2016-2017 STUDENT HANDBOOK

If you have any questions about the handbook, please contact the Dean of Students Office at 801-832-2230.

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Westminster's Mission

Westminster College is a private, independent college dedicated to student learning. We are a community of learners with a long and honored tradition of caring deeply about students and their education. We offer liberal arts and professional education in courses of study for undergraduate, selected graduate, and other innovative degree and non-degree programs. Students are challenged to experiment with ideas, raise questions, critically examine alternatives, and make informed decisions. We encourage students to accept responsibility for their learning, to discover and pursue their passions, and to promote more equitable and sustainable communities.

Westminster's Vision

Westminster College will use the power of learning and mentoring relationships to create a transformational and accessible student experience, enabling more vibrant, just, and successful lives for our graduates.
A Message from President Morgan

Welcome to the Westminster College community. You have chosen a great college to help you achieve your goals and aspirations, one with 141 years of tradition that is nationally ranked and well thought of throughout our country. You will be proud to be a student and, one day, graduate, joining 18,000 other proud alumni that call Westminster their alma mater.

At Westminster you will discover the person you want to be. You will meet life-long friends, be taught and mentored by the very best faculty, and supported by an amazing group of dedicated staff. There are over 400 of us that are committed to your success. You will be challenged here, you will have disappointments and failures, but you will also experience great accomplishments and the joy of discovery. You’ll explore your attitudes and beliefs and adopt new ones. You will learn to think critically, develop your creative and reflective capacities, enhance your writing and communication skills, and increase your understanding of the world we live in and how to make it better. You will learn to appreciate other points of view and how to respectfully disagree when you have a different opinion. You will have an opportunity to develop leadership and teamwork skills that will be invaluable to those who employ you.

Westminster College is a special place. We value ourselves as a community of learners, and you’re now a part of that community. Find yourself. There are hundreds of opportunities awaiting you here. From athletics to undergraduate research, civic engagement, or taking advantage of our outdoor leadership opportunities. I challenge you to make a promise to yourself to forget the follies of high school and the pressures to fit in. Discover the real potential within you. Stretch yourself and get outside of your comfort zone. Invest in your lives and put your energy into self-discovery. Join a club, a team, or one of our many volunteer projects. Try student government or become a writer for the student newspaper. Try out for a play, or one of the many choral groups, get a job on campus, or do an internship. We call it engaged learning and it will change your life.

Make the investment in yourself and you will find that everyone at Westminster will invest in you, too.

Welcome to the 2016-2017 Academic Year at Westminster College. Go Griffins!
Academic Catalog

The Academic Catalog is your road map to graduation. In most cases, the degree requirements in the Academic Catalog when you begin are the requirements you must meet for graduation. Therefore, you are responsible for graduation information and should refer to the catalog when in doubt about college policies. You should keep in touch with your advisor for changes affecting your major requirements.

The Academic Catalog contains the current academic calendar; admission requirements; a description of expenses; information on financial aid; academic policies; degree requirements; and a list of the college’s trustees, administration, and faculty. It also describes registration policies and procedures in much greater detail than the handbook. Please read those sections of the Academic Catalog carefully. The catalog also lists courses of instruction and course descriptions. The catalog can be found on-line under Academic Advising or the Registrar’s website at www.westminstercollege.edu/registrar/index.cfm?parent=278&detail=9950

Academic Calendar

The Academic Calendar is found on-line on Westminster’s home page—scroll all the way to the bottom of the page and you will find the link next to the Events Calendar. All deadlines and important dates are noted in the calendar and students are encouraged to be familiar with this important source of information.

Class Schedule

Semester class schedules, showing courses to be offered during regular semesters, summer session, and May term of the current year are available online in WebAdvisor. One can also find online general application information, registration procedures, liberal education requirements, a map of the college and the current academic calendar.

Academic Advising

Academic advising is crucial to Westminster College’s student-centered mission. It is a developmental process during which advisors (faculty, staff, and peers) work with individual students to create curricular choices designed to match the student’s life and career goals. Advisors, in partnership with students, will do the following:

• Share knowledge about the institution and the curriculum.
• Link students to college and community resources.
• Provide accessible advising.
• Demonstrate sensitivity to diverse student communities.

All new and first-year students receive individualized academic advising from a faculty or staff advisor. Your Learning Community faculty will serve as your advisor for your first year, but all
students are welcome to talk to a staff advisor in the START Center. All first-year students participate in a unique educational development program called First Year Academic Advising Program, designed to help them make the transition to college. New students meet with advisors to learn about college, select courses, discuss departmental resources and program requirements, and explore educational alternatives.

The START Center also coordinates transfer student advising and registration. Transfer students meet individually with the transfer academic advisor who reviews transfer specific processes including transfer credit. Transfer students can also take advantage of INTR 100, Transitioning to College, which is a one-credit course designed specifically for new transfer students.

Continuing students receive academic advising in the START Center or with a faculty advisor. By their junior year, students must formally declare a major and meet with a faculty advisor in their academic programs. Faculty advisors work with students to map out remaining requirements and plan course sequencing to graduation. These advising sessions accomplish the following:

• Review the requirements for the degree, any special options, and possible electives.
• Identify any deficiencies in the student's record and ways to correct them.
• Discuss career and graduate school options.

Registering for Classes

Students may register on-line in April for fall semester, in November for spring semester, and in February for May and summer terms. Students are strongly encouraged to register while class availability is highest and to consult with faculty advisors or Start Center advisors to plan their course schedule.

Payment of Tuition and Fees

Tuition, fees, and room and board charges are due in full on the first day of the given semester. Students who pre-register should make financial arrangements with the Student Account Services office in Bamberger Hall prior to the first day of the given semester. Students registering late must pay in full at the time of registration. Students unable to pay in full must make other arrangements with the Student Account Services office by the first week of the semester.

The college reserves the right to grant or deny financing for students based on their credit worthiness. In addition, the college reserves the right to cancel the registration of any student who fails to comply with all terms of their financial obligation. Additional information on this policy is available in the Student Account Services office.

Statements of credit hours, certificates of graduation, or transcripts are issued only to students who are current in their obligations to the college. In compliance with the Family Educational Rights and Privacy Act (FERPA), the Registrar’s Office will furnish unofficial transcripts for informational purposes only. (All outstanding charges are due and payable at the time students leave the college.)

Dropping/Adding Courses
Check the academic calendar and with an academic/faculty advisor for the following: dropping a course, changing from grading to the credit/no credit option, taking additional classes, or switching to a different course. These are all possible, but check the academic calendar for deadlines. The appropriate forms can be found at the Registrar’s Office and the START Center, and classes can be added or dropped before the first day of classes. Remember to fill out a drop card to avoid being charged for coursework not taken. Faculty signatures are required to add a class once the semester or term begins.

**Withdrawing from College**

Thinking about dropping out? Talk with someone who can help with your decision, such as a counselor, your advisor, a resident advisor (RA), the Dean of Students Office or the START Center personnel. Students may withdraw from classes without penalty before the second full week of classes. Students may still withdraw from classes through the eleventh week of class and receive a W, which does not affect a student’s GPA. Students who withdraw after these dates receive a grade of WF, which is calculated as an F in the GPA. Forms are required for a withdrawal from Westminster and can be found in the Start Center, the Registrar’s Office, and the Dean of Students Office.

