

## The University

Webster University is an independent, non-denominational, international university with undergraduate and graduate programs in various disciplines including the liberal arts, the fine and performing arts, teacher education, business and management, communications and nursing. Main campus largest program is in Webster Groves (St. Louis County) which serves as a cultural center for the St. Louis metropolitan area, sponsoring and hosting programs open to the wider community. The University serves adult learners elsewhere in the United States with professionally oriented programs at two other St. Louis sites, at 21 metropolitan campuses in sixteen U.S. cities, and on thirty U.S. military bases.

## Mission and Vision

Webster University, a worldwide institution, ensures high quality learning experiences that transform students for global citizenship and individual excellence.

## Vision

Our vision is to be a premier U.S based international university setting distinct standard for global education. This vision is built on a foundation of excellence in teaching and enhanced by an inter-national perspective that fosters dialogue, respect and understanding across boundaries and between peoples. The educational endeavors in support of this vision are meeting the needs and enriching a global mix of learners within an ever increasing network of students desiring a U.S. education in multiple parts of the world. The institution is committed to offering these students a distinct personal experience and building the resources required to achieve this vision.

## A global, Tier 1, private, nonprofit university

With its home campus in St. Louis, Missouri, USA, Webster University comprises an action-oriented global network of faculty, staff, students and alumni who forge powerful bonds with each other and with their communities around the globe. Founded in 1915, Webster is a private non-profit university with almost 20,000 students studying at campus locations in North America, Europe, Asia and Africa and in a robust learning environment online. The university is committed to delivering high-quality learning experiences that transform students for global citizenship and individual excellence.

## Accreditation:

Webster University is accredited by The Higher Learning Commission, 800-621-7440.

## Specialized Accreditations

Business and Management programs are accredited by the Accreditation Council for Business Schools and Programs (ACBSP) Webster University's ranking in the 2015 edition of Best Colleges is Regional Universities (Midwest), 21 Webster University ranks in the top 10 percent among America's colleges, according to a report released by Forbes magazine. The ranking is based on five categories that relate to educational quality and the experiences and achievements of students: student satisfaction, post-graduate success, student debt, four-year graduation rate and nationally competitive awards. According to Forbes, its ranking of the top undergraduate institutions includes 650 schools out of the approximately 6,600 accredited postsecondary institutions in the United States, which puts Webster in the top 10 percent of all institutions of higher education in the country.

## Global. Action-oriented. Academically Excellent

How do we fit a century of academic excellence and a global perspective into every classroom and every course? That's what makes Webster so compelling. Webster University is a private, nonprofit, accredited university that offers a balance of arts, sciences and professional undergraduate and graduate degrees – on campus and online. Webster is one of the most diverse and global universities in the world.

## Distinctive student experience

- Students experience an ideal, student-centered environment with personalized learning.
- Students attend from 50 states and 148 countries
- Diversity and inclusion are core values; we offer a welcoming environment.
- Average class size consists of 10 students.
- Distinguished faculty members offer the right balance of global scholarship and professional experience.

## Distinctive learning

- Global feature in academic programs. Globalized curriculum is a distinctive hallmark.
- Academic programs engage students' minds and stimulate their understanding beyond their home country and culture.

## Core Values Students

By sustaining a personalized approach to education through small classes, close relationships with faculty and staff, and attention to student life.

## Learning

By developing educational programs that join theory and practice, provide an international perspective, encourage creativity and scholarship, and foster a lifelong desire to learn and actively serve communities and the world.

## Diversity

By creating an environment accessible to individuals of diverse cultures, ages, and socioeconomic backgrounds and instilling in students a respect for diversity and an understanding of their own and other values.

## Global Citizenship

By educating a diverse population locally, nationally, and internationally, acting responsibly toward the environment to foster a sustainable future, and strengthening the communities we serve.

## History

**Founded in 1915:** in St. Louis, Missouri, by Sisters of Loretto, a Catholic religious organization, Webster College (originally named Loretto College) was one of the first Catholic women's colleges west of the Mississippi River. It was progressive for its time, providing higher education to women. The North Central Association of Colleges and Schools (now the Higher Learning Commission) accredited Webster College on March 19, 1925. In 1931, Webster initiated an international student program with nearly 200 faculty and students involved in study abroad between 1931-1950.

In 1962, male students were admitted in Fine Arts programs. Webster College became independent and coeducational in 1967 during a period of profound changes in American private education. Leaders from the St. Louis corporate and professional community were invited to join the Board of Trustees. This conversion to a private and secular institution was made with a commitment to retain the values of a liberal arts education even as the institution adapted to rapidly changing times. The College began to grow and soon expanded into new areas of educational delivery, including programs for working adults. In 1972, the first extended-campus program was opened in Kansas City. Within a few years (1974-1977), Webster University became a significant educational provider for the United States military.

The first international campus program was opened in 1978, in Geneva, Switzerland, followed in 1981 with a campus in Vienna, Austria. In 1983, the College became Webster University. The name "Webster University" better identified the scope and range of the University's academic programs, the growth of its student populations, and its commitment to

internationalism. The campus in Leiden, the Netherlands, was opened in 1983, and a campus in London opened in 1986. Webster University currently enrolls approximately 20,000 (11,400 FTE) students throughout its multi-campus network. Webster University has recognized a unique opportunity to address unmet student needs with quality educational programs and simultaneously transform itself into a multi-campus and inter-national institution. Today, Webster University is a dynamic, independent, multi-campus, international university providing quality educational programs to diverse constituents, including adult-learners, young traditional-aged students, corporate and military personnel, and international students.

Webster University is a Mid-western school with an international presence. Though the school is based in St. Louis, it also has campuses in Geneva; Leiden, the Netherlands; London; Vienna; Shanghai; Athens Greece, Ghana and Cha-am, Thailand. For students, this means a plurality of study abroad options, as well as undergraduate degrees with an international emphasis, such as Global Journalism and International Business.

