduate Registration

Courses numbered in the 5000 and 6000 series are graduate courses. An upper-division undergraduate student may enroll in graduate courses with written permission of his or her advisor.

Webster University 4000-series courses are undergraduate senior-level courses. With prior approval a graduate student may enroll in a 4000-series course. A maximum of 6 credit hours of 4000-series courses from Webster University can be applied to a graduate degree, except in the MBA. Prior approval requires the written permission of the Office of the Provost or designee. These courses may be applied toward the student's graduate degree. 4000-series courses may only be transferred in with grades of B– or better.

Students who take 4000- or 5000-series courses to complete an undergraduate degree may not apply these courses to meet credit-hour requirements for a graduate degree, except in the combined degree programs.

Add/Drop/Withdraw Procedures

DMGT, EDS, MA, MAT, MBA, MET, MFA, MHA, MM, MPA, MS, MSN

Students enrolled in online courses may not add classes or change sections of a course after the term has begun.

A student may drop a course by completion of an official Drop Slip prior to the conclusion of the drop/add period. Students may also contact their local campus for assistance with dropping courses. Informing the course instructor is not sufficient notice for adding or dropping a course. (Students may drop or add online.)

A student may add a campus course within six calendar days of the first officially scheduled class meeting of the course section, if they have the permission of the Instructor. To add the class students must submit a Add Slip signed by their instructor.

A student may drop a course within the first two weeks of the term. Students may drop online or they may contact their local campus for assistance. For more detailed information please refer to the Refunds section of the catalog. In these circumstances, the enrollment is not recorded, tuition charges are not incurred, and certification for veterans' educational benefits is not filed.

The drop or add procedures must be followed when a student changes from one section of a course to another section. Students may not change sections in online courses after the term has begun. A change from one section to another must occur during the drop/add period. Changing a section without following these procedures may result in no credit being awarded. A student may withdraw from a course by filing a Withdrawal Petition or contacting their local campus location prior to the Friday of the sixth week of the term. A grade of W will be recorded on the transcript. Students should consult the Refunds section under Tuition, Fees, and Refunds for further information.

If veterans' educational benefits apply, the regional V.A. office will be notified of the date on which a student officially ceases attendance.

Term and Class Schedule

DMGT, EDS, MA, MAT, MBA, MET, MFA, MHA, MM, MPA, MS, MSN

For most graduate programs, the graduate academic calendar consists of five nine-week terms per year: Summer, Fall 1, Fall 2, Spring 1, and Spring 2. Terms are eight weeks in duration for the School of Education (MAT, MA and MET), MSN, and at international locations.

Graduate classes meet for four hours one night a week for nine weeks. There are exceptions to this schedule. Weekend classes are offered at some Webster University locations. Daytime classes are also offered at the London campus and other locations. Course schedules listing the terms and courses offered are available at each location.

School of Education students interested in the MAT, MA and MET programs should contact the School of Education.

Course Attendance

The University reserves the right to drop students who do not attend class the first week of the term/semester. Students

are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. A student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advance permission from the instructor should withdraw from the class within the time period allowed for withdrawals.

Advancement to Candidacy

MA, MBA, MHA, MM, MPA, MS, MSN

Students are admitted to their graduate program upon completion of all admission requirements. Students are advanced to candidacy status after successfully completing 12 credit hours of graduate credit, with grades of B– or better. In the MBA program and other specialized programs, courses required as prerequisites to the program do not count toward the 12 credit hours required for advancement. A student who receives one F or two C's before advancement is dismissed. Students admitted on a conditional basis into the School of Business and Technology, the College of Arts & Sciences, or the School of Communications are limited to taking one course per term. Such students who earn one grade of C or below before they are advanced to candidacy will be dismissed without further right to appeal for reinstatement. Exceptions for international students may apply.

LEIGH GERDINE COLLEGE OF FINE ARTS

MFA, Arts Management and Leadership

- Admission to the program constitutes advancement to candidacy
- One grade of F, or two grades of C constitute dismissal from the program.

MA in Art

- Advancement to candidacy in the MA in Art Program is achieved by completion of a minimum of 12 credit hours with grades of B or above and a positive faculty evaluation in the Graduate Advancement to Candidacy Review.
- One grade of F, or two grades of C constitute dismissal from the program.

SCHOOL OF EDUCATION (MA, MAT, MET)

Students not advanced to candidacy are not eligible to continue in their programs. After completing 9-12 credit hours within an MAT, MA or MET major and before 21 credit hours, the student's performance and program are evaluated to determine whether the student should be advanced to candidacy. (Transfer hours from other colleges and universities do not count in the eligibility for candidacy hours.) Students who do not file their ATC paperwork on time will have a hold placed on their account and will not be allowed to register for subsequent terms until the paperwork has been filed and their ATC granted.

While advancement to candidacy indicates that a student shows the requisite ability and interest to complete the program successfully, the degree candidate continues to receive advising and is evaluated routinely until all other program requirements have been met.

It is the student's responsibility to pick up an Advancement to Candidacy form from his or her advisor during registration once he or she has completed 9 credit hours of coursework.

To be eligible for advancement, a student must meet the following criteria:

- The student must have successfully completed 9 credit hours within a major. Courses taken before entry to the program and/or in-service courses cannot be counted toward advancement.
- The student must have a current grade point average of at least 3.0 (B).

EDS

Educational Leadership
After completing 1 block in the program, the student is advanced to candidacy when the portfolio or other approved documentation method is approved.

Educational Technology Leadership
After completing 9 credit hours in the program, all degree-seeking students are required to be advanced to candidacy. For specific details please see your advisor.

School Systems, Superintendency and Leadership
After completing 6-12 hours in the program, the student is advanced to candidacy when the portfolio or other approved documentation method is approved.

Academic Policies

CONDUCT

Students enrolling in a graduate program at Webster University assume the obligation of conducting themselves in a manner compatible with the University's function as an educational institution. Misconduct for which students are subject to discipline may be divided into the following categories:

- All forms of dishonesty, cheating, plagiarism, or knowingly furnishing false information to the University. (See Academic Honesty Policy in this catalog.)

- Obstruction or disruption of teaching, research, administration, disciplinary procedures, or other University activities or of other authorized activities on University premises.

- Classroom disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. In cases of alleged campus and/or classroom disruption or obstruction, a faculty member and/or administrator may take immediate action to restore order and/or to prevent further disruption (e.g., removal of student[s] from class or other setting). Faculty members have original jurisdiction to address the immediacy of a situation as they deem appropriate. When necessary and appropriate, Public Safety and/or the local [or military] police may be contacted to assist with restoring peace and order. Faculty response is forwarded to the academic dean (or his or her designee) for review and, if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University.

- Theft of or damage to property of the University.

Students who engage in any of the above misconducts may be subject to dismissal from the University on careful consideration by the Office of the Provost or his designee. To the extent that penalties for any of these misconducts (e.g., theft or destruction of property) are prescribed by law, the University will consider appropriate action under such laws.

Students are subject to the Student Code of Conduct and Judicial Procedure described in the Online Student Handbook.

Academic Honesty Policy

The University is committed to high standards of academic conduct and integrity. Students will be held responsible for violations of academic honesty.

DEFINITIONS OF ACADEMIC DISHONESTY

Academic dishonesty includes the following and any other forms of academic dishonesty:

Cheating—Using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with a fellow student in an effort to improve one's grade.

Fabrication—Falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application or placement file.

Plagiarism—Using the works (i.e. words, images, other materials) of another person as one's own words without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a Web site or an Internet paper clearinghouse.

Facilitating Academic Dishonesty—Assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

DISCIPLINARY ACTIONS

In most cases, the instructor will address issues of academic dishonesty within the confines of the student's course. The instructor may decide an appropriate consequence, including the following options: a written warning; the assignment of a written research project about the nature of plagiarism and academic honesty; a reduced grade or partial credit on the assignment; requiring the student to repeat the assignment; or issuing a failing grade to the student of the course.

If a student receives an unsatisfactory grade (C, F) in a course as a result of academic dishonesty, existing academic policies may lead to probation or dismissal.

In extreme cases, a dishonesty violation may warrant consideration for dismissal, suspension, or other disciplinary action. These disciplinary actions require a formal judicial process as outlined in the Student Handbook.

Credit Hours

Credit hours are based on semester hours. Most Webster University graduate courses are 3-credit-hour courses. Credits which are transcripted by other institutions as quarter-hours will be transferred using a 2/3 conversion factor.

Continuing Enrollment

MA, MBA, MFA, MHA, MM, MPA, MS, MSN

A student who has not enrolled in Webster University graduate degree coursework for five consecutive terms must enroll for the sixth term, or the student will be required to meet the program degree requirements stated in the catalog that is current when the student resumes classes with Webster University. This regulation may not apply to students whose work assignments are remote from a Webster University extended-campus location or who have permission to complete studies at another institution.

If a student is enrolled continuously and core-course requirements change, the student may opt to complete the revised core curriculum.

SCHOOL OF EDUCATION (MA, MAT AND MET)

Students must complete their degree within seven years of entry into a graduate program. Students who are unable to finish their program within seven years must apply to the Dean, School of Education for an extension.

SCHOOL OF EDUCATION (EDS)

Students who enter the program must complete all degree requirements within five years after completion of their initial EdS course. Students who apply but do not enroll within one year must submit a new application to both the university and the program.

A student may apply to the Dean, School of Education for a leave of absence for one year. If the absence is approved, the five-year program limit will be suspended for that year and will resume at the end of the leave of absence, whether or not the student enrolls in EdS courses.

Students who have been absent from program for longer than one year, and who wish to sit for a licensure exam, are responsible for updating their knowledge before they take the test during the current exam year.

Grades

DMGT, EDS, MA, MAT, MBA, MET, MFA, MHA, MM, MPA, MS, MSN

Grades reflect the following standards:

A/A–
Superior graduate work Instructors may choose not to use the pluses and minuses.

B+/B/B–
Satisfactory graduate work Instructors may choose not to use the pluses and minuses.

C
Work that is barely adequate as graduate-level performance

CR
Work that is performed as satisfactory graduate work (B– or better). A grade of “CR” is reserved for courses designated by a department, involving internships, a thesis, practicums, or specified courses.

NC
Unsatisfactory graduate work (School of Education only)

F*
Work that is unsatisfactory *The School of Education (MAT, MA and EdS) does not utilize the “F” Grade.

I
Incomplete work

ZF
An incomplete which was not completed within one year of the end of the course. ZF is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal.

IP
In progress

W
Withdrawn from the course

WF
Unofficial Withdrawal: A student enrolled for the course, did not withdraw, and failed to complete course requirements. Used when, in the opinion of the instructor, there is insufficient completed work to evaluate academic performance. WF is treated the same as an F or NC for all cases involving GPA, academic warning, probation, and dismissal

A student in the School of Education may choose to receive Credit/No Credit, rather than a letter grade, by completing a grade choice form by the second week of classes. Education students must complete 33 credit hours with a B average or the equivalent.

Grades are available on the Internet to all students at the end of each scheduled term. (A hard copy is available upon request and may be requested online via the Academic Services Channel within Connections.)

GRADE POINT AVERAGE

DMGT, EDS, MA, MAT, MBA, MET, MFA, MHA, MM, MPA, MS, MSN

A grade point average (GPA) is calculated on all graded work, including transfer credit, applied toward all graduate degrees. Graduate students are expected to maintain a GPA of B or higher.

A 4-point system is used to calculate the GPA

A = 4.0 pts.	A– = 3.67 pts
B+ = 3.33 pts.	B = 3.0 pts.
B– = 2.67 pts.	C = 2.0 pts.
F* = 0 pts.	ZF = 0 pts.
NC = 0 pts.	WF = 0 pts.

* The School of Education (MAT, MA, MET and EdS) does not utilize the “F”grade.

Grades of Incomplete, Withdrawn, or Credit for Webster University graduate courses, or Credit or Pass for transfer courses,

are not used in calculating the GPA. When courses are repeated, the latter course is used for GPA calculation.

GRADE APPEALS

Normally, grade disputes should be resolved between the student and the instructor. Students may discuss any grade with the instructor. A student who believes he/she has received a grade of NC, C or F that is arbitrary or assigned for nonacademic reasons may discuss the grade with the appropriate chair in St. Louis, or the site director at extended campuses. If the grade dispute is not resolved within three months, the student may appeal the grade to the appropriate dean to review the procedures the instructor used in determining the grade. Grade appeals should be addressed in a timely manner, and are not considered after one academic year.

Grades leading to academic warning, probation, or dismissal apply to one 3-credit-hour course or three 1-credit-hour professional seminars. A grade of C, F, WF, or ZF in a 6-credit-hour internship, project, or thesis is equal to two grades of C or F for academic warning, probation, and dismissal purposes. Once a student graduates, no further grade changes are allowed on the enrollment record.

INCOMPLETE PROCESS

A grade of incomplete (I) may be assigned by the instructor in situations where the student has satisfactorily completed major components of the course, and has the ability to finish the remaining work without re-enrolling. The instructor determines the appropriateness of a grade of I, establishes the remaining requirements, and determines a deadline for course completion. These requirements for resolution of the I grade are documented with a “course incomplete” form.