For withdrawal deadlines for classes that do not meet the full semester, refer to the Registrar’s Office website. In case of illness or injury, family members may complete the student withdrawal from the College. In case of duress or special need, an administrative withdrawal may be initiated by the Dean of Students. A residential student who withdraws from classes will forfeit their housing deposit and be charged an amount pro-rated from the day Campus Housing opened to the date the room key is returned to the Office of Residence Life. Students who fail to withdraw from courses they have not attended are liable for all tuition and interest charged to their accounts. Grades of F are assigned at the end of the semester for any classes that students fail to drop. There might be significant costs associated with this decision, so be sure to talk to the Financial Aid office first. There may be other effects given the negative effect a withdrawal may have on one’s completion rate. Changes in registered hours may change any financial aid disbursed to an account. For example, if a student receiving merit-based aid should withdraw from the college, the student’s financial aid award is canceled and all unpaid tuition resulting from the cancellation of the merit-based aid for that semester is due and must be paid immediately. The catalog lists all the details about grades and refunds. Check the deadlines in the academic calendar. To withdraw officially from Westminster, you are required to fill out the Withdrawal from College form and obtain the required signatures.

**Review of Tuition Charges and Medical Withdrawals**

Students sometimes face circumstances or situations that prevent them from finishing a course or semester. A Review Committee meets monthly to examine petitions made by students regarding full or partial charges of tuition and fees. A student’s petition, which includes a detailed letter and appropriate documentation, can be submitted to any member of the Review Committee from the following offices: Student Account Services, Registrar’s Office, Financial Aid, and the Dean of Students.
If the petition is based on serious health problems where a student is unable to complete the semester and is not eligible for grades of incomplete, the Review Committee requires a written verification from a physician or licensed mental health professional. The Dean of Students serves as a resource for such requests. Nearly all medical withdrawals require withdrawal from all courses for the semester, as it is difficult to be medically unfit for one course but medically fit for others. If granted, changes will be made retroactive only to the last date of attendance, tuition charges will be adjusted accordingly, and reevaluation by the student’s physician or counselor will be required prior to re-registration.

All petitions (review of tuition charges and medical withdrawals) **must** be submitted within six weeks after the end of the semester in question. There will be no exceptions considered, absent serious extenuating circumstances. All petitions, if granted, will have changes that are made retroactive only to the last date of attendance, and tuition charges will be adjusted accordingly. This is based upon Westminster College’s posted refund schedule found on the Student Account Services webpage.

Following these guidelines, the Review Committee will either approve or deny all petitions. A student that thinks there has been unfair bias or encountered a procedural error made by this committee may then appeal it in writing within ten (10) calendar days to an Appeals Committee chaired by the Vice President for Finance and Administration. The decision reached by this committee will be considered final.

**NOTE:** Changes in registered hours may change any financial aid disbursed to an account. For example, if a student receiving merit-based aid should withdraw from the college, the student’s financial aid award is canceled and all unpaid tuition resulting from the cancellation of the merit-based aid for that semester is due and must be paid immediately.

**Grades**

Westminster’s grading system is as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Value</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td>CR</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td>NC</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
<td>NG</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td>W</td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td>WF</td>
</tr>
<tr>
<td>C+</td>
<td>2.3</td>
<td>AU</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
<td>I</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
<td>T</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>0.7</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td></td>
</tr>
</tbody>
</table>

**Credit/No Credit**
Students may exercise the credit/no credit option for a maximum of two courses during their time at Westminster. To elect the credit/no credit option, apply at the Registrar’s Office before the end of the first seven weeks of the semester. You may not change your decision after that time.

Students may elect the credit/no credit option for any course. However, students must earn passing letter grades (C- or above) in courses applied toward their majors or minors. Therefore students will need to repeat that course in a future semester. Courses only offered on a credit/no credit basis are excluded from these limitations. It is recommended that students discuss this option with their advisor or the START Center before making this decision.

Students who declare a major after taking a course in that subject on a credit/no credit basis, and who received credit may be required by their major’s department to repeat the course to earn a regular letter grade.

Grades of CR or NC are not figured in your GPA. Students will receive a grade of no credit (NC) for work assigned a grade of D+ or below.

**Incompletes**

The grade of incomplete (I) is a temporary mark given for course work of acceptable quality that students, through no fault of their own, are unable to complete. An I is not given for neglected work. A grade of I also indicates that more than three-fourths of the coursework has been completed. The balance of the course work must be completed within six weeks of the start of the following fall or spring semester. Please review the deadlines posted in the Academic Calendar. Under certain circumstances, students may petition instructors to have completion deadlines extended to the end of the semester at the latest, when incomplete grades are due. If the work is not completed by the end of the period specified, the I is changed to the grade indicated by the instructor, or the I is changed to an F if no grade has been indicated. When course work in which a student has received an incomplete has been made up, the final grade is indicated with I and the letter grade (for example, IA).

**Grade Changes**

Changes to final submitted grades are made in the case of instructor error and require the signatures of the instructor, the dean of the appropriate school, and the Academic Vice President/Provost. If you feel an error has been made by an instructor, contact the instructor first.

**Computing the GPA**

To compute your grade point average (GPA), you assign each of the grades a grade point in the following manner:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>3.3</td>
</tr>
<tr>
<td>C-</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>1.3</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
</tbody>
</table>
B 3.0  D- 0.7  
B- 2.7  F  0.0  
C+ 2.3  WF 0.0  
C  2.0

Convert your letter grade to its grade point equivalent. Do this for each course taken, add these numbers and divide by the number of credits taken that semester. Transfer credits do not contribute to your Westminster GPA. Applicants for the School of Nursing need to review requirements for application in your Academic Catalog.

Repeated Courses

Students may repeat a course to improve a grade in the class. In the case of repeated courses, the highest grade awarded is used in the calculation of the student's grade point average and completion of requirements.

Repeated course grades are marked by an "R" grade for the highest grade awarded and an "X" for the previous grade that is being replaced. An "R" grade is calculated into the semester and cumulative grade point average (GPA). An X grade remains calculated into the semester GPA, but is not calculated in the cumulative GPA.

Grade Reports

Grade reports are available via the college website (WebAdvisor) at the end of each term. Individual course grade rosters are not posted. If a printed grade report is needed for insurance verification, etc., please request a copy from the Registrar’s Office.

Transcripts

Transcripts are available in the Registrar’s Office to students who have no outstanding financial obligations to the college. Requests must be made in writing with your signature. Transcript fees are $5.00 per transcript. In compliance with FERPA, the Registrar’s Office will furnish unofficial transcripts for informational purposes only. The transcript request form can be found on the Registrar’s website at http://www.westminstercollege.edu/registrar/index.cfm?parent=278&detail=310

Dean’s List

The Dean’s List is an academic honor list computed after fall and spring semesters. To qualify for the list, students must complete at least 12 graded credit hours and achieve a 3.5 GPA or higher for the term. Courses graded credit/no credit are not counted toward the 12 hours.

Academic Problems

If you have a problem with a class or grade, discuss it with your professor. If the situation cannot be resolved with the professor, contact the school or program in which the problem originated and follow the Academic Grievance Procedure.
Academic Grievance Procedure – Appealing a Grade

Students have the right to appeal or petition an academic decision. For the appeals procedure to be followed after suspension, see Appeals Procedure for Readmission (described below). The other appeals reside within each school. The student must make the appeal or petition, in writing, in accordance with the applicable school or program procedure. Please see the appropriate dean or program director for a copy of the procedure. Written appeals must be submitted within four weeks after the grade was issued and must include documentary evidence that the student feels has a bearing upon the request.