With its home campus in St. Louis, Webster University ([www.webster.edu](http://www.webster.edu)) is the only Tier 1, private, non-profit U.S.-based University providing a network of international residential campuses and a robust online learning program. Founded in 1915, Webster University's campus network today includes metropolitan, military and corporate locations around the world, as well as traditional residential campuses in Asia, Europe and North America. The university is committed to delivering high-quality learning experiences that transform students for global citizenship and individual excellence.

## International Campuses:

Austria  
Vienna

Netherlands  
Leiden

Switzerland  
Geneva

Greece  
Athens

Ghana  
Accra

China  
Shanghai  
University of Finance & Economics  
University of Electronic Science & Technology of China  
Beijing Language and Culture University

Uzbekistan  
Tashkent

Thailand  
Bangkok Center  
Cha-am/Hua Hin

### Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- 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--students, faculty, staff, administrators, alumni, and directors--accept the responsibility of sharing in the effort to achieve the University's mission as an institution of higher learning. Each member is expected to respect the objectives of the University and the views of its members. Participants in this shared enterprise strive to be governed by what ought to be rather than by what is. To accomplish its goals, members of the University community aspire to a higher standard than mere compliance with formalized University requirements and local, state, and federal laws.

Webster University endeavors to fulfill the following expectations:

- Preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty.
- Treat others with respect and dignity.
- Respect the rights and property of others.
- Act with concern for the safety and well-being of its associates.

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

historical values.

### Notice of 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.

Webster University Athens Campus is committed to fostering international student and faculty exchange and to developing an international and multi-cultural perspective throughout the curriculum. Webster University Athens Campus is committed to serving adult learners as well as full-time, college-age undergraduates. The courses should be scheduled at times and places convenient to adult students and that the curriculum should be responsive to their prior learning. Classes are small to encourage maximum student involvement in learning, and to assure that each student is treated as an individual. Believe is that learning is enhanced by providing internships and other experiential learning opportunities for students and by augmenting the full-time faculty with experienced professional practitioners as adjunct faculty. Webster University Athens Campus is committed to the utilization of instructional technology to enhance learning and to provide students alternatives to physically present classroom activities.

Webster University Athens Campus is committed to keeping education affordable and accessible and to making continuous improvements in quality. We believe in the professional growth of faculty and staff, and invest in a professional development leave program and other activities to foster professional growth and a climate of learning for all members of the University community. Webster University has developed a culture in which evolutionary change is accepted and expected. Webster University Athens Campus is:

- Focused on student learning and quality educational outcomes
- International in scope and outlook, and fully integrated in operation
- Committed to the practical uses of instruction technology
- Responsive to societal changes
- Involved in the solution of social problems
- Permeable to society, not aloof from it
- Accessible and affordable
- Administratively lean and unbureaucratic
- Willing to bring education to people at places and times convenient to them

- Attentive to the need for recurrent formal periods of advanced education throughout the careers of most professionals
- Engaged in continuous quality improvement

## Structural Organization of Webster University

### Board of Trustees

“The management and the control of the affairs, business and property of the University shall be vested in and exercised by the Board of Trustees (sometimes referred to as the ‘Board’) which shall have and exercise all the powers and authority necessary and expedient for the conduct and operation of the University, including the establishment of educational policies upon recommendation of the President. The Board shall elect the President of the University.”

### Administrators of the Webster University

The administrators of the University are:

- President of the University
- Executive Vice President / Vice President for Academic Affairs
- Executive Assistant to the President
- Vice President for Students and Enrollment
- Vice President for Development and Alumni Relations
- Vice President for Finance and Administration
- Vice President for Information Technology

## Academic Structure

### Schools and Colleges

The established academic units of Webster University are: School of Business and Technology, School of Education, School of Communications, Leigh Gerding College of Fine Arts, and College of Arts and Sciences.

### Webster University Athens Campus Departments

The established academic departments of Webster University Athens Campus are:

- Business and Technology Department
- History, International Relations & Political Science Department
- English Department
- Communication Department
- Psychology Department

## Email Usage Policy

Expectations for use of Connections portal and University provided email accounts for official University communications

### Purpose and General Statement

Webster must be able to communicate quickly and efficiently with employees and enrolled students in order to conduct official University business. Email is one available and appropriate medium for such communication, as are the various announcement channels in the Connections portal.

- The University will send official communications to employees and students by email 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 recipients in a timely fashion.

### Assignment of Connections ID's and University E-mail Accounts

All students are assigned a Connections ID to access to the Connections portal as well as other University systems and services. They are also being assigned an email account in the webster.edu domain that is designated as their official "Webster email account."

The Webster email account name and Connections ID is generated by the Information Technology department and may not be changed, except in extenuating circumstances or as a result of a legal name change. There will not be any alternate or preferred email accounts. All University communications to employees and students that are sent by email will be sent to the Webster email account.

### Expectations and Responsibilities

- Employees and students are expected to review messages received through their Webster Connections portal announcements as well as through their Webster email account on a frequent and consistent basis.
- Webster faculty and staff generating official communications to students or other employees should use Connections announcements and/or Webster email accounts for all University-related email communications.
- Students may access their Webster email accounts using either the Connections portal email application or a desktop email client (e.g., Outlook or Mac Mail). Individuals may also choose to use the web-based Webmail program to manage external email accounts.

- Students are expected to also regularly access the Connections portal to receive and review announcements that have been posted there, whether they retrieve their email from within the portal or from their desktop.

### Forwarding of E-mail

Students may forward their Webster email account to any VALID email address, and are responsible for updating their forwarding email should it change.

### Services for Students

**The Writing Center:** provides a friendly, welcoming place where students receive one-on-one coaching in order to clarify the writing process. Students are coached through the process of writing a paper.

**Career Services:** empowers students to become independent job seekers and career managers by focusing on comprehensive career education. Career Services assists students in all stages of career development.