A grade of I in a course needed for graduation must be officially changed to an appropriate grade prior to the due date for grades for the term the student has petitioned to graduate. Students are responsible for ensuring that all grades of I have been changed prior to graduation. Students with two or more grades of I will generally not be allowed to enroll in additional coursework until the grades of I are resolved. After one calendar year has passed, the grade of I (Incomplete) will become a ZF. Students participating in military education programs, and in some corporate sponsored tuition plans, may have other deadlines or “I” grade stipulations that impact their enrollment and/or tuition reimbursement. These students are responsible for compliance with these third-party requirements. Once a student graduates, no further grade changes are allowed on the enrollment record.

REPEATED COURSES

Students must repeat a core course in which an F, WF, or ZF is earned. The student’s enrollment history will document both enrollments and grades, but only the higher grade will be used for GPA calculation. Students may repeat an elective course in which an F, WF, or ZF is earned. If a grade of B– or better is awarded for the repeated course, probation status may be lifted, and the F, WF, or ZF will not be a qualifier for future probation or dismissal. Records of progress are kept by the institution on both veteran and non-veteran students.

Graduate Academic Honors

EDS, MA, MAT, MBA, MET, MFA, MHA, MM, MPA, MS, MSN

A student who completes a graduate degree (including all required, elective, prerequisite, and transfer courses) while maintaining a minimum GPA of 3.950 receives Graduate Academic Honors. Accelerated sequential degrees are excluded from this designation.

Academic Warning, Probation and Dismissal

MA, MS, MBA, MHA, MFA, MM, MPA, DMGT

Graduate students are expected to maintain a minimum B grade average. The graduate student has a responsibility to demonstrate the ability to complete graduate-level coursework, including the ability to write clearly and succinctly. If the student receives grades of C, F, ZF, or NC the following conditions prevail:

BEFORE ADVANCEMENT TO CANDIDACY (within first 12 credit hours of the program)

Probation Before Advancement: A student who receives a C grade is on probation.

Dismissal Before Advancement: A student who receives two C grades, an F, a ZF, a WF, or an NC is dismissed. A conditional basis student who receives one grade of C or below is dismissed, without further right to appeal for reinstatement.

AFTER ADVANCEMENT TO CANDIDACY (after successfully completing first 12 credit hours of the program)

Academic Warning: A student who has been advanced to candidacy and receives one grade of C is sent a notice of academic warning.

Probation After Advancement: A student who receives one grade of F, ZF or WF, or two grades of C is placed on probation. The student is deemed to be on probation as soon as the grade which results in probation is submitted. Students will receive formal written notice of probation by the Office of Academic Affairs in St. Louis. Students on probation are expected to limit their enrollment to one course (3 credit hours) per term.

Dismissal After Advancement: A student who receives a grade of C and a grade of F, ZF, WF, or NC or two grades of F, ZF, WF, or NC or three grades of C is automatically dismissed from the University. The student is deemed to be dismissed as soon as the grade which results in dismissal is submitted. Students will receive formal written notice of dismissal from the Office of Academic Affairs in St. Louis. Students who are dismissed cannot enroll or attend classes unless and until they are reinstated or readmitted pursuant to relevant policies. Dismissal from a graduate program is dismissal from Webster University. The University also reserves the right to dismiss students who continuously withdraw from coursework and do not make satisfactory academic progress.

Students can also be dismissed from the program for violations of United States criminal codes.

Any conduct that is detrimental to the school and/or other students will result in the termination of educational benefits from the Veterans' Administration.

Sequential Degree Probation and Dismissal

- A student who receives one grade of C is placed on probation.
- A student who receives one grade of F, ZF or WF, or two grades of C is dismissed from the program.

SCHOOL OF EDUCATION EDS, MA, MAT, AND MET

Graduate students are expected to maintain a minimum B grade average to remain in good academic standing. The graduate student has a responsibility to demonstrate the ability to complete graduate-level coursework, including the ability to write clearly and succinctly. If the student receives grades of C, ZF, WF, or NC (excluding courses numbered

5210) the following conditions prevail:

Academic Warning: A student who receives one grade of C is sent a notice of academic warning.

Probation: A student who receives one grade of Z, WF, or NC, or two grades of C is placed on probation. The student is deemed to be on probation as soon as the grade which results in probation is submitted.

Students will receive formal written notice of probation by the Office of Academic Affairs in St. Louis. Students on probation are expected to limit their enrollment to 3 credit hours per term or 6 credit hours per semester. Students on probation should consult with their advisors to address any academic problems or concerns.

A student is removed from probationary status if he/she subsequently completes 6 credit hours of graduate coursework with a grade of B or better. A student in the School Systems, Superintendency and Leadership program (EdS), or the Educational Leadership program (EdS) is removed from probation if he/she successfully completes the current semester courses with a grade of B or better. A grade of C, NC, WF, or ZF previously acquired remains a part of the student's total academic record and may contribute to the student's dismissal.

Dismissal: A student who receives a grade of C and a grade of ZF, WF, or NC; or two grades of ZF, WF, or NC; or three grades of C is automatically dismissed from the University. The student is deemed to be dismissed as soon as the grade which results in dismissal is submitted. Students will receive formal written notice from the Office of Academic Affairs in St. Louis.

Students who are dismissed cannot enroll or attend classes unless and until they are reinstated or readmitted pursuant to relevant policies. Dismissal from a graduate program is dismissal from Webster University.

The University also reserves the right to dismiss students who repeatedly withdraw from coursework and do not make satisfactory academic progress.

Students can also be dismissed from the program for violations of United States criminal codes or University policy.

Any conduct that is detrimental to the school and/or other students will result in the termination of educational benefits from the Veterans' Administration.

MASTER OF SCIENCE NURSING (MSN)

Students pursuing the Master of Science in Nursing (MSN) degree are required to maintain satisfactory academic progress. If a MSN student receives a grade of C, F, WF, or ZF, the following conditions apply:

Probation: A student who receives a C is on probation.

Dismissal: A student who receives two Cs, an F, WF, or a ZF is dismissed from the University. Students who are dismissed cannot enroll or attend classes unless and until they are reinstated pursuant to relevant University reinstatement policies.

Reinstatement

The student may send a written appeal for reinstatement to the Graduate Council in care of the Office of Academic Affairs. The student must send the appeal stating the basis for his or her request for reinstatement no sooner than one term

following the dismissal but within one year following the issuance of the last grade that resulted in the dismissal. The student is responsible for providing a complete and accurate statement describing the circumstances that contributed to his or her poor academic performance. Campus or program directors and faculty may provide recommendations to the Graduate Council as to whether or not a student should be reinstated. If the Graduate Council denies the reinstatement appeal, the former student may apply for readmission after one calendar year.

Readmission

A student may send a written appeal stating the basis for his or her request for readmission to the Graduate Council in care of the Office of Academic Affairs. A student must send the appeal no sooner than one year following the issuance of the last grade that qualified the student for dismissal, or after a reinstatement appeal was denied by the Graduate Council. The student is responsible for providing a complete and accurate statement describing the circumstances that contributed to his or her poor academic performance.

Two types of dismissal situations that might create grounds for readmission are: 1) a student has a generally good graduate record at Webster University but experiences a work or personal problem that leads to poor performance; or 2) a student's background is weak in a specific area, e.g., accounting, that leads to poor performance in courses in that area or a related area, e.g., finance.

In the case of a past work or personal problem, the student should submit information or documentation that indicates the nature of the original problem and how it has been resolved. In the case of a weak background in a specific area, the student should demonstrate the attainment of the necessary knowledge and/or skills to do graduate work at Webster University, such as successful completion of remedial work in the problem area. In either instance, the student might demonstrate the ability to do graduate work by voluntarily taking a standardized test such as the GMAT.

Dual Majors

A student may select dual majors from related majors. Dual majors require completion of the requirements in both majors. If the requisite course is waived in either or both majors, a course substitution for the requisite course is not required. The student may receive the degree in the dual majors on completion of the course requirements for the remaining courses. The Counseling MA degree, the MS degree areas, the MBA, the MHA and MPA degree areas are not eligible for the dual major option. MBA students should consider the MBA with an emphasis instead. International Relations is excluded as a dual major except in Geneva in combination with the human resources development degree.

The following policies apply to dual majors:

- Dual majors may require more than 36 credit hours for completion of the degree if requisite courses are not waived.*
- The dual majors must be declared before the student has completed 6 credit hours of coursework.
- A student who has declared dual majors may transfer into the degree program only courses that are equivalent to required courses.
- A student who earns two grades of C in a major will not meet dual major requirements in that major, unless one of the C grades is repeated with a grade of B- or better.

*The U.S. Department of Veterans Affairs requires special approval for students utilizing veterans' educational benefits to

enroll in more than 36 credit hours. Students should request approval on the Program Option Request form.

Dual Degree Option: MBA/MHA

The MBA/MHA dual degree option requires the completion of 57 credit hours consisting of the 9 required core courses (27 credit hours) in the Master of Health Administration (MHA) and the 10 required core courses (30 credit hours) in the Master of Business Administration (MBA), as listed in the respective sections of this catalog.

Upon completion of the 57 credits, two separate diplomas are issued at the same time. The two degrees cannot be awarded separately or sequentially under this arrangement. Dual degree students must take BUSN 5760 Applied Business Statistics, but they may substitute another relevant graduate course for the HLTH 5100 Statistics for Health Administration requirement. (They may also complete both statistics courses as an option.)

Sequential Master's Degree

MA, MBA, MS, MHA, MPA, MS

A student who has earned an MA, MBA, MS, MHA, or MPA from Webster University or another regionally accredited college or university (or its international equivalent) may earn a sequential MA, MBA, MS, MHA, or MPA in another major. The sequential master's degree requires completion of all the core courses in the declared major. The student must complete an elective to meet the core-course requirement if the 5000 course is waived.

If a student has completed any required courses as part of a previous Webster University master's degree, approval for substitute coursework must be requested and approved prior to enrollment. Please note that courses required as program pre-requisites such as MBA pre-requisites will not count toward the minimum number of hours required for the degree.

21 CREDIT HOURS (Minimum number of required hours)

- MA in Media Communications
- MA in Procurement and Acquisitions Management

24 CREDIT HOURS (Minimum number of required hours)

- MA in Business and Organizational Security Management
- MA in Gerontology
- MA in Health Care Management
- MA in Human Resources Development
- MA in International Nongovernmental Organizations
- MA in Management and Leadership
- MA in Marketing
- Master of Business Administration

27 CREDIT HOURS (Minimum number of required hours)

- MS in Environmental Management
- MS in Finance
- Master of Health Administration
- MA in Human Resources Management

- MA in International Relations
- MA in Information Technology Management
- Master of Public Administration

36 CREDIT HOURS (Minimum number of required hours)
- MA in Legal Studies
- MA in International Business

Students may only earn one graduate degree within the School of Communications. If a student holds a graduate degree outside of the School of Communications and wishes to pursue the MA in Communications Management, MA in Public Relations, MA in Advertising and Marketing or MA in Media Literacy, he or she should meet with an advisor regarding possible course reductions.

Art, counseling, and other specialized master's degrees are excluded as sequential master's degree options.

The following conditions apply to the sequential master's degree:

A Webster University graduate with an MA, MBA, MS, MHA, or an MPA may earn the sequential master's by completing the required core courses (minimum 21 credit hours) detailed in the declared major curriculum.

The student who holds a master's or doctoral degree from another regionally accredited college or university may earn the sequential MA by completing the required core courses (minimum 21 credit hours) detailed in the declared major curriculum.

MBA prerequisite courses, or other prerequisite requirements, may not be used to reduce sequential degree requirements. No transfer of credit may be applied toward this minimum residency.

SEQUENTIAL MBA

Sequential Master's A student who holds an MA, MS or an equivalent graduate degree from Webster University or from another regionally accredited college or university (or its international equivalent) may earn a sequential MBA from Webster University.

Transfer credit may not be applied toward the sequential MBA, except as specified below.

These conditions apply to the student seeking the sequential MBA:

- The student must meet the core course requirements of the MBA. If the student enrolled in any of the MBA core courses as required courses or electives in his or her MA, MS or an equivalent graduate degree program, 6 credit hours of those courses may be counted toward the 30 credit hours of MBA core courses, thus reducing the MBA core requirements to 24 credits.

- Advancement to Candidacy for Sequential MBA
    - Sequential MBA degree-seeking students who received the MA or MS from Webster University will be advanced to candidacy with the initial registration.
    - A student who received the master's degree from another regionally accredited institution will be advanced to candidacy on approval of the master's degree transcript.

SEQUENTIAL MASTER'S DEGREE IN THE SCHOOL OF EDUCATION

- A student who holds an MAT, MA or MET from Webster's School of Education may earn a sequential MA or MET by completing the required courses (ranging from 21 to 24 credit hours depending on the sequential program) detailed in the declared major curriculum.
- A student who holds a master's or doctoral degree in an education related field from another regionally accredited college or university may earn a sequential MA or MET by completing the required core courses (ranging from 21 to 24 credit hours depending on the sequential degree program) detailed in the declared major curriculum.
- No transfer of credit may be applied toward the minimum required courses.
- Students working on a sequential MA/MAT are required to complete the School of Education ATC (Advancement to Candidacy) process for their sequential degree.
- If a student has completed any required courses as part of a previous Webster University master's degree, approval for substitute coursework must be requested and approved prior to enrollment.