A faculty committee from the school involved reviews the appeal. The student may be present at the hearing. The decision of the faculty appeals committee will be reported to the student within five school days of the date of the hearing.

If the decision of the faculty committee within the school is not acceptable to the student, the student may file a written appeal to the provost within five school days following notification of the faculty committee. The provost will assemble a committee, consisting of the dean of students and deans of the schools not involved, to consider the appeal. All materials included in the faculty’s deliberations, including the student’s written appeal and the proceedings of the faculty hearing, are made available to this provost committee and become part of the proceedings. The hearing before the provost committee will be held within fifteen school days of receipt of the written appeal. The student may be present at the provost committee hearing. The student and faculty representatives may call members of the college as supporting witnesses. The decision of the provost committee is reported to the student within five school days of the date of the hearing. Decisions made by the provost committee are final.

Note: The academic grievance process begins at the individual school and may conclude without involving the provost committee, depending on the outcome of the individual schools’ processes. (It should not be seen as two separate processes, as both require the same process be followed prior to appealing a decision to the provost’s office.)

Students have the right to continue their enrollment and program participation until final decisions are reached. Failure of students to file appeals within specified time limits is considered acknowledgment of the action without intent to appeal.

Academic Standing-Undergraduate

*Please note that graduate student academic standing information is found in the Academic Catalog for each graduate program.

Good Standing

The academic standing of each undergraduate student is determined by examining records at the end of Fall, Spring, and Summer semesters. (Requirements for students in the masters programs are outlined under the individual graduate programs.) Students must earn the minimum semester grade point average shown below to be in good academic standing at the college. Students already
on probation may be returned to good standing during summer semesters but cannot be placed on probation or suspended during summer semesters.

<table>
<thead>
<tr>
<th>Total number of hours attempted at Westminster:</th>
<th>Minimum GPA required:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–13</td>
<td>1.70</td>
</tr>
<tr>
<td>14–27</td>
<td>1.80</td>
</tr>
<tr>
<td>28 and above</td>
<td>2.00</td>
</tr>
</tbody>
</table>

In addition, students must have earned a cumulative GPA of 2.00 at the completion of their third and subsequent terms to remain in good academic standing. This policy is intended to aid first-time students and does not apply to students awarded transfer hours from other institutions.

**Probation**

A minimum cumulative GPA of 2.00 is required for graduation. Students whose averages drop below 2.00 will automatically be placed on probation and assigned to a counselor either in the Retention or the Student Affairs area. Students on probation are required to meet with an assigned probation advisor and develop a plan to return to good academic standing.

While on academic probation, students may not register for more than 13 semester hours of credit or an internship, and may only participate in one curricular or extracurricular activity, unless additional activities are required for the major and are approved by the program director. Curricular activities include choir, drama, and journalism. Extracurricular activities include student government. Students on academic probation are not eligible to participate in college athletics.

Students must meet required semester and cumulative GPAs to return to good standing. Students who meet term GPA requirements, but not cumulative GPA requirements, may be considered for continued probationary status rather than suspension if the term GPA shows substantial progress toward meeting all grade-average requirements.

**Suspension**

Students who fail to earn the minimum GPA required for good standing during a probationary semester are suspended from the college. Students may not register for any classes while suspended, and suspension lasts for one or more regular semesters. To be readmitted, a student must appeal for readmission (see Academic Appeals).

**Appeals Procedure for Readmission – Appealing a Suspension**

A student who has been suspended must petition the Academic Appeals Committee for readmission before the beginning of the semester the student wishes to re-enroll. If the student feels extenuating circumstances contributed to the failure to meet the minimum GPA, they may choose to appeal for readmission immediately following the suspension. However, if the committee finds that extenuating circumstances did not exist, the appeal for readmission is denied,
and the student will be suspended for one or more regular semesters before again appealing for readmission.

To appeal for readmission, a student must submit a letter to the Director of Student Success and Retention, and may be asked to provide documentation that supports their request. The student is also encouraged to request a letter from their academic advisor or other faculty members in support of the appeal. The student is notified of the next Academic Appeals Committee meeting and is given an opportunity to present their case in person. Decisions of the Academic Appeals Committee are final.

A student readmitted through the appeals procedure is placed on continued probation. If the student has been out of the college for more than two regular semesters, and/or has taken courses elsewhere, they must also submit an application for readmission to the Admissions Office. Contact the Director of the Student Success and Retention at 801-832-2260 for more information, meeting times, and deadlines.

Commencement (Graduation)

Candidates for graduation should apply to the Registrar’s Office two regular semesters prior to their planned completion date. Students can apply for December, May, or August graduation dates. Application deadlines are posted during fall in the Academic Calendar.

To apply for graduation, students must obtain degree audits for all academic programs, including the Honors program. Graduation applications are available in the Registrar’s Office or can be downloaded from our website. Students are expected to meet with their academic advisor to have them review and sign all required paperwork. Paperwork that is unsigned or incomplete will be returned to the student. The Registrar’s Office makes every effort to notify candidates of remaining degree requirements and overall graduation status in a timely manner when applications are received on time.

The responsibility for being informed and adhering to graduation requirements rests with the individual student.

Helpful Contacts for Students – Please note that while there are some exceptions, nearly all employee emails contain the first letter of the first name and the full last name followed by @westminstercollege.edu (mferne@westminstercollege.edu for Mark Ferne, for example).

Associate Vice President for Student Affairs & Dean of Students
Mark Ferne
Shaw Center 105
801-832-2230

Director of Athletics
Shay Wyatt
Eccles Health, Wellness, and Athletic Center
801-832-2344

Director of the Counseling Center
Lisa Jones  
Shaw Center, lower level  
801-832-2465  

Counselor  
Molly Butterworth  
Shaw Center, lower level  
801-832-2465  

Counselor  
Cory Shipp  
Shaw Center, lower level  
801-832-2465  

Director of Financial Aid  
Jenny Ryan  
Bamberger Hall  
801-832-2502  

Director of Fitness, Wellness, and Recreation  
Traci Siriprathane  
Eccles Health, Wellness, & Athletic Center 210  
801-832-2862  

Assistant Director of Fitness, Wellness, & Recreation  
Laura Iverson  
Eccles Health, Wellness, & Athletic Center 215  
801-832-2863  

Assistant Director of Fitness, Wellness, & Recreation - Outdoor Programs  
Tiana White  
Eccles Health, Wellness & Athletic Center 114  
801-832-2861  

Director of Residence Life  
Collin Wallace  
Shaw Center, lower level  
801-832-5301  

Assistant Director of Residence Life  
Julie Olaf  
Shaw Center, lower level  
801-832-5303  

Bon Appetit General Manager  
Doug Powell  
Shaw Center  
801-832-2708
Director of Spiritual Life
Jan Saeed
Shaw Center, lower level
801-832-2232

Assistant Dean of Students
Karnell Black
Shaw Center 105
801-832-2231

Director of Student Involvement, Leadership and Orientation
Ryan Cook
Shaw Center 105
801-832-2235

Director of Student Health Services
Stephanie Nagata
Shaw Center, lower level
801-832-2239

Assistant Provost for International Services
Sara Demko
Walker 1
801-832-2825

Registrar
Michael Santarosa
Bamberger Hall
801-832-2180

Graduation Coordinator
Sarah Lof
Bamberger Hall
801-832-2180

Director of the Center for Civic Engagement (and Volunteer Services/America Reads)
Julie Tille
Bassiss Center
801-832-2840

Assistant Provost for Integrative Learning
Kerry Case
Bassiss Center
801-832-2810