**Library:** The Webster University Athens Campus **Library** supports teaching, research, and intellectual pursuits of students, faculty and staff. The power of the Webster University Athens library is the connection to the worldwide system of online resources through Webster University's Emerson Library which offers the latest in collections, online resources and information technology. The library houses a collection of more than 300,000 volumes of books, periodicals, scripts, music scores, CDs, DVDs, Blu-Ray, and other media. Library resources are not limited to materials found in the building. At <http://library.webster.edu> students, faculty, and staff will discover a wealth of electronic resources. Accessible 24/7 from campus, home, or office, these valuable resources include the library's online catalog; over 150 online and full-text databases; video tutorials; Internet resources; and online services, including reference and electronic reserves.

The Webster University Athens Campus library is staffed by a full-time, experienced librarian, who can offer students individualized assistance as they work toward their degree.

**Office of the Registrar:** submits certifies degree audits, sends letters of good standing, does enrollment verifications, degree verifications, transfer credit evaluations, processes transcript requests, registers students, processes adds, drops, and withdrawals.

**Student Affairs:** is responsible for New Student Orientation Programs, Housing and Residential Life, Multicultural and International Student Affairs, Student Activities, and Community Service Activities.

### Graduate, Undergraduate & Certificate programs offered at Webster Athens

#### Graduate

- Masters of Business Administration
- Masters of Business Administration with an Emphasis in:
  - Cybersecurity
  - Health Administration
  - Digital Marketing
  - Project Management
- Teaching English as a Second Language
- International Relations
- Psychology with an Emphasis in Counseling Psychology

#### Graduate Certificate

- Oil & Gas Management
- International & Regional Security
- Project Management
- Teaching English as a Foreign Language
- International Maritime Studies (AY 2021)

#### Undergraduate

- Accounting (BS)
- Business Administration (BS)
- Computer Science (BS)
- Economics (BA)
- English (BA)
- Finance (BS)
- International Relations (BA)
- Management (BA)
- Management with Emphases in:
  - Human Resources Management (BA)
  - International Business (BA)
  - Marketing (BA)
- Media Studies (BA)
- Management Information Systems (BS)
- Political Science (BA)
- Psychology (BA)
- Psychology (BS)

## Minors

- Advertising & Marketing Communications
- Anthropology: Archaeology Focus
- Business
- Criminology & Criminal Justice
- Data Analytics
- English
- Finance
- International Relations
- Journalism
- Management
- Public Relations
- Psychology: General

## Admission

The Office of Admission coordinates the recruitment and processing of applications for undergraduate, graduate and international students.

### General Admission Information

The Webster University Athens Campus considers applications for admission on a rolling basis. The Admission Office reviews applications as soon as all supporting documents have been received. Applicants are encouraged to apply at the beginning of the term or semester prior to which they wish to enroll. While the Office of Admission makes every attempt to accommodate students who apply at any time, applications completed less than one week prior to beginning of a term or semester may not be reviewed before courses begin. Students should apply to only **one** Webster University campus. Applicants may contact the Webster Worldwide Office of Admission to request a change in the Webster campus location of an existing application.

### Freshman Admission

To be considered for freshman admission, applicants should submit the following:

- A completed application for undergraduate admission. Students may submit the University's institutional application and non-refundable application fee official high school transcript.
- An official high school transcript. All transcripts issued in a language other than English must be accompanied by a certified English translation
- An official copy of test scores from either the ACT or SAT for applicants who attend U.S. high schools or international secondary schools that use English as the language of instruction. Scores

- listed on an official high school transcript are considered official.
- A 300 to 500-word essay on a topic of the student's choice, such as a special interest, significant experience, or notable achievement.
- A resume of school and community activities, including offices held and awards received.
- One letter of recommendation from a high school guidance counselor or
- teacher.

After the application is completed, the University Admission Office will render an academic admission decision.

## Readmission

Degree-seeking students whose enrollment has been interrupted for one calendar year or longer must apply for readmission prior to resuming studies at the University. Readmitted students follow the academic policies and degree requirements of the catalog in effect at the term of their re-enrollment. Readmission is normally requested through the Office of Academic Advising.

## English Language Proficiency

Applicants 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 scores within the past two years of the Test of English as a Foreign Language (TOEFL) or Academic IELTS. The scores required for full admission are as follows:

- TOEFL: iBT: 80
- IELTS: Academic: 6.0
- Pearson: 53 Equivalent Cambridge, Oxford, NEAB, TEEP, Academic IELTS, London Certificate, and Pearson test results that are current can be considered in lieu of the TOEFL. Students who cannot document current evidence of English proficiency should contact the campus for on-site testing. In such cases, testing must be completed before the admission decision will be made. Webster University will refer for testing any applicant for admission about whose English language proficiency an admissions officer 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.

## ESL Contingent Admission

Some applicants are 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 Athens Campus. These students will be accepted on a contingent basis that acknowledges their need to satisfactorily complete further work in English. Students admitted with an ESL contingency must meet the University's English language proficiency requirements before their contingent admission status can be waived.

### English Language Placement Testing

Students admitted to the University on an ESL-contingent basis must complete the University's on-campus English language testing prior to registration for classes. 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. The ESL recommendations will become part of the student's graduation requirements.

### Enrollment Academic Load

The recommended academic load **for full-time students is 18 credit hours** each semester.

For students enrolling in 8-week terms, the recommended academic load is **three courses per term (9 credit hours)**. Students in good academic standing must request written approval from the Academic Affairs Office to enroll for more than 18 credit hours in a single semester (or 9 credit hours in a term). Students who take more than 18 credit hours are charged for the additional credit hours at the per-credit-hour rate.

### Academic Advising

The Academic Advisor coordinates the undergraduate and graduate advising system. This office provides students with information about academic programs as well as special study opportunities; it also administers registration for graduate degree programs.

Beyond the major and general education requirements, all elective coursework at Webster is chosen by the student to meet individual educational goals; therefore, academic advising plays a major role in the student's academic career at Webster Athens and provides degree-seeking students with individualized academic program planning. On acceptance to the University, students normally schedule an appointment with the Academic Advisor to discuss their academic plans and to register for first semester classes of study.