Directed Studies

On a limited basis, and in documented cases of unavoidable absence, a student may request a directed study to complete a required core graduate course outlined in this catalog. Generally, a request for a directed study will be denied when the student has the option to enroll in an online section of the course. The following conditions prevail if a course is to be completed as a directed study:A basis for the directed study must be documented. The documentation should demonstrate a clear academic rationale for a directed study. Requests for directed studies are to be written and submitted to the local director on extended campuses and in St. Louis to the appropriate dean or designee by the student on a Program Option Request form along with the supporting documentation.Initial approval must be given by the local director. Final approval must be granted on extended sites by the associate vice president for academic affairs and on the St. Louis campus by the appropriate dean.The course must be in the curriculum at the campus where the student is enrolled and be a core requirement in the student's program (directed studies are not approved for electives).Students pursuing the MA, MAT, MBA, MHA, or MS are permitted a maximum of two directed studies unless further restricted by that program. Students are encouraged to utilize a directed study only as a last resort. Elective courses are excluded from this option.Directed studies are identified by the catalog course prefix, number, and title and include a directed study notation. Example: MNGT 5650 Management and Strategy: Directed Study.Directed studies in media communications may be options at the St. Louis campus and carry the designation MEDC 5200.Individually designed courses may be an option in an individualized degree program at the St. Louis campus and carry the designation INDZ 5200.

Internship

In some majors, students may arrange an internship in a business or agency setting. Internships carry a 6500 course number plus the major prefix, with the exception of COUN 6000 Counseling Learning Practicum.

The internship option requires that the student has completed all the required courses (except 6000) in the declared major/emphasis. Internships (6500) do not substitute for overview (6000) or capstone course requirements.

An internship is permitted only in a student's declared major or MBA area of emphasis. Three to 6 credit hours may be earned in internship. Counseling students are exempt from this policy and may complete up to 12 credit hours of practicum if it is required by state licensure law. Students pursuing the MA or the MBA with an emphasis may complete a maximum of 6 credit hours of internship.

Internships are not available to School of Education MAT, MA or EdS students or MBA students without an area of emphasis.

Approvals of internships are made on a case-by-case basis for graduate students in the School of Communications. A student must meet the prerequisites of MEDC 5390 Practicum and other guidelines to be considered and must submit a written proposal. The proposed internship experience must be strategic in nature and must be directly related to the student's graduate field of study. No internship/practicum experience is available for online students.

THESIS OR PROJECT

Completing a thesis or thesis project (the 6250 course number) is a major undertaking for students and instructors alike. Graduate students electing this option will invest significant time and energy in preparing primary and secondary research that will add to the body of knowledge of their fields of study, or they will produce a project of significant original material. Due to the faculty supervision requirement online students may not pursue the thesis or project option.

Several levels of instructor and administrator approvals are necessary before a candidate can proceed with the 6250 option. Students should see their campus director or department chair (if studying at the St. Louis campus) for the copies of the thesis guidelines and the necessary forms for pursuing this course. Students are advised to apply for this option before completing 21 credit hours in order to complete the authorization process in a timely manner. The thesis option is not available in an online format.

Before taking the 6250 course the student will have completed all the required courses (except the 6000 integrated studies course) in the declared major/emphasis. A thesis may not be substituted for a core course with the exception of the 6000 integrated studies course. Students pursuing a dual major may substitute a thesis option for only one 6000 capstone course. Students who have received a grade of "C" in any core course(s), or who are on academic warning or probation, may not pursue the thesis option. The thesis option is not available in some degree programs and majors.

The 6250 student initially registers for a minimum of 3 credit hours and subsequently maintains a minimum enrollment of 2–3 credit hours until the thesis is completed. A maximum of 6 credit hours may be applied toward the graduate degree, with appropriate approvals. Credit for the thesis is awarded in non-letter grade format (Credit/No Credit.)

CERTIFICATE PROGRAM POLICIES AND PROCEDURES

A certificate program normally consists of an identified sequence of coursework within a narrowly defined discipline. Certificate programs are designed for both degree-seeking students and individuals who already possess a baccalaureate degree. Admission policies for certificate-seeking students are the same as for degree-seeking students.

Requirements for Certificate Programs

- All courses to be applied to a certificate program must be completed according to graduate level academic expectations. Some departments may establish a higher overall cumulative grade requirement for specific certificate programs.
- Courses fulfilling the requirements of a certificate program may also be used to satisfy the requirements of a degree program, but may not be used to complete another certificate.
- Transfer credits are not applicable to certificate programs.

The general academic and financial policies of the University apply to certificate-seeking students. On completion of the approved program, certificates are awarded at Commencement. See listing of all Webster University certificates.

Credit by Examination/Experiential Learning

Credit by Examination and experiential learning programs are offered at the undergraduate degree level. Only the School of Education has limited credit by examination opportunities at the graduate level.

Transfer of Credit

MA, MBA, MET, MHA, MM, MPA, MS, MSN

Transfer credit may not be applied toward certificate programs.

Webster University allows limited transfer credit to apply toward graduate programs, when the transfer course is directly applicable (relevant) to the specific master's degree and the following factors are satisfied. The University's transfer policies are based, in part, on the Council for Higher Education Accreditation (CHEA) recommended guidelines and framework. While transfer decisions are not made solely on the source of the accreditation of the sending program or institution, Webster University generally expects transfer coursework to originate from a regionally accredited institution. Other essential academic factors involved in the transfer decision include: existing articulation agreements, comparability, course level, content, grades, course equivalency, course or program prerequisites, and applicability of the transfer request towards the specific degree and major (relevancy to the program).

A maximum of 12 credit hours of relevant graduate credit from other regionally accredited graduate institutions or professional military education depending on the requirements of the specific degree program may be transferred into a student's graduate degree program, subject to evaluation and approval. Only 9 credit hours of transfer credit are allowed for students in the MBA program. Transfer credit in which the student has earned a grade of B– or above, which is relevant to the student's degree program and which has not been applied toward the completion of a degree, will be considered for review.

Several defined government and/or military cooperative degree programs (e.g., Captains' Career Courses) provide transfer credit. Formal articulation agreements define transfer credit for these limited programs. See http://www.webster.edu/military/cooperative.html. Requests for transfer of credit must be submitted in writing by the student on the Request for Transfer of Credit form. Transfer of credit should be arranged at the time the student matriculates.

Credit will be transferred in strict accordance with the guidelines established by the American Council on Education. Only those schools or courses recommended for graduate credit by that Council will be considered in the evaluation of transfer credit. Credits which are transcripted as quarter-hours will be transferred using a 2/3 conversion factor.

As part of the overall Webster University student transfer of credit policy, Webster University will assign a grade of "CR" to all passing grades from recognized non-U.S. or non-American style educational institutions. Approved transfers of credit will be recorded officially after the student is fully accepted into the degree program. If the approved courses to be transferred have not been completed at the time of full acceptance, the student may request the transfer of credit at a later time. This transfer of credit should be requested before the student has completed 18 credit hours with Webster University.

SCHOOL OF EDUCATION MA, MAT AND MET

Students may transfer, with approval, either:

- 6 credit hours from another graduate institution and 3 credit hours of approved Graduate Education In-Service credit

or

- 3 credit hours from another graduate institution and 6 credit hours of approved Graduate Education In-Service credit (MA/Reading students may not transfer in 6 hours of Graduate Education In-Service).

A maximum of 6 credit hours from other colleges or universities may be transferred into the degree program. The course(s) being transferred must meet the following criteria:

- The course is required to achieve the program goals and is relevant to the student's major.
- The course carries graduate credit toward an accredited master's degree program at the sponsoring institution.
- The course was not used to fulfill requirements for another degree.
- The course must carry a grade of A, B, or Credit.
- The course must have been completed within five years before admission into the program.

Courses taken at other colleges or universities after admission to the program and Graduate Education In-Service courses ordinarily may not be transferred for credit. Waivers would require the following:

- Prior approval by an advisor and relevant area coordinator must be granted on "prior permission form" before the course is taken.
- The course does not duplicate one offered at Webster University. (Note: This does not refer only to courses offered in the current semester, but to any similar course Webster University offers.)
- The student fills out a Request for Transfer of Credit form (available in the School of Education Office) and submits it, along with an official transcript of the course(s) being requested, to the School of Education Office. When the transfer hours have been approved and processed, the student will be notified.

Students may request approval of the transfer courses at any time after admission to the program. Approved transfer hours are not used in evaluating advancement-to-candidacy or probation and dismissal actions.

EDS TRANSFER OF CREDIT

A maximum of 6 credit hours of relevant post-graduate credit from other regionally accredited graduate institutions or professional military education may be transferred into the student's graduate degree program (EdS), subject to evaluation and approval. Transfer of credit in which the student has earned a grade of B– or above, which is relevant to the student's degree program and which has not been applied toward the completion of a degree, will be considered for review. Requests for transfer of credit must be submitted in writing by the student on the "Request for Transfer of Credit" form with an accompanying official transcript.

When the transfer hours have been approved and processed, the student will be notified. Students may request approval of the transfer of credit at any time after admission to the program.

Core Course Substitution

The student must submit a request for substitution of a course for a required core course to the local director/advisor on a Program Option Request form and must include documentation to support the substitution request. The decision to approve or deny a core course substitution request rests with the associate vice president for academic affairs or designee and is based on an evaluation of the student's exposure to equivalent subject matter.

Petition/Graduation Requirements

The student is responsible for completing degree requirements including, but not limited to, changes of grade, core course substitutions, program evaluation, and the petition to graduate, in accordance with the dates listed in the Academic Calendar. A student should complete a petition to graduate at the time of registration for his or her final term.
Prior to their degree completion, students are assigned a non-refundable graduation candidacy fee, which covers degree audit functions, diploma production, and future transcript requests.

Transcripts

A student request for an official transcript must be in writing and directed to the Office of the Registrar. The University will issue the official transcript only if the student's account is paid in full.

An unofficial copy of the transcript is sent to the student with their diploma after completion of degree requirements. The University issues the unofficial transcript only if the student's account is paid in full.

Diploma

The University will issue the diploma to students who have completed all degree requirements if the student's account is paid in full. Diplomas are sent from the Office of the Registrar approximately 8-10 weeks after the degree conferral appears on the students record.

Affirmative Action Policy

Webster University is committed to a policy of affirmative action, in compliance with the Civil Rights Act of 1964 as amended concerning equal employment practices and equal educational opportunities, without regard to race, sex, sexual orientation, color, creed, age, ethnic or national origin, or non-disqualifying handicap.

The University is committed to do more than ensure employment neutrality; it is committed to make additional efforts to recruit, employ, and promote minorities and women. Decisions on employment and promotion are made on the basis of the qualifications and competencies of the individuals as they relate to the requirements of the position for which they are being considered.

All personnel policies — including those on compensation, fringe benefits, transfers, and training programs — are administered without regard to race, sex, sexual orientation, color, creed, age, ethnic or national origin, or non-disqualifying disability, in accordance with the Americans with Disabilities Act.

Campus Facilities Use

Members of the University may reserve and use areas and facilities of the campus in accordance with established procedures. Those who are not members of the University community may use University facilities when invited by a member or an organization of the University. Request for use and rental of campus facilities must be made according to established procedure.

Consensual Relationships

This statement applies to relationships between faculty/staff and students or between supervisors and those whom they supervise. This statement was developed by a task force of students, faculty, and staff and approved by their respective governing bodies and the Administrative Council.

Webster University strives to be a center of academic excellence. As such, it is our paramount goal to ensure the opportunity for students to learn and inquire freely. Faculty and staff are accorded a great amount of respect and trust by students. They also exercise power in giving praise or blame, recommendations, grades, etc. Because of these roles, a student's actual freedom of choice is greatly diminished should a request for a romantic or sexual relationship be made.

Should the request come from the student, the faculty or staff member's freedom of choice may also be diminished for fear of a charge of sexual harassment. Therefore, faculty and staff are cautioned that a romantic or sexual relationship with a student has the significant potential of interfering with a student's right to learn and inquire freely, even though it appears to be consensual. The same caution is offered for relationships involving supervisors and those whom they supervise on campus, whether between administrators, faculty, staff, or students.

Consensual Relationships Within an Instructional or Supervisory Context

When one person is in a position to provide a benefit, service, or evaluation, the potential for abuse of power exists not only during the relationship but also after it ends. Consistent with the American Association of University Professors'(AAUP) Statement of Professional Ethics, the University views romantic or sexual relationships between faculty and students to be professionally irresponsible and unethical if the faculty member has any evaluative responsibility for the student either in or out of the classroom.

Similarly, relationships between supervisors and those whom they supervise are also considered potentially irresponsible and unethical. Any University employee who enters into a romantic or sexual relationship with a student or another employee where a supervisory relationship exists should realize that if a charge of sexual harassment is subsequently lodged, it will be exceedingly difficult to defend oneself against a charge of a sexual offense on grounds of mutual consent.

Consensual Relationships Outside of an Instructional or Supervisory Context

Consensual romantic or sexual relationships that develop between faculty or staff members and students or between employees that are outside of the instructional or supervisory context can also lead to difficulties and perceptions of, or genuine, conflicts of interest. This is particularly true when the parties involved are in the same instructional or working department.