Assistant Director for the Environmental Center
Monica Ferreira
Bassis Center
801-832-3300

Associate Director of Athletics/Senior Women’s Administrator
Susan Heath
Eccles Health, Wellness & Athletic Center
801-832-2283

Director of the START Center
Deb Vickery
Carleson Hall
801-832-2284

Coordinator of Disability Services, START Center
Karen Hicks
Carleson Hall
801-832-2289

Academic Advisor (transfer, international, and veteran students), START Center
Frances Peacock
Walker Two
801-832-2279

Academic Advisor, START Center
Jimmy Kendall
Carleson Hall
801-832-2281

Academic Advisor, START Center
Eli Covarrubias
Carleson Hall
801-832-2288

Director, Career Center
Brianna Koucos
Shaw Center 101
801-832-2592

Associate Director, Career Center
Jon Davis
Shaw Center 101
801-832-2595

Assistant Director, Career Center
Jan Lyons
Shaw Center 101
801-832-2591
MEMORANDUM

To: Faculty, Staff, Adjunct Faculty, Students
From: Mark Ferne
Date: September 6, 2016
Subject: Drug and Alcohol Abuse Prevention Program (DAAPP)
The Drug-Free Schools and Campuses regulations (34 CFR Part 86) of the Drug-Free Schools and Communities Act (DFSCA) require institutions of higher education, such as Westminster College, to certify that it has implemented programs to prevent the abuse of alcohol and use, and/or distribution of illegal drugs by both Westminster students and employees either on Westminster premises or as part of Westminster activities. At a minimum, this program must describe: 1) standards of conduct that clearly prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees; 2) legal sanctions under federal, state, and local law for the unlawful use, possession, or distribution of illicit drugs and alcohol; 3) a description of the health risks associated with the use of illicit drugs and the abuse of alcohol; 4) a description of any drug and alcohol counseling, treatment, or rehabilitation or reentry programs that are available to employees or students; 5) a clear statement that the school will impose disciplinary sanctions on students and employees and a description of those sanctions, up to and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct or law; 6) notification of the Drug and Alcohol Abuse Prevention Program (DAAPP), and, 7) oversight responsibility.

As a requirement of these regulations, Westminster College is to disseminate and ensure receipt of this policy and information to all students, faculty and staff. Therefore, the DAAPP is shared with the campus community (through the Westminster College email address on file) on the day after the Add/Drop Deadline of the Fall, Spring and Summer Semesters. This is also shared within the first 30 days upon the creation of a Westminster College employee email account, thus guaranteeing a new employee will receive this important information in a timely manner, regardless of when the individual joins the Westminster community. Furthermore, a printed version of this program is available upon request at the Dean of Students Office, located in the Shaw Center. One may also contact this office at (801) 832-2230 with questions concerning this policy and/or alcohol and other drug programs, interventions and policies.

1) Standards of Conduct

A. Westminster College, in compliance with the Drug-Free Workplace Act (41 U.S.C. 701) and the Drug-Free Schools and Communities Act (20 U.S.C. 1145 g), adopted a policy entitled, “Drug And Alcohol Use (policy 8.8).” According to this policy, it is Westminster College's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition. Except in those instances when prior approval has been obtained from the Westminster College administration, while on Westminster College premises and while conducting business-related activities off Westminster College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences. Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or
the Human Resources Department to receive assistance or referrals to appropriate resources in the community. Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through Westminster College's health insurance benefit coverage. In accordance with the Drug-Free Workplace Act of 1988, all employees must notify their immediate supervisor and the Executive Director of Human Resources of their conviction for a criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction. Employees with questions about this policy or issues related to drug or alcohol use in the workplace should consult with their supervisor or the Human Resources Department without fear of reprisal.

The full version of the current Drug and Alcohol Policy can be found at: https://webadvisor.westminstercollege.edu/WebAdvisor/html/STAFF_HANDBOOK.pdf

B. Students attending Westminster College are held responsible under our Student Code of Conduct. In addition to local, state, and federal laws, our Student Code of Conduct prohibits the use, possession, distribution or manufacture of alcoholic beverages, except as expressly permitted by the law and college regulations, or public intoxication. Possession of an open container or consumption of alcoholic beverages in any area (other than individual rooms of students of legal age) is prohibited. Additional residence life policies regarding alcohol are found in the Campus Housing Handbook.

The full version of the Student Code of Conduct can be found at www.westminstercollege.edu/handbook.

2) Legal Sanctions: Federal, State, Local Law

Westminster College Public Safety Department works with Federal, State and local law enforcement agencies when laws and ordinances are violated. Westminster College Campus Patrol enforces all school policies and works to ensure compliance with Federal, State and local laws and ordinances. Federal and Utah State laws prohibit the use of illicit drugs and actions related to the abuse of alcohol. While one should depend upon state and federal websites for updated information, below are the federal and state laws relating to drugs and alcohol.

A. Federal Drug Laws

Federal law provides criminal and civil penalties for unlawful possession or distribution of a controlled substance. Under the Controlled Substances Act, as well as other related federal laws, the penalties for controlled substance violations include, but are not limited to, incarceration, fines, potential for the forfeiture of property used in possession or to facilitate possession of a controlled substance (which may include homes, boats, vehicles, aircrafts and any other personal or real property), ineligibility to own or possess a firearm, and potential ineligibility to receive federal education benefits (such as student loans or grants). Additional information on federal laws/penalties include:

Denial of Federal Aid (20 USC 1091)
Under the Higher Education Act of 1998, students convicted under federal or state law for the sale or possession of drugs will have their federal financial aid eligibility suspended. This includes all federal grants, loans, federal work study programs, and more. Students convicted of drug possession will be ineligible for one year from the date of the conviction of the first offense, two years for the second offense, and indefinitely for the third offense. Students convicted of selling drugs will be ineligible for two years from the date of the first conviction, and indefinitely for the second offense. Those who lose eligibility can regain eligibility by successfully completing an approved drug rehabilitation program.

Forfeiture of Personal Property and Real Estate (21 USC 853)

Any person convicted of a federal drug offense punishable by more than one year in prison shall forfeit to the United States any personal or real property related to the violation, including houses, cars, and other personal belongings. A warrant of seizure is issued and property is seized at the time an individual is arrested on charges that may result in forfeiture.

Federal Drug Trafficking Penalties (21 USC 841)

Penalties for federal drug trafficking convictions vary according to the quantity of the controlled substance involved in the transaction. The following list is a sample of the range and severity of federal penalties imposed for first convictions. Penalties for subsequent convictions are twice as severe.

If death or serious bodily injury result from the use of a controlled substance which has been illegally distributed, the person convicted on federal charges of distributing the substance faces mandatory life sentence and fines ranging up to $8 million.

Persons convicted on federal charges of drug trafficking within 1,000 feet of a University (21 USC 845a) face penalties of prison terms and fines which are twice as high as the regular penalties for the offense, with a mandatory prison sentence of at least 1 year.