Throughout their academic careers at Webster, students work with their academic advisors to plan their choice of University courses. The advisor helps the student choose coursework to meet individual educational and career goals, informs students about academic policies and procedures, and helps solve a variety of academic problems. Ultimately, however, it is the responsibility of each student to keep apprised of current graduation requirements for his or her particular degree program.

### Student Schedule Changes

Students may change their schedules (drop/add) during the official drop/add period. Prior to the beginning of classes, students may add or drop classes with the approval of an academic advisor. After classes have begun, students may add a course with the approval of the instructor and an academic advisor until the end of the first week of the term/semester. Section changes in the same course will be approved or not at the advisor's discretion. Drop/add forms may be obtained from the Office of the Registrar. In order for schedule changes to be official, the academic advisor must sign the drop slip; the academic advisor and the instructor (after classes have begun) must sign the add slip. Students who do not submit signed drop/add forms by the deadline will be graded and charged according to their registration on file at the end of the official drop/add period. Merely informing the instructor or advisor of the intent to drop a class or not attending a class will not constitute an official schedule change.

### Withdrawal from Courses

Students may withdraw from courses after the official drop/add period. Tuition waivers for withdrawals are made on a pro rata basis. Since the credit hours of withdrawals remain on the student's record, students adding courses and exceeding the 18 credit-hour maximum will be charged additional tuition. Students may withdraw from courses up to and including the Friday of the sixth week of an eight-week course and the Friday of the twelfth week of a semester course. To withdraw, a student must complete a withdrawal form, which is signed by the advisor. The symbol for course withdrawal (W) is recorded on the student's transcript. Withdrawals after the above dates may occur only under exceptional circumstances, and the withdrawal form must be approved by the instructor, the advisor, and the Vice Rector for Academic Affairs.

### Schedule Codes and Keys

**M**=Mon, **T**=Tues, **W**=Wed, **R**=Thurs, **F**=Fri, **S**=Sat, **U**=Sun  
Term Codes: **S**=Semester, **1**=Term 1, **2**=Term 2

## Course Numbering System

- 1000-1999 lower division (freshman level)
- 2000-2999 lower division (sophomore level)
- 3000-3999 upper division (junior level)
- 4000-4999 upper division (senior level)

While courses are sequenced as lower- through upper-division, juniors and seniors may elect introductory-level courses outside their major field of study.

## Graduate-Undergraduate Registration

Courses in the 5000 series are graduate courses. An upper- division undergraduate student may enroll in them with the written permission of his or her advisor and the Vice Rector for Academic Affairs. Courses in the 4000 series are upper-division courses in undergraduate studies. A graduate student may enroll in them with the written permission of his or her advisor and the instructor of the course. With written approval of the Vice Rector for Academic Affairs, the credit may be applied toward the student's graduate degree.

With the exception of the common core courses required for the combined BA/MA, BS/MA, BS/MS, BM/MM, and BSN/MSN programs, courses in the 4000 or 5000 series used to complete an undergraduate degree may not be counted toward the credit- hour requirement for a graduate degree at Webster Athens.

## Academic Policies and Information

Webster University's BA and BS degrees are firmly grounded in the liberal arts. They represent differing but equal curricula. General education requirements are generally the same for both degrees; however, the BS may require more courses in the major, thus allowing fewer elective courses. Webster awards the BA to those who concentrate in language, literature, history, and other humanities and liberal arts areas. The University may grant the BS in social and natural sciences or in highly applied or technical fields.

## Baccalaureate Degree Policies and Procedures

### Baccalaureate Degree Requirements

Students completing the bachelor's degree must meet these requirements:

1. Successful completion of 120 credit hours.
2. Successful completion of at least 30 of a student's final 36 credit hours registered for and earned directly from Webster University Athens Campus. These residency credit hours may include credit hours earned through assessment of prior learning and

departmental credit hours by examination.

3. A cumulative grade point average of 2.0 earned in courses taken at Webster University based on a 4.0 system.
4. Successful completion of an approved major.
5. Completion of an approved individualized area of concentration (IAOC) Completion of the requirements for dual majors if the areas are available with the same degree, with the exception of a self-designed interdisciplinary major (SIM). Note: The same course may not satisfy the degree requirements for two different majors and/or minors.
6. Successful completion of global citizenship program or general education program requirements.

Students must graduate under the requirements in effect at the time of their acceptance as a degree-seeking student. Students leaving the University for more than one calendar year must be readmitted and must graduate under the requirements in effect at the time of their readmission.

## General Education/Global Citizenship Program

Webster University requires all baccalaureate students to complete a general education program. In 2011, the faculty of Webster University approved the Global Citizenship Program (GCP) to replace the previous General Education Program. The Global Citizenship Program applies to BA and BS-seeking students who have not previously matriculated at a post-secondary institution and to those who have fewer than 75 transfer hours. Until the 2015-2016 academic year, BA and BS degree-seeking transfer students with 75 credit hours or more, as well as students seeking BFA, BM, BMEd, and BSN degrees will remain under the General Education Program. In 2015, the Global Citizenship Program will apply to all new students.

Students must satisfy the Global Citizenship Program Requirements or General Education Program Requirements by completing at least 3 credit hours of relevant coursework from each category identified in the requirements sections below with a grade of C- or better. Two categories within the GCP will require 6 credit hours.

An approved list of courses addressing each of the categories is available through academic advisors. Students have the responsibility to select their general education coursework, with the guidance of their academic advisor, within these guidelines.

## Undergraduate General Education Courses

For a list of courses that fulfill General Education Requirements, please refer to <http://www.webster.edu/advising/undergrad-resources/general-education-requirements.html>.



## Global Citizenship Program Courses

For a list of courses that fulfill Global Citizenship Program Requirements, please refer to <http://www.webster.edu/global-citizenship/about.html>.