In such cases, the University employee should use due diligence to act professionally and responsibly and should make arrangements with the appropriate administrative supervisor to withdraw from activities or decisions that reward or penalize the student (or other employee) with whom the employee is having or has had a romantic or sexual relationship.

Questions or Concerns

Questions or concerns regarding this statement and/or appropriate behavior for maintaining compliance with this statement may be directed to the President of the Faculty Senate, the Academic Deans, the Dean of Students or the Director of Human Resources.

Disability Services

NON-DISCRIMINATION

Webster University is committed to non-discrimination and equal opportunity regarding the treatment of students, faculty and staff. The University considers employment, admissions, financial aid, programs, and activity applications without regard to race, sex, sexual orientation, gender identity, color, creed, age, ethnic or national origin, or disability.

SPECIAL SERVICES

Webster is committed to providing admitted students with the services they need in order to:

- Have access to information and the opportunity to benefit from University programs equal to that enjoyed by students without disabilities; and,
- Function in the University's educational mainstream.

Webster does not offer a bridge program or maintain separate classes for students with disabilities.

ELIGIBILITY CRITERIA

To be eligible for Webster University's special services, students must:

- Be enrolled at Webster University; and,
- Have a documented disability.

AVAILABLE SERVICES

Webster has charged the Academic Resource Center (ARC) assistant director/ADA Coordinator with providing or helping enrolled students with disabilities obtain the services needed to meet the equal access and opportunity goals set forth above.

These may include:

- Modifications, substitution, or waivers of nonessential program requirements;
- Classroom and testing accommodations; and,
- Auxiliary aids, such as sign interpreters, note takers, and taped books.

Webster does not provide the extensive medical and psychological testing needed to document a disabling condition. On receipt of enrolled student request or faculty referral, however, the ARC assistant director/ADA Coordinator screens students for disabling conditions.

When appropriate, students are given names of several agencies and persons who perform the in-depth assessment required for the diagnosis and formal documentation of a disability.

PROCEDURES FOR OBTAINING SPECIAL SERVICES

Institutional Notification

Webster accompanies its admissions notices with a letter asking students to contact the Academic Resource Center (40 Loretto Hall, 314-968-7495; TDD 314-963-6034) if they have a disabling condition that may necessitate special services.

Student Request and Documentation

To be eligible for a special services evaluation, students must file a request with the ARC assistant director/ADA

Coordinator and provide documentation of their disabling condition(s).

Eligibility Evaluation
Decisions regarding student eligibility for program modifications are reached through student–academic advisor–ARC assistant director/ADA Coordinator–department chair consultation. Decisions about student needs for classroom modifications and auxiliary aids are reached through joint student–ARC assistant director/ADA Coordinator assessment of program requirements, student classroom performance, and student documentation data.

Faculty Notification
When so directed by the student, the ARC sends notification forms to the student's academic advisor and instructors. These forms describe the student's strengths and weaknesses and list the special services that may be needed to afford the student equal access to information and equal opportunity for success.

Effectiveness Evaluation
Throughout a disabled student's career at Webster, the student and his or her academic advisor and instructors evaluate the effectiveness of the special services provided to the student. Ineffective and outgrown accommodations and auxiliary aids are replaced or dropped.

Drug and Alcohol Policy

The Drug Free Schools and Communities Act Amendment of 1989 requires Webster University to certify that it has adopted and implemented a drug and alcohol abuse prevention program as a condition of receiving federal funds and financial assistance. The law further requires the annual distribution of written policies to each enrolled student. In accordance with the Drug Free Schools and Communities Act Amendment of 1989 and Webster University's mission, this document restates the University's commitment to maintaining an environment which is free of impairment and encourages both academic growth and personal development.

POLICY STATEMENT

This policy statement applies to all students enrolled at Webster University, including students taking classes at extended metropolitan campuses, military campuses, and academic programs located overseas.

It is the goal of Webster University to protect the public health and environment of its members by promoting an environment free of illicit drug use and alcohol abuse.

The manufacture, distribution, possession or use of illicit drugs, and the unlawful possession, use or distribution of alcohol on any Webster University campus or at any University event is prohibited.

Violation of this policy will be handled according to existing University policies and procedures governing the conduct of students, staff, and faculty.

Standards of Conduct - Illicit Drugs

The unlawful manufacture, possession, distribution, or use of illicit drugs on any Webster University campus or site by University students, employees, or their guests is prohibited.

Standards of Conduct - Alcohol

Federal legislation prohibits the unlawful possession, use, or distribution of alcohol. The laws of all states are in compliance with federal law, which prohibits persons under 21 years of age from the possession or use of alcohol. Foreign countries in which Webster University operates fully accredited programs may have laws which vary from U.S. Federal and State laws.

Students at non-U.S. campuses may contact the office of the campus director for information regarding the legal use and possession of alcohol in that country.

In St. Louis, the Dean of Students Office maintains standards governing the allowable use of alcohol on campus and at campus events. The office of the campus director maintains similar standards at each extended campus site.

LEGAL SANCTIONS

Drugs: In the United States the manufacture, possession, sale, distribution and use of illicit drugs is prohibited by city, county, state, and federal law. Sanctions range from small fines to life imprisonment, depending on the type of drug and several other factors (see Chart One).

In countries other than the United States, sanctions vary. Contact the campus director's office for specific information.

Alcohol: Each state has specific statues which detail sanctions for the illegal purchase or possession of intoxicating liquor. For example, in the State of Missouri, violation of state statutes governing the use or possession of alcohol may result in fines of between $50 and $1,000 and/or imprisonment for a maximum of one year. County and municipal ordinances

contain similar prohibitions and sanctions. Contact the office of the campus director for information regarding provision of applicable ordinances and statutes at your particular campus/location.

Overseas Programs: Students visiting foreign countries to attend academic programs overseas are reminded that they may be subject to arrest and legal sanctions for drug and alcohol offenses under the laws and regulations of that particular country or institution, in addition to relevant Webster University sanctions.

HEALTH RISKS

Drugs: Severe health risks, including death, are associated with the use of illicit drugs (see Chart Two).

Alcohol: Abuse of alcohol can produce severe health risks, including death. Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgement and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as brain and the liver.

Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

AVAILABLE DRUG OR ALCOHOL COUNSELING, TREATMENT OR REHABILITATION PROGRAMS

At the St. Louis campus, the Counseling and Life Development department provides confidential information, counseling support, and referral services for Webster University students and employees. This department maintains resource listings of community services available in the St. Louis metropolitan area and offers a comprehensive alcohol/drug assessment and treatment program. Students may find assistance through the Counseling and Life Development department by calling 314 968-7030. The department is located at 540 Garden Avenue.

At campuses outside the St. Louis area, Webster University personnel provide information and guidance covering local services for drug and alcohol problems. All such contacts are strictly confidential.

UNIVERSITY DISCIPLINARY PROCEEDINGS

Different disciplinary procedures are applicable to faculty, staff, and students. Violations of the standards of conduct will be dealt with on a case-by-case basis with the imposition of discipline being appropriate to the severity of the violation. For each group comprising the University community, there are certain common sanctions that could be applied in an appropriate case. These common sanctions include letters of reprimand, probation and severance of ties with the University, through expulsion or termination. Normally, opportunity for referral to an appropriate rehabilitation program occurs and is usually associated with a first offense. Referral for prosecution will usually occur only for the most serious violations.

For Students

Guidelines for disciplinary sanctions are available in the Student Code of Conduct. Copies are available from the Dean of Students Office in St. Louis or from the appropriate campus director.

E-mail and Connections Portal

The University will send official communications to student and employees by e-mail to an account assigned by the University with the expectation that such emails will be read by the recipient in a timely fashion.

In addition, the University may post official announcements and communications in the Connections portal, again with the full expectation that such announcements will be read by the recipient in a timely fashion.

Students and employees are expected to review messages received through their Webster Connections portal announcements as well as through their Webster e-mail account on a frequent and consistent basis.

Family Educational Rights and Privacy Act (FERPA)

Purpose

The purpose of the Family Educational Rights and Privacy Act of 1974 (FERPA), as Amended, is to afford certain rights to students concerning their education records. The primary rights afforded are the right to inspect and review the education records, the right to seek to have the records amended, and the right to have some control over the disclosure of information from the records. Webster University accords all the rights under the law to students.

Annual Notification

Students will be notified of their rights as stipulated by FERPA annually by publication on the World Wide Web, in the student newspaper The Journal, or any method deemed appropriate by the Registrar.

Procedure to Inspect Education Records

The law provides students with the right to inspect and review information contained in their education records, 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 decisions of the hearing panels to be unacceptable. The Vice President of Enrollment Management & Student Affairs at Webster University has been designated by the institution to coordinate the inspection and review procedures for student education records, which include admissions, personnel, academic, financial files, and placement records.

Students wishing to review their education records must make a written request to the Office of the Registrar. Students must be given access to their educational records within 45 days from the date of the request. If a student does not live within commuting distance of Webster University and does not have an unpaid financial obligation to Webster University or a pending disciplinary action, the student may request, at his expense, copies of his record in lieu of inspection using copier charges listed in the Registrar's Office. In cases where the student is denied a copy of the record, the student retains the right to the inspection of the records.

FERPA provides that students may not inspect and review the following:

- financial information submitted by their parents;
- confidential letters and recommendations associated with admissions, employment or job placement, or honors to which they have waived their rights of inspection and review;
- education records containing information about more than one student, in which case the institution will permit access only to that part of the record which pertains to the inquiring student;
- confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purposes for which they were collected.

Correction of Education Records

Students who believe that their education records contain information that is inaccurate or misleading, or is otherwise in violation of their privacy or other rights, should follow these procedures in the order they are listed:

Discuss their problems informally with the Registrar. If the decisions are in agreement with the students' requests, the appropriate records will be amended. If not, the students will be notified within a reasonable period of time that the records will not be amended; and they will be informed by the Registrar of their right to a formal hearing.

If the decision of the Registrar is unsatisfactory, a request for a formal hearing must be made in writing to the Academic Affairs Vice President who, within a reasonable period of time after receiving such requests, will inform students of the date, place, and the time of hearing. Students may present evidence by one or more persons of their choice, including attorneys, at the students' expense. The hearing panel that will adjudicate such challenges will be the Academic Vice President, Vice President of Students and Enrollment Management, and the Dean of the students' academic division. Decisions of the hearing panel will be final, will be based solely on the evidence presented at the hearing, will consist of written statements summarizing the evidence and stating the reasons for the decisions, and will be delivered to all of the members of the hearing panel, if the decisions are in favor of the students.

If the decisions are unsatisfactory to the students, the students may place within the education records statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panels. The statements will be placed in the education records, maintained as part of the students' records, and released whenever the records in question are disclosed.

Students who believe that the adjudications of their challenges were unfair or not in keeping with the provisions of FERPA may request, in writing, assistance from the President of Webster University.

Further, students who believe that their rights have been abridged may file complaints with the Family Educational Rights and Privacy Office (FERPA), Department of Health, Education, and Welfare, Washington, D.C. 20201, concerning the alleged failures of Webster University to comply with the provisions of FERPA.

Disclosure of Education Records

Webster University will disclose information from a student's education records only with the written consent of the student, except:

- to school officials who have a legitimate educational interest in the records;
- to officials of other institutions, upon request, in which students seek to enroll;
- in connection with a student's request for or receipt of financial aid, as necessary;
- to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- to accrediting agencies carrying out their accreditation function;
- to persons in compliance with a judicial order;
- to other persons in an emergency in order to protect the health or safety of students or other persons;
- to officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, in connection with certain state or federally supported education programs;
- if required by state law that was adopted before November 19, 1974;
- to organizations conducting certain studies for or on behalf of the University;

- to an alleged victim of any crime of violence the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime; and,
- to parents of students under 21 who have violated the University's alcohol policy.

All of these exceptions are permitted under FERPA.

Record of Request for Disclosure

Webster University will maintain a record of all requests for and/or disclosure of information from a student's education records. The record will indicate the name of the party making the request, any additional party to whom it may be re-disclosed, and the legitimate interest the party had in requesting or obtaining the information. The record may be reviewed by the student.

Directory Information

FERPA states that the disclosure of directory information is optional. Therefore, Webster will disclose directory information, which includes the following: the student's name, enrollment status, degrees, date of attendance, e-mail address, telephone number, major field of study, admission status, campus, school, division, class standing (freshman, sophomore, junior, or senior), awards, participation in officially recognized activities, sports, weight and height of members of athletic teams, and photographs. The University limits disclosure of the following directory information except as deemed appropriate by the Registrar or staff member who have undergone FERPA training: local and permanent addresses and class schedule. (Modified March 2001)

Requests for Nondisclosure of Directory Information

Students may restrict the disclosure of "directory information" by sending a written request to the Office of the Registrar. The University will honor this request but cannot assume responsibility to contact the student for subsequent permission to release information. Nondisclosure will be enforced until the information is subsequently released by the student. Regardless of the effect upon the student, the institution assumes no liability for honoring the request to restrict disclosure of directory information. Restriction of directory information will preclude Webster University's ability to confirm your attendance or, if in effect upon graduation, degree attained for employment, credit, or other purposes.

Definitions

For the purpose of this policy, Webster University has used the following definitions of terms:

Student: any person who attends or has attended Webster University.