<table>
<thead>
<tr>
<th>Drug/Substance</th>
<th>Amount</th>
<th>Penalty - 1st Conviction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barbiturates</td>
<td>Any amount</td>
<td>Up to 5 years prison. Fine up to $250,000</td>
</tr>
<tr>
<td>Cocaine</td>
<td>5 kg or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>Substance</td>
<td>Quantitative Range</td>
<td>Sanction</td>
</tr>
<tr>
<td>---------------</td>
<td>--------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>Cocaine</td>
<td>Less than 100 grams</td>
<td>10-63 months prison. Fines up to $1 million</td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>50 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>5-49 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>Crack Cocaine</td>
<td>5 grams or less</td>
<td>10-63 months prison. Fine up to $1 million</td>
</tr>
<tr>
<td>Ecstasy</td>
<td>Any amount</td>
<td>Up to 20 years imprisonment. Fine up to $1 million. 3 years of supervised releases (following prison)</td>
</tr>
<tr>
<td>GHB</td>
<td>Any amount</td>
<td>Up to 20 years imprisonment. Fine up to $1 million. 3 years of supervised releases (following prison)</td>
</tr>
<tr>
<td>Hashish</td>
<td>10-100 kg</td>
<td>Up to 20 years imprisonment. Fine up to $1 million.</td>
</tr>
<tr>
<td>Hashish</td>
<td>10 kg or less</td>
<td>Up to 5 years imprisonment. Fine up to $250,000</td>
</tr>
<tr>
<td>Hash Oil</td>
<td>1-100 kg</td>
<td>Up to 20 years imprisonment. Fine up to $1 million.</td>
</tr>
<tr>
<td>Hash Oil</td>
<td>1 kg or less</td>
<td>Up to 5 years imprisonment. Fine up to $250,000</td>
</tr>
<tr>
<td>Heroin</td>
<td>1 kg or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>Heroin</td>
<td>100-999 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>Heroin</td>
<td>100 grams or less</td>
<td>10-63 months prison. Fine up to $1 million</td>
</tr>
<tr>
<td>Ketamine</td>
<td>Any amount</td>
<td>Up to 5 years imprisonment. Fine up to $250,000. 2 years supervised release</td>
</tr>
<tr>
<td>LSD</td>
<td>10 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>LSD</td>
<td>1-10 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $1 million</td>
</tr>
<tr>
<td>Substance</td>
<td>Quantity</td>
<td>Penalty</td>
</tr>
<tr>
<td>-----------------</td>
<td>---------------------------</td>
<td>-------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Marijuana</td>
<td>1000 kg or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>Marijuana</td>
<td>100-999 kg</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>Marijuana</td>
<td>50-99 kg</td>
<td>Up to 20 years imprisonment. Fine up to $1 million</td>
</tr>
<tr>
<td>Marijuana</td>
<td>50 kg or less</td>
<td>Up to 5 years imprisonment. Fine up to $250,000</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>50 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>10-49 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>Methamphetamine</td>
<td>10 grams or less</td>
<td>10-21 months prison. Fine up to $1 million</td>
</tr>
<tr>
<td>PCP</td>
<td>100 grams or more</td>
<td>Not less than 10 years prison, not more than life. Fine up to $4 million</td>
</tr>
<tr>
<td>PCP</td>
<td>10-99 grams</td>
<td>Not less than 5 years prison, not more than 40 years. Fine up to $2 million</td>
</tr>
<tr>
<td>PCP</td>
<td>10 grams or less</td>
<td>10-21 months prison. Fine up to $1 million</td>
</tr>
<tr>
<td>Rohypnol</td>
<td>1 gram or more</td>
<td>Up to 20 years imprisonment. Fine up to $1 million</td>
</tr>
<tr>
<td>Rohypnol</td>
<td>Less than 30 mgs</td>
<td>Up to 5 years imprisonment. Fine up to $250,000</td>
</tr>
</tbody>
</table>

**Federal Drug Possession Penalties (21 USC 844)**

Persons convicted on Federal charges of possessing any controlled substance face penalties of up to 1 year in prison and a mandatory fine of no less than $1,000 up to a maximum of $100,000. Second convictions are punishable by not less than 15 days but not more than 2 years in prison and a minimum fine of $2,500. Subsequent convictions are punishable by not less than 90 days but not more than 3 years in prison and a minimum fine of $5,000. Possession of drug paraphernalia is punishable by a minimum fine of $750. Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than 5 years but not more than 20 years and a fine up to $250,000, or both if:

A. It is a first conviction and the amount of crack possessed exceeds 5 grams;
B. It is a second conviction and the amount of crack possessed exceeds 3 grams;
C. It is a third or subsequent crack conviction and the amount exceeds 1 gram.
Civil penalties of up to $10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

In 1984, the National Minimum Drinking Age Act (Public Law 98-363) was passed. For more information go to: www.nhtsa.dot.gov


<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td>If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Cocaine Base 280 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl 40-399 grams mixture</td>
<td></td>
<td>Fentanyl 400 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Fentanyl Analogue 100 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Heroin 1 kilogram or more mixture</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td></td>
<td>LSD 10 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or 50-499 grams mixture</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture</td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td></td>
<td>PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Any Amount Of Other</td>
<td>First Offense: Not more than 20 yrs. If death or serious bodily</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

21
<table>
<thead>
<tr>
<th>Schedule I &amp; II Substances</th>
<th>fine: $1 million if an individual, $5 million if not an individual.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
<td>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.</td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV) 1 Gram</td>
<td>First Offense: Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.</td>
</tr>
<tr>
<td>Any Amount Of Other Schedule III Drugs</td>
<td>Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.</td>
</tr>
<tr>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td>First Offense: Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.</td>
</tr>
<tr>
<td>Any Amount Of All Schedule V Drugs</td>
<td>Second Offense: Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Federal Trafficking Penalties for Marijuana, Hashish and Hashish Oil, Schedule I Substances</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</td>
<td>First Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than $10 million if an individual, $50 million if other than an individual.</td>
</tr>
<tr>
<td></td>
<td>Second Offense: Not less than 20 yrs. or more than life. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</td>
<td>First Offense: Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.</td>
</tr>
<tr>
<td></td>
<td>Second Offense: Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana 50 to 99 kilograms marijuana mixture, 50 to 99 marijuana plants</td>
<td>First Offense: Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine $1 million if an individual, $5 million if other than an individual.</td>
</tr>
<tr>
<td></td>
<td>Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if other than an individual.</td>
</tr>
<tr>
<td>Hashish More than 10 kilograms</td>
<td></td>
</tr>
<tr>
<td>Hashish Oil</td>
<td></td>
</tr>
</tbody>
</table>
| More than 1 kilogram | First Offense: Not more than 5 yrs. Fine not more than $250,000, $1 million if other than an individual.  
Second Offense: Not more than 10 yrs. Fine $500,000 if an individual, $2 million if other than individual. |
|----------------------|---------------------------------------------------------------------------------------------------------------|
| Marijuana less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)  
1 to 49 marijuana plants |                                                                                                               |
| Hashish 10 kilograms or less |                                                                                                               |
| Hashish Oil 1 kilogram or less |                                                                                                               |

**B. State Law**

Utah law prohibits the possession and distribution of controlled substances, which are defined in Utah’s statutes and include such drugs as marijuana, heroin, cocaine and prescribed medications. See Utah Code Ann. § 58-37-4 for a listing of controlled substances.

In Utah, it is unlawful to produce, manufacture and/or dispense a controlled substance. Violation of this law may result in charges running from a class A misdemeanor to second degree felony depending on the type controlled substance and the circumstances of the crime. Utah code Ann. § 58-37-8(1).

It is unlawful in Utah possess or use a controlled substance except pursuant to a valid prescription. Violation of this law may result in charges running from class B misdemeanor to second degree felony depending upon the quantity of drugs within the individual’s possession. Utah Code Ann. § 58-37-8(2).

It is class B misdemeanor in Utah to use or possess drug paraphernalia. Utah Code Ann. § 58-37a-5.