## New Freshmen Students and New Transfer Students with Fewer Than 75 Credit Hours (BA and BS degrees only)

### Global Citizenship Program Requirements

No courses used to fulfill the course requirements of a student's first major may be used to satisfy Global Citizenship Program Course Requirements.

Courses in a second major or in a minor or certificate program may be used to satisfy Global Citizenship Program requirements. Special accommodations are made adjusting this requirement for a small number of majors with high credit-hour requirements, as indicated in the description of the specific major.

## I. General Education Requirements

### A. Course Requirements: 24 credit hours distributed as indicated below

1. 6 credit hours from courses with two different prefixes designated 'Roots of Cultures'
2. 6 credit hours from courses with two different prefixes designated 'Social Systems and Human Behavior'
3. 3 credit hours from courses designated 'Physical and Natural World'
4. 3 credit hours from courses designated 'Global Understanding'
5. 3 credit hours from courses designated 'Arts Appreciation'
6. 3 hours from courses designated for 'Quantitative Literacy'

### B. Skills Requirements

All students must complete three credit hours in courses coded for each of the following skills:

1. Written Communication
2. Oral Communication
3. Critical Thinking
4. Intercultural Competence
5. Ethical Reasoning

Students will usually complete the Skills Requirement with courses in the GCP Course Requirements but may also complete it with appropriately coded courses within their major, or within other coded courses not part of the GCP.

## II. Undergraduate Degree Requirements

6 credit hours as indicated below:

### GLBC 1200 Global Cornerstone Seminar

These interdisciplinary and integrative seminars for first-year students combine academic inquiry with developing and improving fundamental skills, including critical thinking and communications (abilities to write, read, listen and speak effectively). With the Global Keystone Seminar, this course is one of two seminars that focus on integrative learning and "bookend" the Global Citizenship Program. Topics vary and include interdisciplinary offerings in the humanities, arts and sciences. While this seminar course is the usual way for newly matriculated students to meet the initial integrative seminar requirement, alternatives exist for returning adults and transfer students. Classes are small and require substantial student participation. They include supplemental programs that foster students' educational and personal development during the first year of college to help students define their personal values, strengths, weaknesses and interests.

**Global Citizenship Program Keystone Seminar** Requirement for all students. This course engages students in developing and using intellectual and practical skills to demonstrate their understanding of responsible global citizenship, through collaborative participation in meaningful, real-world projects and problem-solving experiences. Students practice skills for lifelong learning and integrative learning through analysis, synthesis, integration and application (transfer) of prior learning (formal academic concepts as well as personal life experiences) to address complex problems, locally or globally.

## III. Definitions Knowledge Areas:

**Roots of Cultures:** courses develop knowledge of human cultures and the sources of meaning, focused by engagement with 'big questions,' whether contemporary or enduring.

**Social Systems and Human Behavior:** courses develop knowledge of human cultures and how people and their cultures and institutions work, focused by engagement with 'big questions,' whether contemporary or enduring.

**Physical and Natural World:** courses develop knowledge of the physical and natural world, focused by engagement with 'big questions,' whether contemporary or enduring.

**Global Understanding:** courses develop understanding of cultures foreign to them, or international languages, or forces that draw people of the world together and forces that push them apart.

**Arts Appreciation:** courses develop knowledge of human artistic expression gained through analysis, reflection, or practical experience.

**Quantitative Literacy:** is a "habit of mind," competency, and comfort in working with numerical data.

#### **Skills Areas:**

**Critical Thinking:** is a habit of mind characterized by the comprehensive exploration of issues, ideas, artifacts, and events before accepting or formulating an opinion or conclusion.

**Ethical Reasoning:** is reasoning about right and wrong human conduct. It requires students to be able to assess their own ethical values and the social context of problems, recognize ethical issues in a variety of settings, think about how different ethical perspectives might be applied to ethical dilemmas and consider the ramifications of alternative actions.

**Intercultural Competence:** is a set of cognitive, affective, and behavioral skills and characteristics that support effective and appropriate interaction in a variety of cultural contexts.

**Oral Communication:** is a prepared and purposeful presentation designed to increase knowledge, to foster understanding, and/or to promote change in the listeners' attitudes, values, beliefs, or behaviors.

**Written Communication:** is the development and expression of ideas in writing. Written communication involves learning to work in many genres and styles. It can involve working with many different writing technologies, and mixing texts, data, and images. Written communication abilities develop through iterative experiences across the curriculum.

#### **Seminars:**

##### **GLBC 1200 Global Cornerstone Seminar**

These interdisciplinary and integrative seminars for first-year students combine academic inquiry with developing and improving fundamental skills, including critical thinking and communications (abilities to write, read, listen and speak effectively). With the Global Keystone Seminar, this course is one of two seminars that focus on integrative learning and "bookend" the Global Citizenship Program. Topics vary and include

interdisciplinary offerings in the humanities, arts and sciences. While this seminar course is the usual way for newly matriculated students to meet the initial integrative seminar requirement, alternatives exist for returning adults and transfer students. Classes are small and require substantial student participation. They include supplemental programs that foster students' educational and personal development during the first year of college to help students define their personal values, strengths, weaknesses and interests.

##### **KEYS 4001-4019 Global Keystone Seminar**

This course engages students in developing and using intellectual and practical skills to demonstrate their understanding of responsible global citizenship, through collaborative participation in meaningful, real-world projects and problem-solving experiences. Students practice skills for lifelong learning and integrative learning through analysis, synthesis, integration and application (transfer) of prior learning (formal academic concepts as well as personal life experiences) to address complex problems, locally or globally.

#### **Directed Studies**

In cases of scheduling problems, a student may request a directed study as a tutorial to complete an undergraduate course, except for reading courses, practica and independent studies.

The following conditions prevail if a course is to be completed as a directed study:

- A basis for the directed study must be documented. Requests for directed studies are to be written and submitted to the Academic Advisor by the student, along with supporting documentation.
- Approval must be given by the Vice Rector for Academic Affairs.
- The course must be in the curriculum at the campus where the student is enrolled.
- Directed studies are identified on the student's transcript by the catalog course prefix, number and title and include a directed study notation.