Directory Information: information as defined by Webster University that would not generally be considered harmful to the student or an invasion of privacy if disclosed.

Education records: any record, stored on any medium, maintained by Webster University or agent of Webster University, which is directly related to a student, except:

- Personal record kept by a staff member if it is kept in the sole possession of the maker of the record and is not accessible or revealed to any other person except a temporary substitute of the maker of the record;
- An employment record of a person whose employment is not contingent on the fact that he or she is a student; the record may be used only in relation to the individual's employment;
- Records maintained by Webster University if the record is maintained solely for law and enforcement purposes revealed only to law enforcement agencies of the same jurisdiction, and the unit does not have access to education records maintained by the University;
- Records maintained by Health Services if the records are used only for treatment of a student and made available only to those persons providing the treatment; and,
- Alumni records that contain information about a student after they are no longer in attendance at the University and that do not relate to the person as a student.

School Official:

A person who is:

- Employed by the University in an administrative, supervisory, academic or research, or support staff position; or,
- A person employed by or under contract to the University to perform a special task, such as the attorney or auditor.

Legitimate educational interest:

A school official has such an interest if the official is:

- Performing a task that is specified in their position description or by a contract agreement;
- Performing a task related to a student's education; or,
- Performing a task related to the discipline of a student.

Types and Locations of University Records

- **ADA/504 Documentation and Accommodation:** Academic Resource Center
- **Academic:** Registrar's Office
- **Admissions:** Admissions Office
- **Credential/Placement:** Career Center
- **Disciplinary:** Dean of Students
- **Financial:** Business Office
- **Financial Aid:** Financial Aid Office
- **Health:** Student Health Services
- **Occasional:** Divisional Offices, Academic Division Offices

Revisions and clarification will be published as experience with the law and institution's policy warrants.

Fire Safety

All occupants must immediately evacuate a building when an alarm sounds. Use only stairwells when evacuating the buildings during a fire alarm or other emergency. Misuse of the fire alarm and protection equipment (which includes fire alarms and fire extinguishers) constitutes a serious threat to the safety of the occupants of a building and is prohibited.

Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel is prohibited. Severe disciplinary action, including possible dismissal from Webster University, may be imposed for violation of fire safety standards. Additionally, criminal prosecution is possible for pulling false fire alarms and for damage or injury resulting from the unauthorized use of firefighting equipment.

Criminal prosecution may subject the violator to fines, imprisonment, or both. Civil action to recover the costs associated with damage resulting from the unauthorized use of firefighting equipment may also be initiated.

Grievance Policy & Procedures

Introduction

Webster University ("the University") is committed to maintaining a campus environment where its diverse population can live and work in an atmosphere of acceptance, civility, and mutual respect for the rights, duties and sensibilities of each individual.

It is generally recognized that in any human group complaints may originate because of misunderstandings, missed communications, perceived injustices, unanswered or incorrectly answered questions or minor problems that have been neglected. Effective communication techniques are the tools by which one builds good human relations and accomplishes the objectives of the institution.

Sometimes effective two-way communication is not possible in a time of conflict. These Grievance Procedures have been developed in the hope that their accessibility and standard of fairness will encourage students, faculty and staff to utilize them as an internal forum for the resolution of such conflicts. These Procedures allow both sides of a disagreement to be fairly considered, and permit disputes to be resolved in a timely and constructive manner. Each grievance is to be treated seriously and with an awareness that grievances must ultimately be solved by people rather than structures. Internal resolution of grievances is desired. Procedures described in this Policy provide a method for that internal resolution.

Webster University supports the right of students, faculty, and staff at all of the University's campuses, to obtain the review of actions taken that they consider unfair or as an impediment to the successful attainment of working, living, and learning at Webster University.

Members of the University community at all levels have a fundamental responsibility to resolve internal disputes by taking appropriate, prompt, and fair action. Individuals attempting to resolve disputes should seek appropriate assistance from their supervisor or manager, department head, dean, division executive, the president of the faculty senate, the chief human resources officer, the dean of students, or any other appropriate University resource.

Grievances are to be presented to the appropriate individual as indicated at each step described in this Policy and must contain information prescribed by this Policy. Only one grievance procedure may be used for the same grievable issue. A grievance submitted under the formal procedure must be in writing. To the extent possible, strict confidentiality will be maintained regarding all matters relevant to grievances on a criterion of "need to know." All grievances will be promptly, thoroughly, and impartially investigated and decided within reasonable time frames at each stage of the grievance process.

The formal grievance process may generally be activated only after an effort has been made to resolve an issue through an informal process and when discussions between the parties to the disagreement have been exhausted and left unresolved. An exception to this is a grievance related to an alleged violation of an individual's civil rights, defined below in Section VIII. The desire to prevent or to anticipate or to register mere unhappiness over a particular decision or action does not, alone, justify a grievance.

The University's Grievance Policy and Procedures will be distributed electronically to all students, faculty and staff on an annual basis. Each division executive, dean and grievance coordinator will attempt to settle grievances using the Informal Procedure before a formal grievance may be filed.

The University retains the final decision in any matters pertaining to disciplinary action or termination of individuals.

The University reserves the right to restrict use of the Grievance Policy and Procedures in any circumstances where it appears the Grievance Policy and Procedures are being used to harass students, faculty members, staff members or leadership.

Applicability

This Grievance Policy applies to all students, faculty members, and staff members of the University and to issues involving other employees, students, and/or third parties with contractual relationships with the University. These Grievance Procedures are not applicable to complaints that have other internal remedies in place.

Employees who voluntarily resign their employment with the University are able to exercise rights under this policy during the two weeks immediately following their resignation. Employees terminated for cause are not able to exercise rights under this Policy in order to be re-employed but otherwise have two calendar weeks immediately following termination to file a grievance.

This Policy is applicable to all grievances filed from the date of this Policy forward.

Definitions

Burden of Proof: A member of the University community who files a grievance has a burden of proving, by a preponderance of the evidence, that he or she has been wronged.

Confidentiality: Confidentiality means maintaining as confidential, to the extent possible, all matters related to a grievance on a criterion of "need to know."

Dean: An employee appointed to serve as the chief academic dean over one of the five schools and colleges of the University.

Division Executive: An employee who serves as a member of the University's Administrative Council who has overall leadership responsibility for a major administrative department/division of the University.

Faculty: Members of the University faculty including full-time, part-time, adjunct, and non-regular faculty when serving primarily in an instructional capacity. Also included are Deans and academic administrators who retain faculty status.

Grievance: A grievance is an allegation by an individual based on specific facts that there has been a misinterpretation, misapplication, discriminatory application, or violation of a University Policy or Procedure. The intent of a grievance process is to resolve a dispute over significant issues not minor disagreements.

Grade disputes, admissions decisions, graduation appeals and similar academic decisions are not grievable issues, unless they are complaints of a civil rights nature, including complaints related to age, sex, race, religion, creed, color, ethnic/national origin, ancestry, physical or mental disability, pregnancy, genetic background, marital status, sexual

orientation, gender identity, veteran status, or other personal characteristic protected by applicable local, state or federal law.

The following situations may be grieved: (1) alleged violations of academic freedom; (2) unsafe or inappropriate work assignment; (3) unsafe working conditions; (4) policy application; (5) a repeated pattern of harassment or other inappropriate behavior; and (6) legally prohibited unequal treatment including but not limited to discrimination or harassment on the basis of age, sex, race, religion, creed, color, ethnic/national origin, ancestry, physical or mental disability, pregnancy, genetic background, marital status, sexual orientation, gender identity, veteran status, or other personal characteristic protected by applicable local, state or federal law. These grievance procedures may be utilized to review the process and procedures of awarding tenure/Faculty Development Leave (FDL) status, promotions, classification, salary increases, and non-reappointment. However, the Grievance Policy cannot be used to question or challenge the academic judgment or decision-making related to these actions.

Grievance Coordinator: The Grievance Coordinator is the individual to whom a formal, written grievance must be submitted. The Grievance Coordinator for grievances lodged by students is the Dean of Students or designee. The Grievance Coordinator for grievances lodged by faculty is the President of the Faculty Senate or designee. The Grievance Coordinator for grievances lodged by staff is the Chief Human Resources Officer or designee.

The Grievance Coordinator is responsible for helping to coordinate the expeditious and fair resolution of problems raised by University students, faculty and staff. The role of the Grievance Coordinator is to assist the parties in seeking a satisfactory resolution of the issues and not to determine who is “right” or “wrong.” To that end, the Grievance Coordinator will remain neutral throughout the proceedings and will serve primarily as a facilitator. In appropriate circumstances, the Grievance Coordinator may also coordinate efforts within various University offices to resolve disputes in a prompt, flexible, and responsive manner. The Grievance Coordinator also may be consulted during the Informal Process of trying to resolve a grievance.

If a grievance is lodged against a Grievance Coordinator then the Grievance Coordinator’s division executive will name an alternative person to serve as the Grievance Coordinator for that specific matter.

Grievant: The Grievant is the person lodging a grievance.

Respondent: The Respondent is the person against whom a grievance is lodged.

Retaliation: Retaliation is a material adverse action against an individual, because of his or her participation in any part of a grievance proceeding. The University prohibits retaliation in any form.

Staff: Any full-time or part-time University employee other than faculty. Graduate assistants and student workers are considered staff for purposes of this Policy when serving in an administrative capacity. Also included are University leadership, division executives, deans and other non-academic administrators unless they also hold faculty status.

Student: One who has accepted an offer of admission to the University with a monetary deposit and is in the process of enrolling, is registered or enrolled, or who has paid tuition, fees or other University costs for credit or non-credit instructional activities at the time during which the alleged grievance occurred.

Terminated for Cause: An involuntary termination of employment for reasons that may include, but are not limited to, poor performance, excessive absenteeism, violation of a University Policy or Policies, breach of contract, or illegal activity. The cause is not for reasons that may be deemed as arbitrary and capricious, but is one which a reasonable person will recognize as reason for an employee no longer occupying his or her position with the University.

Witness: An individual identified by the Grievant, Respondent or a member of the Grievance Hearing Panel who can contribute to the substance of the grievance at hand. An individual identified as a witness or potential witness cannot be forced to testify and will not be coerced, intimidated, or retaliated against for their testimony or refusal to testify.

Confidentiality

To the extent possible, strict confidentiality will be maintained by all parties regarding all matters relevant to grievances on a criterion of "need to know" with the following provisions. In the case of all grievances, the Grievant's and Respondent's management will be notified. If a grievance involves civil rights, the University's Chief Human Resources Officer must immediately be notified by the Grievance Coordinator. Members of the Grievance Hearing Panel, as described later in this Policy, shall not discuss the Grievance outside of the Hearing Panel meetings and shall not accept side conversations with persons who are not part of the formal hearing process.

Non-retaliation

Students, faculty members, and staff members have a right to file a good faith grievance and to participate in an informal and formal grievance procedure without fear of retaliation. The University will not tolerate retaliation against the Grievant, Respondent(s), Witnesses, Hearing Panel Members, Grievance Coordinator or against any other individuals formally involved as parties to the grievance procedure. Any attempt to retaliate against a person or persons for raising an issue or participating in dispute resolution under this Policy is strictly prohibited. Any person who makes such an attempt will be subject to whatever disciplinary action the University concludes is appropriate, up to and including termination.

Burden of Proof

Any member of the University community who files a grievance has the burden of proving, by a preponderance of the evidence, that he or she has been wronged. If, at the conclusion of the Grievance Hearing, the Grievant fails to carry this burden, then the finding should be "not responsible" on the part of the Respondent(s).

Timetables

Time is usually one of the concerns of persons seeking to resolve differences. Sensitivity to the issue of time is also important in the successful use of the grievance Procedure. While haste is to be avoided in the discussion and resolution of problems, the danger of crippling the possibility of a meaningful resolution by delaying discussion or work on the issues involved is equally to be avoided. This Procedure addresses the crucial issue of time - establishing a time limit for each step in the procedure. An extension may be granted if necessitated by time limitations resulting from the University calendar or other special circumstances. The Grievant and Respondent will be provided written notice of any such extensions.

If an extension is desired by one or both parties involved in the resolution of a grievance, the request should be made to the Grievance Coordinator. The Grievance Coordinator will consult with the appropriate division executive(s) and/or

dean(s) and will convey the decision to the involved parties in writing.

Civil Rights Complaints

A grievance involves the civil rights of an individual when age, sex, race, religion, creed, color, ethnic/national origin, ancestry, physical or mental disability, pregnancy, genetic background, marital status, sexual orientation, gender identity, veteran status, or other personal characteristic protected by applicable local, state or federal law is the primary cause of the grievance. If the Grievant thinks that his or her civil rights are involved in a grievance, the Grievance Coordinator should consult the Chief Human Resources Officer prior to or at the same time of the initiation of the grievance procedure. Following that notification, grievances which involve civil rights may be submitted to the grievance process.