Penalties for drug violations in Utah may include incarceration for varying periods of time and fines ranging from $750 to $10,000 depending upon the nature and circumstance of the offense. Utah law provides for enhanced penalties and charges if the drug violations occur on a college campus.


Utah law prohibits minors under the age of 21 from consuming alcohol. Utah Code Ann § 32b-4-409. A violation of this law will result in the suspension of driving privileges.

It is also unlawful in Utah to sell or distribute alcohol to a minor. Utah Code Ann § 32B-4-403. Violation of this law is a class A or B misdemeanor.


Utah law prohibits driving while under the influence of alcohol. Utah Code Ann. § 41-6a-503. Violations of this law may result in charges from a class B misdemeanor to a third degree felony depending upon the circumstances. Driving under the influence will also result in the suspension or revocation of a driving license.

**C. Local Laws**
Salt Lake City and Salt Lake County adheres to the standards set forth by Utah State Law and these are the minimum rules for the entire state. Westminster College follows local, state and federal compliance standards. Please refer to the policies above regarding the specific guidelines and sanctions.

3) Health Risks Associated with Drugs and Alcohol

A. Illicit Drug or Abuse of Alcohol

The use of any illicit drug or abuse of alcohol is potentially hazardous to your health. Faculty, staff, and students should evaluate the health risks associated with use of illicit drugs or abuse of alcohol. Synthetically produced drugs may contain impurities and the true amounts and ingredients are rarely known. The effects of a drug may be significantly different with each use. The U.S. Drug Enforcement Administration states: “The illegal importation, manufacturing, distribution, and possession and improper use of controlled substances have a substantial and detrimental effect on the health and general welfare of the American people.”

According to Ralph W. Hingson, Sc.D., and Professor of Social Behavioral Sciences and Associate Dean for Research at Boston University School of Public Health, “The harm that college students do to themselves and others as a result of excessive drinking exceeds what many would have expected.” (http://www.nih.gov/news/pr/apr2002/niaaa-09.htm)

The National Institute of Alcohol Abuse & Alcoholism (NIAAA) provides comprehensive information and resources associated with alcohol abuse. Some of the major health risks of alcohol abuse include alcohol dependence, lasting effects on the brain, sexual assault, and suicide. Visit: www.niaa.nih.gov for more information. For college students in particular, visit: www.collegedrinkingprevention.gov.

Health risks associated with alcohol and other drugs are indicated in the following table:

<table>
<thead>
<tr>
<th>Health Risks of Commonly Abused Substances</th>
<th>Nicknames/Slang Terms</th>
<th>Short Term Effects</th>
<th>Long Term Effects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td></td>
<td>slurred speech,</td>
<td>toxic psychosis,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>drowsiness,</td>
<td>physical dependence,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>headaches,</td>
<td>neurological and liver</td>
</tr>
<tr>
<td></td>
<td></td>
<td>impaired judgment,</td>
<td>damage, fetal alcohol</td>
</tr>
<tr>
<td></td>
<td></td>
<td>decreased perception</td>
<td>syndrome, vitamin</td>
</tr>
<tr>
<td></td>
<td></td>
<td>and coordination,</td>
<td>B1 deficiency, sexual</td>
</tr>
<tr>
<td></td>
<td></td>
<td>distorted vision and</td>
<td>problems, cancer,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>hearing, vomiting,</td>
<td>physical dependence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>breathing difficulties,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>unconsciousness, coma,</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>blackouts,</td>
<td></td>
</tr>
<tr>
<td>Amphetamines</td>
<td>uppers, speed, meth, crack, crystal, ice,</td>
<td>increased heart rate, increased blood</td>
<td>delusions, hallucinations, heart</td>
</tr>
<tr>
<td>Category</td>
<td>Substances</td>
<td>Side Effects</td>
<td>Withdrawal Symptoms</td>
</tr>
<tr>
<td>----------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>pep pills</td>
<td>pressure, dry mouth, loss of appetite, restlessness, irritability, anxiety</td>
<td>problems, hypertension, irritability, insomnia, toxic psychosis, physical dependence</td>
<td></td>
</tr>
<tr>
<td>Barbiturates and Tranquilizers</td>
<td>barbs, bluebirds, blues, yellow jackets, red devils, roofies, rohypnol, ruffies, tranqs, mickey, flying v's</td>
<td>slurred speech, muscle relaxation, dizziness, decreased motor control</td>
<td>severe withdrawal symptoms, possible convulsions, toxic psychosis, depression, physical dependence</td>
</tr>
<tr>
<td>Cocaine</td>
<td>coke, cracks, snow, powder, blow, rock</td>
<td>loss of appetite increased blood pressure and heart rate, contracted blood vessels, nausea, hyper-stimulation anxiety, paranoia, increased hostility Increased rate of breathing, muscle spasms and convulsions, dilated pupils disturbed sleep, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure</td>
<td>depression, weight loss, high blood pressure, seizure, heart attack, stroke, hypertension, hallucinations, psychosis, chronic cough, nasal passage injury, kidney, liver and lung damage</td>
</tr>
<tr>
<td>Gamma Hydroxy Butyrate</td>
<td>GHB, liquid B, liquid X, liquid ecstasy, G, georgia homeboy, grievous bodily harm</td>
<td>euphoria, decreased inhibitions, drowsiness, sleep, decreased body temperature, decreased heart rate, decreased blood pressure</td>
<td>memory loss, depression, severe withdrawal symptoms, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>Heroin</td>
<td>H, junk, smack, horse, skag</td>
<td>euphoria, flushing of the skin, dry mouth, “heavy” arms and legs, slowed breathing, muscular weakness</td>
<td>constipation, loss of appetite, lethargy, weakening of the immune system, respiratory (breathing) illnesses, muscular weakness, partial paralysis, coma, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>Ketamine</td>
<td>K, super K, special K</td>
<td>dream-like states, hallucinations, impaired attention</td>
<td>Urinary tract and bladder problems, abdominal pain,</td>
</tr>
</tbody>
</table>