#### **Class Attendance**

Webster University Athena Campus reserves the right to involuntarily drop enrolled students from classes they do not attend during the first week of classes. Attendance requirements are set by the instructor and students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The instructor may give ample warning to the student and then recommend that the student withdraw from the course. The student is subject to appropriate

academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences.

### **COURSE INFORMATION/STUDY TIME/ATTENDANCE**

Students enrolled in accelerated evening or day courses may expect to study three hours per week for every one hour of class time. Students are expected to attend all eight or nine sessions of every term course.

### **Transfer Credit**

Webster University evaluates college-level coursework completed at regionally accredited colleges/universities or postsecondary institutions for acceptance as transfer credit. Credit from institutions that are not regionally accredited, but are nationally accredited by an accrediting body recognized by the U.S. Department of Education, may be accepted for limited credit hours. In addition, students may have other previous learning experiences (such as corporate or military training) evaluated for credit. Official transcripts and other documentation of all previous study must be submitted to the Office of Admissions at the time of application.

The University accepts a maximum of 98 credit hours of transfer work toward a bachelor's degree unless that work includes significant lower-division work, in which case the following may apply.

The University accepts as transfer credit college-level work completed with a grade of C- or better, subject to the maximum transferable credit hours. Courses completed with a grade of D have severe transfer restrictions and generally are not applicable toward graduation requirements at Webster.

### **Grading Systems**

During the first week of class, instructors are expected to make the requirements for each course clear to the students.

### **Letter Grade System**

- **A, A-:** superior work in the opinion of the instructor
- **B+, B, B-:** good work in the opinion of the instructor
- **C+, C, C-:** satisfactory work in the opinion of the instructor
- **D+, D:** passing, but less than satisfactory work in the opinion of the instructor
- **I:** incomplete work in the opinion of the instructor
- **ZF:** An incomplete which was not completed within one year of the end of the course
- **F:** unsatisfactory work in the opinion of the instructor; no credit is granted
- **W:** withdrawn from the course

- **IP:** course in progress
- **WV:** course waived, no credit granted
- **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

### **Pass/Fail System**

- **P:** satisfactory work in the opinion of the instructor; credit is granted
- **F:** unsatisfactory work in the opinion of the instructor; no credit is granted
- **I:** incomplete work in the opinion of the instructor
- **ZF:** An incomplete which was not completed within one year of the end of the course
- **W:** withdrawn from the course
- **IP:** course in progress
- **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

### **Incompletes and Grade Changes**

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 generally documented with a 'course incomplete' form. All other grades are final and may not be changed.

Students may not audit or informally attend future course sections of a course in order to resolve the course incomplete.

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.

The "I" grade has to be completed by the end of the 2<sup>nd</sup> term immediately following the term the "I" was awarded.

Failure to complete the work assigned by the designated time will result in a ZF grade being awarded.

After two terms have passed, an unresolved "I" grades will become an ZF. The timeframe to resolve an "I" may be extended at the discretion and recommendation of the instructor. This exception will be based on documented evidence that the student has been in contact with his/her instructor and has made progress toward completing his/her outstanding coursework as outlined on the Course Incomplete form.

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 most recent grade (repeated course) will be used for GPA calculation. Students may repeat an elective course in which an F, WF, or ZF is earned.

### **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 C or below that is arbitrary or assigned for nonacademic reasons may discuss the grade with the Academic Advisor or Vice Rector for Academic Affairs. Grade appeals should be addressed in a timely manner, and are not considered after one academic year.

### **Grade Point Average**

A grade point average (GPA) is calculated on all work taken at Webster University and is recorded on the student record.

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+ = 2.33 pts.

C = 2.0 pts.

C- = 1.67 pts.

D+ = 1.33 pts.

D = 1.0 pt.

F = 0.0 pts.

ZF = 0.0 pts.

WF=0.0 pts.

Grades of Pass, Incomplete, Withdrawn or Waived are not used in calculating the GPA. If a student wishes to repeat a course, the most recent grade will be used in calculating the GPA.

### **Academic Progress**

#### **Satisfactory Academic Progress**

Webster University Athens Campus requires that degree-seeking students and non-degree students maintain satisfactory academic standing defined as a resident grade point average (GPA) of 2.0.

#### **Academic Probation and Dismissal**

Degree-seeking students who fail to achieve a resident GPA of 2.0 are placed on academic probation. Students who fail to earn a 2.0 current GPA in their probationary semester are dismissed from the University. Students placed on academic probation are allowed to remain at Webster until their resident GPA is 2.0, as long as they continue to earn a 2.0 GPA each semester. A student is removed from probation when the resident GPA reaches 2.0.

Non-degree students must maintain a semester GPA of 2.0 or be subject to dismissal.

The University reserves the right to dismiss non-degree students without review or right of appeal.

### **Dismissed Students**

One year after academic dismissal, students may apply for readmission if they can demonstrate readiness to do college-level work. This requires the transferal of 12 credit hours successfully completed (in one semester for full-time students; in one year for part-time students) at another postsecondary institution. Students will be readmitted on probation.

### **Transcripts and Diplomas**

An unofficial copy of the student's transcript will be forwarded to the student after completion of the degree requirements. Requests for official transcripts must be made in writing to the Office of the Registrar and signed by the student. Undergraduate diplomas are issued to students upon receipt of the approved Petition to Graduate in the Office of the

Registrar, completion of all graduation requirements and after clearance of Business Office accounts. The diploma is issued under the school or college sponsoring the student's primary major, as designated on the approved Petition to Graduate. The College of Arts & Sciences sponsors interdisciplinary majors and individualized areas of concentration. Double majors, certificates, minors and other academic program information are described on the academic transcript (not the diploma).

**No transcript is released or diploma issued until all financial accounts are paid.**

### Textbook Orders

Please be informed that the ordering of the required textbooks is the students' responsibility. Students will be able to order the textbooks through "amazon.com", the publishers' electronic bookstores (print versions or e-books) and local bookstores (advanced purchase).