Persons having grievances concerning civil rights issues (i.e., discrimination on the basis of age, sex, race, religion, creed, color, ethnic/national origin, ancestry, physical or mental disability, pregnancy, genetic background, marital status, sexual orientation, gender identity, veteran status, or other personal characteristic protected by applicable local, state or federal law) are not required to use internal procedures before filing a complaint with an agency external to the University. However, both the administrators of the University and the external agencies recommend the use of internal processes before initiation of external resolution processes. Still, an individual has the right at any time to use procedures and agencies external to the University. Employees have access to the following federal and state agencies:

- The Regional Office of the U.S. Department of Education, Office for Civil Rights, which investigates complaints of discrimination on the basis of age, sex, race, religion, color, ethnic/national origin, disability, or veteran status, https://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm
- The Department of Health, Education and Welfare which administers title IX of the Education Amendment of 1972 prohibiting sex discrimination in education;
- The Wage and Hour Division of the Department of Labor which administers the Fair Labor Standards Act of 1938, among others;
- The Equal Employment Opportunity Commission (EEOC) which administers federal laws forbidding discrimination in employment because of age, sex, race, religion, color, ethnic/national origin, disability, or veteran status;
- The Missouri Commission on Human Rights which enforces state anti-discrimination laws or similar agencies in the states where the University has a campus; or
- The Court System.

Time is always an important factor to these external agencies. If an employee wishes to consult an outside agency, the employee should be aware of the time limits imposed by that agency.

Grievance Process

The grievance must be brought to the attention of the appropriate individuals within the timelines specified in these Procedures or the grievance will not be considered. Informal discussions between the parties at all levels of the University should occur in good faith to attempt to resolve the dispute.
If the grievance is not satisfactorily resolved through informal means, the following points are important. The Grievant submits the written complaint to the appropriate Grievance Coordinator, within the timelines described in these Procedures, for consideration and further action, stating the nature of the grievance, the steps that have been taken, and the resolution expected. A Grievance Hearing Panel will be convened to determine whether the issue qualifies as a

grievance as defined by this Policy and, if so, to hear the grievance and make a recommendation on the action, if any, to be taken.

Dispute Resolution Committee

Dispute Resolution Committee consists of 21 members of the University community with equal representation from the three constituencies: students, faculty, and staff. Each member of the Committee is appointed by their Grievance Coordinator, to serve a two-year term except that during the initial year of implementation of this Policy appointments will be made with staggered 1 and 2-year terms. Because of scheduling issues, students may be appointed for a one year term.

University leadership, division executives, deans and grievance coordinators may not be appointed to serve on the Dispute Resolution Committee. Members of the Dispute Resolution Committee will receive annual training in the dispute resolution process and the University's Policies and Procedures regarding the same.

Grievance Hearing Panels will be made up of five (5) members of the Dispute Resolution Committee.

Grievance Hearing Panel

The Grievance Hearing Panel is comprised of five (5) members of the Dispute Resolution Committee. If a grievance involves members of two constituencies, the Grievance Hearing Panel will have representation from both constituencies. Students may only serve on a Grievance Hearing Panel if one of the involved parties is a student or a student worker. Many members of the University have dual constituency status such as a staff member enrolled in academic coursework as a student and student employees. For purposes of this Policy the constituency in which the Grievant is affected will be recognized.

The Grievance Hearing Panel will review documentation related to the grievance, and take testimony from the Grievant, Respondent, and witnesses presented by both parties. Based on the evidence presented, the Panel will reach a recommendation with respect to the issue(s) presented. The Grievance Hearing Panel's written recommendations, based on a simple majority vote, will be forwarded to the appropriate Grievance Coordinator, who will transmit the recommendations to the appropriate division executive(s) and/or dean(s) of the University. The division executive(s) and/or dean(s) will then make a final decision and notify the Grievance Coordinator, who will notify the Grievant and Respondent of the decision in writing.

Appeals. Decisions of the Grievance Hearing Panel and the division executive and/or dean may be appealed to the President as described in the Procedures that follow. The decision of the President is final at the institutional level.

Extended Campuses

Due to the University's global network of campus locations, the process for grievances involving individuals outside of the home campus in St. Louis may be conducted by telephone, teleconferencing, or by engaging a neutral third party. The designated Grievance Coordinator is responsible for the coordination of the process to assure an expeditious and fair

resolution of problems raised by University students, faculty and staff outside of the main campus location.

Informal Grievance Procedure

OVERVIEW

Most issues and concerns can be resolved by open communications and through an informal process. Individuals are encouraged to achieve by informal means what they regard as a fair and reasonable resolution of their complaint. Before filing a formal written grievance, the Grievant must first make a good faith effort to confer with the party against whom he or she has a grievance in an effort to resolve the matter informally. This informal grievance procedure is described in steps one through three below.

In instances where the Grievant feels uncomfortable speaking to the Respondent, an immediate supervisor, department head, or dean, or has any reservations about initiating the initial contact within the Grievant's department, school, or work unit, the Grievant should contact the appropriate Grievance Coordinator. If the grievance is against the Grievance Coordinator then the Grievance Coordinator's division executive or dean should be contacted and he or she will appoint another individual to serve as a Grievance Coordinator for that matter. The Grievance Coordinator will discuss the matter with the Grievant, become familiar with the complaint, and then advise the Grievant as to what options are available for resolving the problem.

The Grievance Coordinator may ask the Grievant to meet with the Grievant's immediate or second level supervisor, the division executive of the Grievant's organization, or the dean of the Grievant's school or college in order to give those individuals an opportunity to resolve the matter. The Grievance Coordinator may meet with the parties together or separately to discuss the problem and may involve other persons in these discussions as appropriate. The Grievance Coordinator may serve as a resource or a facilitator during the informal process.

Step One: Initial Discussion

Before filing a formal written grievance, the Grievant must first make a good faith effort to meet and confer with the party against whom he or she has a grievance. The Grievant should normally initiate this informal process within twenty (20) working days of the most recent incident or action leading to the grievance. This meeting should represent an effort to achieve by informal means what the Grievant regards as fair and reasonable resolution to the complaint.

The Grievant, either personally or through his or her Grievance Coordinator, has the obligation to adequately and fully inform the Respondent of the problem and what would be considered a satisfactory solution. The Respondent, in turn, has the obligation to consider the matter seriously and to answer issues as promptly as possible, yet not with undeliberated haste. Both parties have the obligation to act in good faith.

If the issue is not resolved, then the Grievant should proceed to Step Two of the informal process.

Step Two: Meeting with Supervisor

If the Grievance is not resolved in Step One then the Grievant should contact his or her immediate supervisor or Grievance Coordinator to discuss the grievance. The Grievant must clearly inform the supervisor, Grievance Coordinator, or other member of management that he or she is pursuing a grievance under this Policy. This step should normally be undertaken within five working days of meeting with the Respondent. If the Grievance involves the supervisor then the Grievant should contact the next level of supervision. The department head, dean, division executive, and/or the appropriate Grievance Coordinator may also be consulted during this step. A meeting to discuss the Grievance should normally occur within five working days of the Grievant's notification of the grievance to his or her supervisor, manager, dean, division executive, or

Grievance Coordinator.

If the Grievance is resolved in this meeting, then the Grievant's supervisor, department head, dean or division executive, or Grievance Coordinator should prepare a written document summarizing the issue and its resolution and give a copy to the involved parties.

If the Grievance is not resolved, then the Grievant is encouraged to use Step Three of the Informal Procedure.

Step Three: Mediation
If the matter has not been resolved to the Grievant's satisfaction in Step Two of the Informal Procedure then the Grievant should contact the appropriate Grievance Coordinator to request a Mediation Meeting with the Grievance Coordinator and the Respondent's dean or division executive. The purpose of this meeting is to discuss the grievance and, if possible, reach a solution that is acceptable to all parties. The Grievance Coordinator will participate in this meeting and will function as the mediator to facilitate discussion and assist in resolving differences between the parties.

The Grievant's request for a Mediation Meeting should generally be made within five working days of the conclusion of Step Two of this procedure. This meeting should generally occur within five working days from the date the Grievant requests the meeting. The Grievant and all other involved parties must be informed of the date of this meeting in writing. The Grievant should be prepared to: a) fully explain the issue, b) describe the steps that have been taken; and c) state the resolution that is desired. If resolution is reached from this meeting the Grievance Coordinator will document the meeting and the resolution. Copies of the written documentation will be given to the Grievant, the Respondent and to the appropriate supervisors, managers, dean(s) and/or division executive(s) for implementation.

If resolution is not reached, the Grievant may proceed with the Formal Procedure.

Formal Grievance Procedure

In the event the Grievance is not resolved through informal discussions and mediation then the Grievant may choose to pursue the Formal Grievance Procedure as described below. Prior to invoking the Formal Procedure the Grievant must demonstrate that he or she has exhausted all Informal steps and is still not satisfied with the resolution of the issue.

STEP ONE: WRITTEN REQUEST FOR GRIEVANCE HEARING

A Written Request for a Grievance Hearing must be completed by the Grievant and submitted to the appropriate Grievance Coordinator within no sooner than five and no more than ten working days of the conclusion of the Informal Procedure. Upon receipt of the Written Request for a Grievance Hearing, the Grievance Coordinator will assess whether interim measures to protect the Grievant while the Grievance is pending are appropriate and will inform the Grievant and Respondent in writing if any such measures are taken. The Grievance Coordinator will notify the Respondent and will give the Respondent a copy of the written grievance. The Grievant is required to prepare a written Request for Grievance Hearing to ensure that any subsequent Grievance Hearing will address the specific issues that most concern the Grievant. The guidelines set forth below are designed to ensure that the written Request for a Grievance Hearing clearly identifies those issues. The Written Request, when made, must include the following information:

- The date the Written Request for a Grievance Hearing is submitted to the Grievance Coordinator;
- The Grievant's name and job title or student identification number, current email address and telephone number;
- The department or unit in which the Grievant is enrolled or employed;
- The specific nature of the problem or complaint including;

- The name and contact information (current email address and telephone number) of the Respondent(s),
- All facts related to the complaint, and
- All documentation related to the complaint;

- a written summary of the steps undertaken in the Informal Procedure and copies of any documents produced as a result of that informal process including documents produced by the Grievant as well as any responses from the Respondent, supervisor, department head, or others;
- a list of not more than five witnesses and their current email address and telephone number for any witnesses the Grievant plans to produce at the hearing; the Grievant may submit additional names which the Hearing Panel may wish to call as witnesses on its own accord;
- the specific reason(s) the grievant disagrees with responses obtained through the Informal Procedure; and
- the Grievant's suggestion for proper resolution of the matter.

STEP TWO: THE GRIEVANCE HEARING PANEL

Purpose of the Grievance Hearing Panel
The Grievance Hearing Panel has two charges. The first is to determine whether the Grievant's complaint is a grievable issue under this Policy. If the Hearing Panel determines that the issue is grievable under this Policy then its second objective is to hear the grievance and all related testimony and render a decision and recommendations on the issue(s) being grieved.

Appointment of the Grievance Hearing Panel
The Grievance Coordinator, upon receipt of a Written Request for a Grievance Hearing, will immediately notify the appropriate division executive and/or dean and the Chief Human Resources Officer. The Grievance Coordinator will randomly select five members of the Dispute Resolution Committee to serve as prospective members of the Grievance Hearing Panel. This will normally be done within five working days of receipt of the Written Request for a Grievance Hearing. At least two of the individuals selected will be of the same constituency as the Grievant and at least two will be of the same constituency as the Respondent. The fifth individual will be randomly selected from the remaining members of the Dispute Resolution Committee. Students may serve on a Panel only if the Grievant or Respondent is a student or a student worker.

Each member of the Grievance Hearing Panel must avoid participating in any matter where a conflict of interest or material bias for or against the Grievant or the Respondent(s) is present.

STEP THREE: INITIAL MEETING OF THE GRIEVANCE HEARING PANEL

The Initial Meeting of the Grievance Hearing Panel is a closed meeting, for Hearing Panel members only. This meeting will generally take place within ten working days of appointment of the Panel members. During the meeting the members will elect, by a simple majority vote, a Chair of the Panel. The Panel will then determine whether the issue(s) presented by the Grievant are grievable under this Policy, including whether the grievance is valid or is a frivolous complaint.

At least five days prior to the Initial Meeting of the Panel, the Grievance Coordinator will provide members of the Panel with a copy of the Grievant's written complaint, and any other documents that are part of the grievance. At that time, members of the Grievance Hearing Panel may ask the Grievance Coordinator to obtain additional documents that it believes to have relevance to the meeting.

The Panel's decision will be based on a simple majority vote of its members.

If the Grievance Hearing Panel decides the issue is not grievable under this Policy, then the Chair will prepare a written

report of the Panel's findings and forward it to the appropriate Grievance Coordinator. The report will generally be issued within five working days of the Initial Meeting. The Grievance Coordinator will then forward the report to the appropriate division executive(s) and/or dean(s) and to the Grievant and Respondent(s). At the same time, the Grievance Coordinator will inform the Grievant of his or her right to appeal this determination, as described below.

If the members determine the issue is grievable under this Policy then the Chair will notify the Grievance Coordinator of this decision in writing. The Grievance Coordinator will notify the Grievant, Respondent(s), division executive(s) and/or dean(s) in writing of this decision and a separate meeting will be scheduled by the Grievance Hearing Panel for the purpose of hearing the grievance and issuing a report and recommendations.

STEP FOUR: THE GRIEVANCE HEARING

The scope of the Grievance Hearing is limited to the issue(s) identified in the Written Request for a Grievance Hearing.