25
<table>
<thead>
<tr>
<th>Drug</th>
<th>Common Names</th>
<th>Symptoms</th>
<th>Potential Complications</th>
</tr>
</thead>
<tbody>
<tr>
<td>LSD</td>
<td>acid, stamps, dots, blotter, A-bombs</td>
<td>dilated pupils, change in body temperature, blood pressure and heart rate, sweating, chills, loss of appetite, decreased sleep, tremors, changes in visual acuity, mood changes</td>
<td>may intensify existing psychosis, panic reactions, can interfere with psychological adjustment and social functioning, insomnia, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>MDMA</td>
<td>ecstasy, XTC, adam, X, rolls, pills</td>
<td>impaired judgment, confusion, confusion, blurred vision, teeth clenching, depression, anxiety, paranoia, sleep problems, muscle tension</td>
<td>same as LSD, sleeplessness, nausea, confusion, increased blood pressure, sweating, depression, anxiety, memory loss, kidney failure, cardiovascular problems, convulsions, death, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>Marijuana/Cannabis</td>
<td>pot, grass, dope, weed, joint, bud, reefer, doobie, roach</td>
<td>sensory distortion, poor coordination of movement, slowed reaction time, panic, anxiety</td>
<td>bronchitis, conjunctivitis, lethargy, shortened attention span, suppressed immune system, personality changes, cancer, psychological dependence, physical dependence possible for some</td>
</tr>
<tr>
<td>Mescaline</td>
<td>peyote cactus</td>
<td>nausea, vomiting, anxiety, delirium, hallucinations, increased heart rate, blood pressure, and body temperature</td>
<td>lasting physical and mental trauma, intensified existing psychosis, psychological dependence</td>
</tr>
<tr>
<td>Drug</td>
<td>Common Names</td>
<td>Side Effects</td>
<td>Health Effects</td>
</tr>
<tr>
<td>--------------</td>
<td>--------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
<td>----------------------------------------------------</td>
</tr>
<tr>
<td>Morphine/Opiates</td>
<td>M, morf, duramorph, Miss Emma, monkey, roxanol, white stuff</td>
<td>euphoria, increased body temperature, dry mouth, “heavy” feeling in arms and legs</td>
<td>constipation, loss of appetite, collapsed veins, heart infections, liver disease, depressed respiration, pneumonia and other pulmonary complications, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>PCP</td>
<td>crystal, tea, angel dust, embalming fluid, killer weed, rocket fuel, supergrass, wack, ozone</td>
<td>shallow breathing, flushing, profuse sweating, numbness in arms and legs, decreased muscular coordination, nausea, vomiting, blurred vision, delusions, paranoia, disordered thinking</td>
<td>memory loss, difficulties with speech and thinking, depression, weight loss, psychotic behavior, violent acts, psychosis, physical dependence, psychological dependence</td>
</tr>
<tr>
<td>Psilocybin</td>
<td>mushrooms, magic mushrooms, shrooms, caps, psilocybin &amp; psilocyn</td>
<td>nausea, distorted perceptions, nervousness, paranoia,</td>
<td>confusion, memory loss, shortened attention span, flashbacks may intensify existing psychosis,</td>
</tr>
<tr>
<td>Steroids</td>
<td>roids, juice</td>
<td>increased lean muscle mass, increased strength, acne, oily skin, excess hair growth, high blood pressure</td>
<td>Cholesterol imbalance, anger management problems, masculinization or women, breast enlargement in men, premature fusion of long bones preventing attainment of normal height, atrophy of reproductive organs, impotence, reduced fertility, stroke, liver damage, hypertension, congestive heart failure, psychological dependence</td>
</tr>
</tbody>
</table>
B. Prescription Drug Abuse

Commonly abused classes of prescription drugs include opioids (for pain), central nervous system (CNS), depressants (for anxiety and sleep disorders), and stimulants (for ADHD and narcolepsy). The use of prescription medications by anyone other than the prescribed individual is illegal and dangerous, not to mention a violation of Westminster’s Drug and Alcohol policies. Known health risks for inappropriate or illegal use include those listed above for these drug categories.

C. Nicotine Abuse

Nicotine can be found in e-cigarettes, cigarettes, cigars, bidis, and smokeless tobacco (snuff, spit tobacco, and chew). Known health risks include chronic lung disease, cardiovascular disease, stroke, cancers of the mouth, pharynx, larynx, esophagus, stomach, pancreas, cervix, kidney, bladder, and acute myeloid leukemia, adverse pregnancy outcomes, and addiction.

D. Alcohol Abuse

Abuse of alcohol is a violation of Westminster policy and the Student Code of Conduct. Known health risks include increased risk of injury, violence, fetal damage (in pregnant women), depression, neurologic deficits, hypertension, liver and heart disease, addiction, and fatal overdose.

Alcohol affects every organ in the drinker’s body and can damage a developing fetus. Intoxication can impair brain function and motor skills, heavy use can increase the risk of certain cancers, stroke, and liver disease. Alcoholism or alcohol dependence is a diagnosable disease characterized by a strong craving for alcohol, and/or continued use despite harm or personal injury. Alcohol abuse, which can lead to alcoholism, is a pattern of drinking that results to harm to one’s health, interpersonal relationships, or ability to work.

4) Drug and Alcohol Programs Available at Westminster College for Students and Employees

Westminster College has a multi-faceted approach to provide alcohol and drug abuse prevention and education. We implement the Under the Influence Course for our students. All Westminster students are encouraged to complete this course, and those that violate our alcohol policy are required to complete this course. Marijuana 101 is a course that is required for all students that violate our drug policy. Both Under the Influence and Marijuana 101 are provided by 3rd Millennium Classrooms and used by hundreds of colleges and universities nationwide regarding alcohol and drug education. Both courses are also available to College employees upon request. Westminster also encourages students to complete the Prime for Life® course through the state of Utah. Prime for Life® is an evidence based, risk reduction drug and alcohol education program — it is not substance abuse treatment. Prime for Life® simply presents straight-forward, research
based information in a relaxed environment. It is a full day course and can be required for students that violated the Student Code of Conduct. It is offered in multiple locations in Salt Lake City, including on our own campus. This course is also available to College employees upon request.

Westminster College also encourages students to utilize our counseling center. Counselors are dedicated to provide confidential resources to assist students who are directly or indirectly affected by alcohol and other drug abuse. They can provide education, referrals, assessment, and support to all campus community members. Westminster promotes standards of conduct that prohibit the unlawful possession, use, or distribution of illicit drugs and alcohol on campus, or as any part of college activities.

Westminster offers information, support, and referral assistance to students who have problems/issues related to alcohol/drug use or abuse. Westminster also provides information, support, counseling, and referral for those students affected by substance abuse within their families. Alternative student programs and activities and health-risk education to help prevent abuse of alcohol and the illicit use of other drugs are provided, along with workshops, seminars, and training. The Counseling Center gives support to friends and family who are affected by someone else’s alcohol/drug use and supports other Westminster offices, faculty, and staff with issues relating to alcohol/drug use. Community resources, including local treatment and recovery programs options are also available. More information about alcohol and other drug abuse prevention and education can be obtained from the counselors in the Shaw Center at 801-832-2465.

Additionally, Westminster has a number of resources and programs on campus. Those include:

Alcohol Free Activities – All programs on and off campus that are sponsored by ASW Events, the Associated Students of Westminster (ASW), the Residence Hall Association (RHA), the Office of Residence Life Office and FWRD/Outdoor Recreation are alcohol free.

Alcohol Awareness Tables – Under the direction of the Dean of Students Office, alcohol education tables are staffed either by trained student leaders or counselors from the Counseling Center, often the days leading up to a college dance.

National Alcohol Screening Day – Every Spring Semester the Counseling Center advertises and manages the National Alcohol Screening Day for our students, faculty and staff.

Orientation Discussion/Programs – Our Counselors in the Counseling Center present to first year students during Orientation.

Binge Drinking Education – Under the direction of the Dean of Students Office, trained student leaders, a paid educational trainer/consultant, or counselors from the Counseling Center present this information to first year students during Orientation.

Conduct Process – At every conduct meeting, a professional staff member has an educational discussion regarding alcohol abuse with students that have been alleged to have violated the Student Code of Conduct regarding alcohol.

Letter to Parents – The Counseling Center distributes a letter to families of new students in June before arriving to campus, encouraging families to discuss alcohol/drugs with their student in
advance of attending Westminster. The letter provides talking points and suggests they contact the Counseling Center or the Dean of Students Office if they have questions or would like more advice.

Alcoholics Anonymous – Westminster holds an open meeting each Thursday. The time and location are announced at the start of each semester via campus wide advertisements.

**OUTPATIENT SERVICES:**

University of Utah Neuropsychiatric Institute-Recovery Works Outpatient Program
A Young Adult Recovery Works specialist is available and addresses the unique aspects of chemical dependency in patients 18–26 years of age.