Students can use [www.coursesmart.com](http://www.coursesmart.com) or [www.freebookspot.es](http://www.freebookspot.es) to order text books. They can download in a reasonable price (less than 10E) electronic textbooks through Kindle Software. Kindle Software is free of charge and it covers more than a million e-books. For more information please visit:

[www.amazon.com/gp/feature.html/ref=kcp\\_pc\\_mkt\\_lnd?docId=10004263](http://www.amazon.com/gp/feature.html/ref=kcp_pc_mkt_lnd?docId=10004263)

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### Language of Instruction:

**The language of the institution is English.** Webster University Athens has a significant number of students who speak only English and it is strongly encouraged that "out of classroom" discussions with the students be in only English.

### Care of Buildings

In the interest of safety, economy, and good housekeeping, faculty members are expected to turn out lights and close windows when they leave their classrooms, labs, or offices. They may present minor suggestions, criticisms, or complaints to the Director of Physical Plant. Faculty and staff would report to the Director of Physical Plant such matters as faulty lights, rooms that are too hot or cold, dirty, fire hazards, and other conditions that are inconvenient or dangerous. Complex problems should be reported in writing.

### Classroom Rules

Students are expected to leave the classroom in order with cleaned whiteboard, all windows in the classrooms closed and the seating arrangement as it was before they entered.

Smoking is **strictly forbidden** on Webster University Athens Campus grounds. It is every student's responsibility to assist in enforcing the University's policy to the classmates.

### Food/Beverage and Chewing Gum Policy

The consumption of food/beverages and chewing gum is **strictly forbidden** in the classrooms and in all the premises of the campus.

### Mobile Phone Policy

The use of mobile phones is strictly forbidden in the classrooms, and Webster Athens is very strict in the implementation of this policy.

## STUDENT CODE OF CONDUCT & 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:

1. The opportunity for students to learn and inquire freely;
2. The protection of intellectual freedom and the rights of professors to teach;
3. 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;

1. To treat others with respect and dignity;
2. To respect the rights and property of others;
3. 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:

1. **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 Athens 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 non-disqualifying handicap, as required by federal laws and legislation, including Title IX of the 1972 Educational Amendments.
2. **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.)
3. **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).
4. **Information:** Students have the right to information pertaining to academic standing, course requirements, and graduation requirements.
5. **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.

6. **Joining Campus Organizations:** Students have the right to join campus organizations, as set forth by respective organizations' constitutions and by University policy.
7. **Access to Disciplinary Procedures:** Students have the right to utilize disciplinary procedures, as set forth in University policies.
8. **Search and Seizure:** Students have the right to be secure from unreasonable search and seizure.
9. **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 Student Affairs serves in an advisory capacity for students seeking information about processes governing alleged violations of students' rights by others or by the University itself.

## I. Introduction – Grievance Procedures

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.

## II. 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.

## III. 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.

#### **IV. 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.

#### **V. 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.

#### **VI. 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).

#### **VII. 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.

#### **VIII. 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.

## **IX. 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.

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.

### **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**

- A. 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 Provost. 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 Provost 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 Provost is final. If the Provost reverses the Hearing Panel's determination, the grievance will proceed to a Grievance Hearing in accordance with the procedures described above.

#### B. 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 Provost. To appeal the decision, a party must submit a written request for appeal to the Provost 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 Provost 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 Provost will furnish a written decision to the Grievance Coordinator within ten working days after receiving the written request for appeal. If the Provost'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 Provost'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 Provost's decision on the appeal is final at the institutional level.

## **XV. 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.

### **Student Responsibilities**

When enrolling at Webster University Athens, 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, in addition to study abroad students. 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.

Webster University Athens 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.

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

#### **1. Dishonesty**

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

- i. Cheating, plagiarism, or other forms of academic dishonesty
- ii. Furnishing false information to any University official, faculty member, or office
- iii. Forgery, alteration, or misuse of any University document, record, or instrument of identification
- iv. Tampering with the election of any recognized University student organization

- v. Providing false information on the admissions application and/or housing application

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

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

## 2. 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.

## 3. Disruption or Obstruction

- a. 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
- b. 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 Director of Student Affairs indicating the desired date, time, place, expected attendance, and type of

demonstration planned. Public demonstrations not registered may violate the disruption/obstruction policy.

#### **4. 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.

#### **5. Unauthorized Entry or Use of University Premises**

Unauthorized possession, duplication, or use of keys 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.

#### **6. 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.

#### **7. Drugs, Alcohol, Firearms, Gambling**

Abuse of prescription and over-the-counter drugs.

Violation of any local law including but not limited to:

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

#### **8. 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.

#### **9. Theft or Other Abuse of Computer Time**

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

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

#### **10. 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.

#### **11. 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.

#### **12. 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.

### 13. Abuse of the Student Conduct System

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

- a. Failure to obey the summons of a student conduct body or University official
- b. Falsification, distortion, or misrepresentation of information before a student conduct body
- c. Disruption or interference with the orderly conduct of a student conduct body prior to, and/or during the course of, the student conduct proceeding
- d. Initiating a student conduct proceeding without justification
- e. Attempting to discourage an individual's proper participation in, or use of, the student conduct system
- f. 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
- g. 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
- h. Failure to comply with the sanction(s) imposed under the Students' Rights and Responsibilities policy
- i. Influencing or attempting to influence another person to commit an abuse of the student conduct system

### 14. Other Offenses Against the Webster Athens University Community

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

### 15. Criminal Conduct and/or Civil Offenses

A violation of any local or 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 Athens 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 Athens reserves the right to take actions that address the policy violations through educational intervention or sanctions.

### Admissions Applications

Webster Athens 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 Athens Campus 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.

### 1. 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 Vice Rector of Academic Affairs for review, and if necessary, further action. Further action might include permanent removal from the course. When necessary and appropriate, Director of Housing, Security and Operations 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.