The Chair of the Panel will schedule a date for the Grievance Hearing. The Grievance Hearing will generally be held within ten working days from the date the Hearing Panel issues its decision from the Initial Meeting. The Chair of the Hearing Panel will notify the Grievance Coordinator of the date of the Hearing and the Grievance Coordinator will notify all of the involved parties and witnesses in writing. This notification will generally be made at least seven working days prior to the date of the Hearing.

The Grievant and Respondent will be asked to submit to the Grievance Coordinator a list of no more than five witnesses each, and their current email address and telephone number, to speak on their behalf during the Grievance Hearing Panel meeting. This list must be given to the Grievance Coordinator at least five working days prior to the Hearing date. Generally, only witnesses whose names appear on this list will be permitted to participate in the Hearing. If extenuating circumstances exist the Grievance Hearing Panel may elect to hear testimony from additional witnesses the Panel believes have pertinent information to provide. Members of the Grievance Hearing Panel may ask the Grievance Coordinator to obtain additional documents that it believes to have relevance to the Hearing. All documents and witness lists must be provided at least five working days prior to the date of Hearing.

Both the Grievant and Respondent may be accompanied at the hearing by a support person (e.g., student, parent, faculty member, staff member, associate); however this person may not participate in the hearing or speak on his or her behalf. Potential witnesses, other than the Grievant and Respondent(s), must remain outside of the hearing room other than when they are required to testify.

Prior to the hearing, the Grievance Hearing Panel will establish an appropriate schedule for the proceedings. A typical schedule follows. Once the Hearing is begun, the Grievant will present an opening statement. The Panel may then question the Grievant. The Respondent will then present an opening statement. If there is more than one Respondent each may make an opening statement. After the opening statement of each Respondent, the Panel may question the Respondent(s).

After opening statements and questions have been completed, the Grievant may question each of the Grievant's witnesses. Following the Grievant's questioning, the Respondent may question each witness. The Panel may then question each witness.

After the Grievant has called all of the Grievant's witnesses, each Respondent will have a chance to call his or her witnesses and ask questions of each witness. The Grievant may then question the Respondent's witnesses. Following questioning by the Grievant, the Panel may question each witness.

The Panel may consider the written statement, made under oath, of a witness who cannot appear when the party seeking

to use the statement has provided it to the Chair of the Panel at least five working days in advance of the Hearing date. A copy of this statement shall immediately be given to the other party. The other party will have the opportunity to respond in writing or verbally during the Grievance Hearing. If the reply is made in writing then the Chair of the Grievance Hearing Panel will distribute a copy of the reply to the opposing party and to all members of the Grievance Hearing Panel.

After each side has called all of its witnesses, the Grievant and Respondent(s) may each make a closing statement. The Chair will then briefly review the issue(s) for determination, then all parties except Hearing Panel members will be excused.

Members of the Panel will then meet, in private, to evaluate information presented. If during its deliberations the panel determines that additional information and/or witnesses should be considered it may reconvene the hearing at an appropriate time to do so.

The Grievant has the burden of proving by a preponderance of the evidence that he or she has been wronged.

The Hearing Panel's determination will be based upon a vote of a simple majority of the Panel.

REPORT OF THE HEARING PANEL

The Panel's decision will be based on a simple majority vote of its members.

The Chair of the Grievance Hearing Panel or designee shall prepare a written report summarizing the Panel's findings as to whether the grievance has merit and will include recommendations on corrective action(s) to be taken, if any. The Chair's report will generally be given to the appropriate Grievance Coordinator within five working days of the conclusion of the hearing. If the Panel requires longer than five working days, the Chair of the Grievance Hearing Panel or designee will notify the Grievance Coordinator, in writing, of the delay; the Grievance Coordinator will then notify the Grievant and the Respondent, in writing.

Upon receipt of the Hearing Panel's report, the Grievance Coordinator will provide a copy to the Respondent's division executive or dean. The division executive or dean will generally have five working days to review the report and issue a final written decision and corrective action report to the Grievance Coordinator. The Grievance Coordinator will transmit this final written decision to both the Grievant and Respondent within three working days of receipt. Upon issuance of the report, the Grievance Coordinator will also provide written notification to the parties of their appeal rights, if any. The Grievance Coordinator will also transmit the decision and any other relevant information to the Grievant's division executive or dean, the Respondent's division executive or dean, and the Chief Human Resources Officer.

If the determination is made that the grievance has merit, the University will take appropriate, corrective, and remedial actions.

APPEAL OF THE GRIEVANCE HEARING PANEL DECISION

Procedures for Appealing a Panel's Determination that an Issue is not Grievable.
If the Grievance Hearing Panel determines that the issue is not grievable under this Policy then the Grievant may appeal this decision to the University's President. The appeal must be made within ten working days of the date of the decision of the Grievance Hearing Panel, in accordance with the procedures below.

To appeal a Panel's determination that an issue is not grievable under this Policy, a Grievant must submit a written appeal request to his or her Grievance Coordinator. This written appeal request must state the Grievant's basis for appealing the Panel's determination. The Grievance Coordinator will then submit the appeal to the President who will notify the Grievance Coordinator in writing of his or her decision within ten working days of its receipt of the appeal. The Grievance

Coordinator will notify the Grievant and Respondent of the decision in writing. The decision of the President is final. If the President reverses the Hearing Panel's determination, the grievance will proceed to a Grievance Hearing in accordance with the procedures described above.

Procedures for Appealing a Hearing Panel's Post-Hearing Determination on the Merits.
A Grievant or Respondent who disagrees with a decision issued following the Grievance Hearing may appeal the decision to the President. To appeal the decision, a party must submit a written request for appeal to the President within ten working days of the date of receiving the initial written decision. The written request for appeal must include a clear explanation of the party's basis for appealing the Panel's decision.

The President will thoroughly review the Grievance Hearing Panel's recommendations, along with any witness statements or other documents used during the hearing and the decision of the division executive or dean. After conducting this review, the President will furnish a written decision to the Grievance Coordinator within ten working days after receiving the written request for appeal. If the President's review of a case requires longer than ten days, then he or she will notify the Grievance Coordinator in writing of the delay who will notify the Grievant and Respondent in writing.

The President's decision regarding the appeal will be submitted to the Grievance Coordinator, who will notify the Grievant and Respondent, the Chief Human Resources Officer, members of the Hearing Panel, and appropriate members of management of the decision. The President's decision on the appeal is final at the institutional level.

Conclusion

The University reiterates the positive nature of the grievance Procedures. These Procedures provide structures which should smooth and speed the resolution of University-related grievances and thus affirm the University's desire to treat each student and each employee fairly. The publication of this Policy and Procedure should guarantee access to the necessary information for the internal resolution of University-related grievances at Webster University.

Parents Policy

Webster University is interested in shaping and developing students into independent citizens. We believe that an integral part of this process is encouraging students to articulate their own needs and concerns.

We respect and value the importance of parents' financial and emotional support to our students and to our campus. Although we encourage parental involvement in the lives of their children, our students are legally adults.

Therefore, the University staff and faculty will treat students accordingly. Our philosophy is to work in partnership with parents, as appropriate, to foster student responsibility and growth.

Rallies, Demonstrations & Public Assemblies

Consistent with the preamble to the Student Life Policies and the Statement of Ethics and Student Rights, Webster University is committed to providing an environment where diverse issues can be openly discussed and explored. The freedom to assemble and exchange views is essential to the life of the University.

In order to provide an atmosphere in which open communication can occur without disrupting the academic mission or daily functions of the University, this policy is in place to govern campus rallies, demonstrations (individual or group), and public assemblies. Public activities are subject to reasonable restrictions of time, place, and manner, as described herein, with such restrictions being applied without discrimination toward the speaker or the content of the view being expressed.

Members of the University community wishing to hold or sponsor a rally, demonstration, or public assembly must provide the Dean of Students Office with 24-hour (if possible) advanced notification of the desired date, time, location, and expected attendance of the activity as well as the type of activity planned.

Location

Specific locations on campus for rallies, demonstrations, and/or public assemblies have not been designated in an effort to provide the greatest flexibility for the organizers of such activities. However, the following parameters may impact the choice of an appropriate location in order to have the activity comply with the policies described herein.

Parameters for Time, Place and Manner

The rights of assembly, free speech, and expression do not include unlawful activity or activity that endangers the safety of the campus community or the threat of damage to University facilities and/or property. In addition, these rights do not permit the disruption of the normal operations of the University. To clarify expected behaviors for campus rallies, demonstrations, and public assemblies, the following parameters must be met:

- The public activity must be lawful, and may not violate or conflict with University policies or local, state, or federal laws.
- The public activity may not unduly disrupt the educational purposes of the University.
- The public activity may not unduly disrupt traffic, either pedestrian or vehicular.
- The public activity may not jeopardize public or individual safety.
- The public activity may not prevent, unduly obstruct, or interfere with the regular academic and institutional activities, or other approved activities of the University.
- The public activity may not include expression that is obscene, defamatory, or consists of fighting words, threats of physical harm, or inciteful of imminent lawless action, to the extent not entitled to protection as expression.

Objections to Rallies, Demonstrations or Public Assemblies

The University recognizes that individuals or groups may be opposed to certain campus demonstrations or speakers. Disagreement with different opinions is acceptable; however, hindering or obstructing such rallies or public assemblies is counter to creating an environment where issues can be openly discussed. An individual or group wishing to protest at

an event may do so as long as such action does not disrupt or obstruct the activity, hinder the free expression involved in the activity, or the audience's right to attend or participate in the activity. In addition, individuals may not tamper with the publicity for scheduled events in an effort to affect awareness or attendance for the activity.

Judicial Action

Violations of this policy are subject to immediate order (or verbal directive) by the Dean of Students to end the public activity, immediate action (or intervention) by Public Safety or Webster Groves Police Department to end the public activity, and/or judicial review and disciplinary action. Any police arrests and/or criminal charges of students, faculty, and staff are separate from judicial or disciplinary actions that may be invoked by Webster University.

Administration of this Policy

The Dean of Students or his/her designee is responsible for administering this policy and for maintaining a registry of all rallies, demonstrations, and public assemblies. In all events held on campus, a speaker's appearance does not imply acceptance or endorsement by the University of the views expressed. The Dean of Students' decision may be appealed to the Assistant Provost for Student Life and Athletics

Research on Human Subjects

Conducting research is a scholarly activity which is valued by Webster University. Those who engage in research or supervise research projects must ensure that their subjects' participation in the project is voluntary and that the benefits for participation outweigh the risks.

Researchers doing data collection such as surveys, interviews, or experimental work must protect their subjects and Webster University by obtaining approval for research projects from the Institutional Review Board (IRB).

The purpose of this committee is to protect students involved in research against injury and to protect the University from exposure to liability due to action of its members. The committee acts to ensure that the right of privacy of all subjects is maintained and that all subjects participate freely with clear understanding of the risks involved.

Any Webster University faculty, staff, or student planning a research project involving the use of individuals as research subjects must obtain approval from the Institutional Review Board. Researchers who are not members of the Webster University community but who wish to conduct research involving members of the Webster University community as human subjects must also gain such approval. For additional information, contact:

Barbara Wehling, PhD, Chair of the Institutional Review Board, at 314-968-7179 or by e-mail wehlinba@webster.edu.

Administrative Withdrawal for Non-Academic Reasons

The University may require a student to take an administrative withdrawal if there is sufficient evidence that the student is engaging in, or is likely to engage in, behavior that represents a real danger of harm to others, or behavior that substantially disrupts the learning environment and activities of the campus community. There are limits to the University's ability to care for students with serious physical or psychological conditions, and the University reserves the right to decide, in certain circumstances, when it cannot provide appropriate educational or other services to a particular student.

These policies and procedures do not take the place of disciplinary action associated with a student's behavior that is in violation of the student code of conduct. This policy is only invoked in extraordinary circumstances, at the discretion of the Dean of Students (or his/her designee), when the standard disciplinary system cannot be applied or is not appropriate. This policy may be invoked when a student is unable, or unwilling, to request a voluntary withdrawal.

Examples of extraordinary circumstances that are applicable to this policy include, but are not limited to: suicidal threat or attempt that disrupts the living or learning environment on campus; ongoing substance abuse or addiction; serious threats of harm to others; medical condition that endangers other members of the campus community; or behavior that is so odd or destructive that it disrupts the learning environment.

If possible, the University's first approach will be to discuss with the student, and his/her family, the possibility of a voluntary withdrawal and a plan for a successful return to the University. If voluntary withdrawal is not pursued, the Dean of Students (or his/her designee) will then consider administrative withdrawal without the student's consent.

In emergency situations, the University reserves the right to do any or all of the following:

- Consult with and refer the student to a mental and/or health care facility or provider (University's Office of Counseling and Life Development, Health Services, an area hospital, or licensed mental health or health care professional) for a mental health or other medical evaluation. The cost for any off-campus referral will be at the expense of the student
- Remove the student from campus (including on-campus housing) until such time that a full mental health and/or medical evaluation is completed and the Dean of Students (or his/her designee) approves the student's return to campus.
- Require the student to sign appropriate release forms allowing designated staff at Webster University to consult clinician(s) serving the student.
- Refer the student to the University judicial process if the student's behavior has violated any University policies or codes of conduct.