### 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.

### 3. Reporting a Violation

Reports of alleged violations of University rules or regulations are made to the Director of Student Affairs, 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 of Student Affairs 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 Director decides whether separate or group meetings are appropriate and proceeds to gather pertinent information regarding the case.

### 4. 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 Director's disciplinary file in the Office of Student Affairs.

### 5. Types of Proceedings

**a. 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 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.

**b. 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 Director of Student



Affairs (or his or her designee), the Director of Housing, Security and Maintenance (when the offense occurs in on-campus residences), or the Vice Rector of Academic Affairs (when the offense occurs within an academic setting).

Such hearings are appropriate under any of the following conditions:

- I. When there is no record of disciplinary action in the recent past or a record of only minor violation;
- II. When sanctions called for are less severe than suspension or expulsion from the University;
- III. 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 Director, or his or her designate, or, in the case of an infraction in an on-campus residential property, the Director of Housing, Security and Maintenance. This agreement is made in the form of a written joint memorandum. The student's right of appeal remains unchanged;  
or
- IV. 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;
  1. When a student has been temporarily suspended due to violence or the threat of violence.
  2. 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. In cases with multiple students involved, written decisions may be delayed until all hearings have taken place.

#### **c. Academic Dean's Review**

This procedure is implemented by the Vice Rector of Academic Affairs (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 Vice Rector shall render a decision. The student's right of appeal is to the Webster Athens Campus Rector. In cases of academic dishonesty, a faculty member or university designee may request an academic Vice Rector's review for possible referral to the Academic Honesty Board for a hearing on potential suspension or dismissal.

#### **d. 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 Vice Rector of Academic Affairs, four administrative staff members by the Rector. 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 Director, and hears all cases referred directly by the Director.

#### **e. 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 assistant provost. Steps 1-3 can take place within a single day.

1. The accused student is informed of the charges against him/her via email, letter, or phone call.
2. The accused student has the opportunity to respond to these charges via email, letter, or phone call.
3. The accused student will have the opportunity to submit questions to be answered by his/her accuser(s).
4. The Director of Student Affairs (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.
5. The accused student has ten days in which to forward a written appeal to the Director of Student Affairs's 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 Director's

determination of sanctions. The written appeal will be reviewed by the appropriate body, the University Student Conduct 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
- 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

## 6. 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:

- a. The Director of Student Affairs 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.
- b. The Director of Student Affairs 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.
- c. 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.
- d. 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 of Student Affairs' Office. Students are not permitted to tape or otherwise record the proceedings. Transcripts will be kept by the Director of Student Affairs' Office and may be reviewed but not copied or removed from the Director's Office.
- e. 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.

- f. 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.
- g. 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.
- h. 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.
- i. 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 of Student Affairs attends all hearings to serve as an advisor in the process.
- j. 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 of Student Affairs are then excused and the Board meets to render a decision. The Director of Student Affairs does not vote.
- k. 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 of Student Affairs. Both parties receive the decision in writing from the Director of Student Affairs 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).

## 7. Appeals

### a. Grounds for appeals:

- Procedural error
- New evidence
- Excessive sanction

### b. 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:

### c. Appeal of a decision by / Appeal to:

- Director of Housing, Security and Maintenance / Associate Dean of Students
- Director of Student Affairs/ University Student Conduct Board
- Academic Vice Rector (or designee) / Provost
- University Student Conduct Board

### Appeal procedure:

1. The act of filing an appeal usually postpones the action required by the initial decision until the appeal process is completed, unless the Director of Student Affairs (in consultation with the Rector or others at the Vice Rector level) determines that postponement of the sanction may result in a serious threat to the University community.
2. 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 Director of Student Affairs to accommodate periods of University recess or for other extenuating circumstances.) The Director then forwards the request to the appropriate Hearing Officer or the University Student Conduct Board.
3. 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.

4. 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 Director of Student Affairs.
5. 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 of Student Affairs has responsibility for monitoring compliance with all sanctions.

### 1. Temporary Suspension

Students may be placed on temporary suspension by the Director of Student Affairs (in consultation with the Rector or others at the Vice Rector 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 Director.

## 2. 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).

**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 Athens 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 University housing or hotels used by the university during study abroad, including excursion. 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 Director of Student Affairs for reinstatement.

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

### 3. 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

- I. **Purpose:** The Academic Honesty Board hears cases involving charges of student violations of the Academic Honesty Policy.
- II. **Board Representation:** The Academic Honesty Board consists of four (4) members chosen from a pool of representatives appointed each year as follows:
  - o Five full-time and five part-time faculty members, one each from each school and college appointed by the academic deans.
  - o Five academic administrative staff members appointed by Vice Rector of Academic Affairs.

- III. **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.
- IV. **Initiation of Process:**
- o Cases are referred to the Academic Honesty Board by the academic deans.
  - o The Academic Honesty Board will be convened by the Office of Academic Affairs (OAA).
- V. **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:
- o 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.
  - o 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.
  - o 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.

- a. 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.

- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. 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.
- g. 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.

- h. 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.
- i. 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.

**VI. 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:

- a. Letter of Warning
- b. A warning letter outlines the concerns of the Academic Honesty Board and includes an academic improvement plan for student success.
- c. 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 Academic Affairs attention to the Vice Rector of Academic Affairs.
- d. Letter of Dismissal  
A dismissal letter will outline the terms of termination of the student’s academic studies with the University.

**VII. 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 Vice Rector of Academic Affairs. Students should send their appeal to the attention of the Vice Rector.

**VIII. Academic Honesty Board Decision Appeal Procedure:**

1. The student must file the appeal through the Office of Academic Affairs, in care of the Vice Rector (VR), within 10 calendar days of receiving written notification of the decision.
2. 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.
3. The VR will consider the statement of appeal and issue a decision. The student will receive written notification of the decision from the Office of Academic Affairs, Vice Rector of Academic Affairs. The decision of the VR is final.