If along with the demonstrated disruptive behavior, the student experiences serious psychological difficulties that have become chronic, dangerous, or excessively disruptive, the Dean of Students (or his/her designee) may require the student to be assessed off campus by an appropriate mental health professional. The purpose of this assessment is to assure:

- The student is safe to return to campus and does not pose a threat to others and is able to adequately care for him/herself.
- The student is able to function both socially and academically and will not cause any disruption to the community or normal functioning of the University.

After receiving a written assessment, the Dean of Students (or his/her designee) will make a decision about the student's status, which may include the following options:

- Immediate return to the campus, providing the student follows a plan for care with on- or off-campus providers. Failure to follow the plan will result in immediate withdrawal from the University.
- Student's return to campus deferred until additional assessment or treatment can be obtained.
- Student's return to campus deferred indefinitely due to significant and specific concerns about continued danger to others and/or disruption to the community.

Written appeals must be submitted to the Dean of Students Office, within ten days of being informed of this policy being implemented. Written appeals will be reviewed by the Vice President of Enrollment Management and Student Affairs.

Returning to Campus After a Hospitalization

The growth and development of students at Webster University is central to our goal of maintaining an environment conducive to student learning, academic achievement, individual responsibility, and respect for the rights and privileges of others. One aspect of this mission includes the availability of Counseling, Health Services, educational programs, and policies to foster health and safety.

Addressing Health and Safety and Emergencies

At times, emergency situations may occur that require immediate response and continuing support. Emergency situations may include:

- Destructive or other inappropriate behavior
- Drug and alcohol abuse
- Eating disorders
- Suicidal ideation or action
- Any behavior that points to possible imminent danger, foreseeable danger to oneself, or another member of the University community

In these emergency situations, the University may take actions in order to assess the situation and better support a student experiencing an emergency:

- Consult with and refer the student to a mental and/or healthcare facility or provider (the University's Office of Counseling and Life Development, Health Services, an area hospital, or licensed mental health or healthcare professional).
- Refer the student to the University student conduct process - if the student's behavior has violated any rules, policies, or procedures.
- Contact Public Safety and/or law enforcement to respond to situations, which threaten the health and safety of the student in crisis and/or the campus community.
- Contact emergency medical services to respond to physical or mental health emergencies

In some cases, these situations will result in a hospitalization, or the student leaving campus for a period of time. After the emergency situation is resolved, the Dean of Students Office, Health Services, Counseling, and other campus resources are available to assist with the student's transition back into the University community.

Involving Essential Parties

Webster University reserves the right to notify the parents of the student and appropriate University Officials who have a need to be informed of the emergency in order to better support the student.

Returning to Campus

Prior to returning to campus, the student is strongly encouraged to meet with the Dean of Students, Director of Housing & Residential Life, or their designee to ensure that the student's transition back to campus proceeds smoothly. This is an important meeting during which the student will discuss the resources available on campus to support members of the University community and learn helpful information, including names and contact information for Residential Life Staff Members and other key administrators. The student may also receive referrals to resources on campus, including:

- Student Health Services
- Academic Advising
- Student Counseling
- Academic Resource Center
- Public Safety
- Title IX Office
- Etc.

Smoke Free and Tobacco Free Community

Webster University students, faculty, staff, alumni and visitors deserve the healthiest possible place to live, work and learn. While we respect the rights of those who use tobacco and other nicotine products and smoking devices, research continues to that the use of cigarettes, cigars, pipes, smokeless tobacco, and other tobacco products, as well as exposure to secondhand smoke, leads to disease and premature death for smokers and non-smokers alike. In addition, cigarette litter and smoke are toxic to our environment.

Because it is important to protect our community from these serious health risks and adverse environmental effects, the University's Webster Groves, Missouri, campus will be designated as a tobacco-free and smoke-free campus effective Aug. 15, 2018, joining the many universities across the United States and in Missouri that are preparing to or have already set this policy.

Parking Policy and Procedures

Parking permits are required on all Webster University parking lots and the Garden Park Plaza garage.

All motor vehicle parking regulations are in effect 24 hours every day, seven days a week including periods when classes are not in session.

GENERAL

All parking and permit information is contained on the Department of Public Safety's parking webpage.

EMERGENCY PARKING SITUATIONS

In the event of vehicular breakdowns, call The Department of Public Safety at 314-968-7430 and report the vehicle. Make sure to give the description, license plate number, lot location and time frame for repair/removal of the vehicle.

Non Emergency:

If you need to contact The Department of Public Safety you can call 314-968-7430 from off campus or x7430 on campus.

Emergency:

- If you have a medical emergency please contact the Department of Public Safety at 6911. Our officers are First Aid, CPR and AED trained.
- For all non medical emergencies please contact the Department of Public Safety at 968-7430 from off campus or x7430 on campus; or if an emergency x6911.
- The Garden Park Plaza has been equipped with emergency phones on every level. The phones are located by the southeast stairwell and the northwest stairwell by the elevator. These phones are hands free. There is a button that you will push which will ring the emergency line in the dispatch center.
- There are also emergency phones located throughout the campus. We have phones in every parking lot and by the Webster Village Apartments. You can find these phones by the flashing blue light.
- All of our elevators are equipped with an emergency call button. This button also will ring the emergency line at the dispatch center.

Questions?

Don't know where to park? Call 314-246-8021 and speak to the Department of Public Safety parking division.

Posting Notices and Solicitation Policies

These policies and procedures apply to Webster University students enrolled at the St. Louis Campus.

The University Center office oversees and monitors the distribution of printed materials and posting of notices on Webster University's home campus. This office reserves the right to remove outdated or unauthorized materials. The distribution and posting of notices is permitted with the following guidelines: The sponsoring organization, department, or individual must be identified on any notices.

The University Center office oversees and monitors the distribution of printed materials and posting of notices on Webster University's home campus. This office reserves the right to remove outdated or unauthorized materials. The distribution and posting of notices is permitted with the following guidelines: The complete listing of on-campus posting locations can also be found at: http://involved.webster.edu in the campus links section.

Posting Notices

Is permitted on general University bulletin boards. Posting is not permitted on walls, windows, or doors. Sidewalk chalk may only be used on approved exterior sidewalks; this is permitted for on-campus groups only. It may not be used on walls, doors, windows, stairs, fire escapes, curbs, streets, or signs. Only non-permanent sidewalk chalk may be used. No paint, markers, or inks allowed. Chalking is not permitted on sidewalks under roofs or overhangs. No sidewalk chalk is permitted within 72 hours before or after Commencement.

BULLETIN BOARDS

- **East Academic Building (EAB):**
  Bulletin Boards: 1 – drop off in SBT office
  Distribution Spots: none

- **Emerson Library**
  Bulletin Boards: 2 - 1st floor and 2nd floor next to elevator in Cyber Cafe area
  Distribution Spots: none

- **Garden Park Plaza Garage**
  Bulletin Boards: 1 by elevator – ground floor
  Distribution Spots: none

- **H. Sam Priest House**
  Bulletin Boards: 3 to Office – 2nd floor
  Distribution Spots: none

- **Loretto Hall**
  Bulletin Boards: 1 in breezeway to Webster Hall – 1st floor
  Distribution Spots: 1 area – inside doors at Big Bend entry

- **MCISA (536 Garden Ave.)**
  Bulletin Boards: 1 – Student Lounge
  Distribution Spots: none

- **Pearson House**
  Bulletin Boards: 1 by entrance – 1st floor
  Distribution Spots: 1 area – table near entry

- **Residential Areas**
  Bulletin Boards: 26 – drop off in Housing & Res Life office (West Hall) for distribution and posting
  Distribution Spots: none

- **Sverdrup**
  Bulletin Boards: 1 in hallway near Commuter Lounge – 1st floor1 across from Media Center – 1st floor
  Distribution Spots: none

- **Thompson Music Building**
  Bulletin Boards: 2 near stairwell – 1st floor 2 – basement
  Distribution Spots: none

- **University Center**
  Bulletin Boards: 4 to Information Center for posting by staff (in UC) – Upper Level
  Distribution Spots: 2 areas (on and off campus) – must be approved at Information Center - Upper Level

- **Visual Arts Studio**
  Bulletin Boards: 1 – west wing
  Distribution Spots: 1 area – on bench near entry

- **Webster Hall:**
  Bulletin Boards: 8 in stairwells 1 outside of loading dock – ground floor 1 across from Business Office – 1st floor 1 in lounge – 3rd floor
  Distribution Spots: 1 area – across from Business Office – 1st Floor 1 area – west end of hallway – 2nd floor

The locations where sidewalk chalk is permitted are:

- The sidewalk between Maria and Webster Hall,
- The sidewalk along the west wall of Maria Hall,
- The sidewalk around the Quad,
- The sidewalk along the east wall of the UC Swimming Pool,
- The sidewalks immediately surrounding the Emerson Library
- The sidewalks between Pearson and the H. Sam Priest Center,
- The sidewalks immediately surrounding the Thompson Music Building,
- The sidewalks around the WVA Clubhouse and the WVA mail kiosk,
- The sidewalk approaching the west entrance of Garden Park Plaza (from the street to the entrance).
- The sidewalk surrounding the circle drives at East and West Halls.
- The concrete sidewalks between the Community Music School and the EAB,
- The concrete sidewalks between the East Academic Building and the East Quad

BANNERS

May be hung in the University Center commons, and the Sverdrup lounges, as approved by the Director of the University Center. This is permitted for on-campus groups only.

SANDWICH BOARDS

Advertising events may be placed outside the entrances to the University Center, and in the UC Commons with the permission of the Director of the University Center. This is permitted for on-campus groups only.

TABLE TENTS AND/OR FLYERS

Advertising on tables may take place in the University Center Crossroads Dining area with the permission of the UC Information Center and the tables in Marletto's Marketplace with the permission of the Director of Dining Services. Table advertising is limited to within one week of the advertised event and will be removed immediately following the event. Table advertising is restricted to on-campus groups only, and is only allowed as a 4"x6" flyer to be used in the provided table tents.

STAKED SIGNS

Staked signs advertising events may be placed in the ground along the following walkways:

- The sidewalk between Maria and Webster Hall,
- The sidewalk along the west wall of Maria Hall,
- The sidewalk around the Quad,
- The sidewalk along the east wall of the UC Swimming Pool,
- The sidewalks between Pearson and the H. Sam Priest Center,
- The sidewalks immediately surrounding the Thompson Music Building,
- The sidewalks around the WVA Clubhouse and the WVA mail kiosk,
- The sidewalks near the Garden Park Plaza.
- The sidewalk surrounding the circle drives at East and West Halls.
- The sidewalk surrounding the circle East Quad.

LEAFLET DISTRIBUTION

- Placing leaflets on car windshields is only permitted for on-campus, Webster University-affiliated organizations, when approved.
- Handing out leaflets to passersby on campus is only permitted for on-campus, Webster University affiliated organizations, when approved by the Director of the University Center.

EVENTS ADVERTISING ALCOHOL

Promotional literature that advertises events with alcohol must adhere to the guidelines of the alcohol policy. This policy can be found in the Campus Links section of the Student Organization Handbook at http://involved.webster.edu

OUTDATED MATERIALS

Should be removed by the sponsoring organization in a timely manner or the materials will be removed by a Webster University staff member. Any posting of notices that are not date-sensitive should be removed within two weeks of the posting or the materials will be removed by a Webster University staff member.

OTHER CONCERNS:

- Use of department specific bulletin boards requires that permission be obtained from the related office.
- Off-campus groups and individuals may only post on public bulletin boards around campus. The University Center Information Desk maintains a list of the public boards.
- Promotional literature that advertises events with alcohol must adhere to the guidelines of the alcohol policy.
- Messages that are threatening, obscene, vulgar and/or libelous are not permitted. No private information about individuals may be shared without their permission.
- No access for general posting is allowed in Webster University residence halls or student apartments. Any individual

or organization wishing to distribute information in these areas must leave materials with the Residential Life Office or the Webster Village Apartments Office. Staff in these areas will distribute the information.

- Large quantities of information may be stacked in designated distribution areas of the Webster University campus only.
- Violators of these policies may be subject to payment for the removal of any notices that are not in compliance.
- No commercial solicitation is permitted on campus except by recognized student organizations or authorized representatives of the University faculty and staff, and they must secure permission from the appropriate building administrator, permission from the Dining Services director may also be required in some circumstances. All outside vendors are prohibited from selling their wares on campus unless special permission is given by the University Center.

School Closings

These policies and procedures apply to Webster University students enrolled at the St. Louis Campus.

In the event of hazardous weather conditions, the following television and radio stations will announce school closing information for Webster University:

RADIO

KMOX 1120 AM

TELEVISION

KTVI-TV (Channel 2)
KMOV-TV (Channel 4)
KSDK-TV (Channel 5)

Most stations begin reporting school closings at 5:30 a.m. Should the University need to close during the day or cancel evening classes, the radio and television stations will be notified as soon as the decision is made. For current updates, please call the University's 314-968-6900 number.

If you hear the message that Webster University is open but operating on the "Snow Schedule," it means the University will open at 10 a.m.

Webster UNIVERSITY

WEBSTER UNIVERSITY MAIN CAMPUS | 470 EAST LOCKWOOD AVENUE | ST. LOUIS, MISSOURI 63119 | WEBSTER.EDU