501 Chipeta Way
SLC UT 84108
801-583-2500

Salt Lake Behavioral Health
3802 S. 700 E.
SLC UT 84106
801-264-6000

Valley Behavioral Health- Adult Services
1020 Main St Suite 100
SLC UT 84101
801-270-6550

Highland Springs Specialty Clinic – Salt Lake City Clinic
4460 S Highland Drive, Suite 100
Salt Lake City, UT 84124
801-273-6335

**DETOX RESOURCES:**

University of Utah Neuropsychiatric Institute
Chemical Dependency – Detoxification Treatment
501 Chipeta Way
SLC UT 84108
801-583-2500

Salt Lake Behavioral Health
3802 S. 700 E.
SLC UT 84106
801-264-6000

Services for Pregnant Women and/or women with children:
Baby Your Baby Hotline ................................................................. 1-800-826-9662
Planned Parenthood Association of Utah (Administration) .......... 801-532-1586
RESIDENTIAL TREATMENT FACILITIES

For information on inpatient and outpatient substance abuse treatment programs, please call the county’s Assessment and Referral Unit:

Behavioral Health Services
2001 South State Street S2-300
Salt Lake City, UT 84190-3050
385 468-4707 or 2-1-1
Hours: 8:00 am - 5:00 pm

Additionally, Westminster offers a number of services for both faculty and staff. This information can be found in the staff and faculty handbook.

Specifically, the Life Assistance Program is offered to full time faculty and staff. They can access a range of free services through the Life Assistance Program offered by Cigna. Services available include face-to-visits with a network provider for behavioral issues, telephonic support for work/life concerns and crisis support.

Full time faculty and staff may qualify for paid leave under the Family and Medical Leave Act. Finally, all faculty and staff can request accommodation for a disability that limits one or more major life activity. Westminster College will reasonably accommodate qualified individuals with a disability unless doing so causes a direct threat in the workplace to these individuals or others or if the accommodation creates an undue hardship to Westminster College.

For information on any of these resources, please contact the Human Resources office.

5) College Discipline for Violations of Drugs and Alcohol Policies for Students and Employees

A. Student Policy and Discipline

Westminster College complies with federal and Utah state laws and penalties regarding the misuse of legal drugs (alcohol and tobacco) and use of illegal drugs. Should a student be found
responsible of violating the Student Code of Conduct, not only would they face sanctions from the
College, but they may also be given criminal sanctions for violating federal and/or state law.
The Student Code of Conduct and Disciplinary Policy is included in the Student Handbook. All
students are expected to abide by applicable federal, state, and local laws. Individuals in violation
of any laws are subject to prosecution by appropriate authorities, regardless of whether the
behavior occurs on or off campus. In situations involving the use, possession, or distribution of
narcotics or other controlled substances, the matter will be reported to outside authorities.
Regardless of whether outside authorities pursue prosecution, the student may be subject to
disciplinary action under this code. The Student Code of Conduct reads as follows:
Article III Standards of Conduct, Section B. Any student who violates college policies or
procedures, city, state, or federal laws, or who engages in any of the conduct described below is
subject to disciplinary action.

1-9. Unrelated to DAAPP

10. Violation of college policies, rules, or regulations.

11. Violation of federal, state, or local law on college premises or at college-sponsored or
supervised activities.

12. Use, possession, distribution or manufacture of narcotics or other controlled substances or
other illegal substances except as expressly permitted by law. Smoking or ingesting a substance
not intended for consumption. Use, possession or distribution of Salvia and/or Spice.
Hookahs/Bongs/Grinders/Pipes/etc. are not allowed anywhere on campus, as the College deems it
drug paraphernalia.

13. Use, possession, distribution or manufacture of alcoholic beverages, except as expressly
permitted by the law and college regulations, or public intoxication. Possession of an open
container or consumption of alcoholic beverages in any area (other than individual rooms of
students of legal age) is prohibited. Additional residence life policies regarding alcohol are found
in the Campus Housing Handbook.

14-27. Unrelated to DAAPP

Violation of Law and College Discipline—

1. College disciplinary proceedings may be instituted against a student charged with violation of a
law that is also a violation of the Student Code, for example, if both violations result from the
same factual situation, without regard to pendency of civil litigation in court or criminal arrest and
prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously
with, or following civil or criminal proceedings off campus.

2. When a student is charged by federal, state, or local authorities with a violation of law, the
college will not request or agree to special consideration for that individual because of their status
as a student. However, if the alleged offense is also the subject of a proceeding before a
disciplinary board under the Student Code, the college may advise off-campus authorities of the
existence of the Student Code and how such matters will be handled internally within the college
community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

3. Individual students, staff members, and faculty members, acting in their personal capabilities, remain free to interact with governmental representatives as they deem appropriate.

C. Sanctions—

1. When the conduct advisor or a conduct body has determined that any student has violated college policies, the following sanction(s) may be imposed and more than one of the sanctions listed below may be imposed for a single violation:

   a) Fines. Fines may be imposed to cover damage incurred by the College as a result of the conduct.

   b) Probation. A written reprimand for violations of specified regulations. Probation will be for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. The notice of probation will include any conditions that must be met while on probation, such as limited participation in extracurricular activities. The ability to sign up for housing is also affected when on probation.

   c) Loss of Privileges. Denial of specified privileges for a designated period of time.

   d) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

   e) Discretionary Sanctions. The conduct body may impose any other requirements or conditions, such as fines, work assignments, or referrals to counseling or evaluation.

   f) Residence Hall Suspension. Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

   g) Loss of Federal Student Aid. Should this occur, a student may request to regain eligibility no less than six months after the sanction occurs. The request must be in writing to the Dean of Students.
h) Residence Hall Expulsion. Permanent separation of the student from the residence hall.

i) College Suspension. Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

j) Deferred Suspension. An opportunity for a student to demonstrate an ability to comply with the Student Code of Conduct. Should a violation occur while serving a deferred suspension, the student is immediately suspended.

k) College Expulsion. Permanent suspension of the student from the college.

2. More than one of the sanctions listed above may be imposed for any single violation.

Since a variety of factors must be considered when sanctioning, sanctions may be increased or decreased at the discretion Westminster’s conduct advisor. Factors affecting the imposition of sanctions include such issues as the severity of the incident, impact upon other individuals or the community, and prior conduct history. While each sanction issued on a case by case basis, the chart below represents a non-exhaustive list of examples of actions that could be taken with students who violate the Student Code of Conduct regarding alcohol and drugs. Local, state, and federal laws may also apply to alcohol and drug violations.

1st Violation (Mandatory Phone Call to Parent/Guardian)

- $50 Course Fee – This covers the cost of the two courses listed below.
- Under the Influence (alcohol education) Course OR Marijuana 101 Course – Both of these courses are utilized by colleges and universities nationwide in an effort to educate students on alcohol and drugs.
- $50 per person if a host – Westminster charges $50 per person if a resident is hosting a party and guests do not have IDs.
- Disciplinary Probation (if marijuana offense) – Westminster typically places students on Probation for one full year if it is a marijuana offense.
- Educational Conversation with Conduct Officer – A trained Conduct Officer spends 20-60 minutes discussing an incident with a student and how they could have behaved in a way that is consistent with the Student Code of Conduct.
- Three Engagement Opportunities – Students are required to have three experiences – one academic, one co-curricular, and one related to living on or off campus.
- Possible Suspension or Expulsion (if drug offense other than marijuana) – If there is reason to believe a student is dealing, or if a student is in possession of other illegal drugs, a suspension or expulsion may occur.
- Possible restriction from campus housing or campus events – Should a violation occur at a particular event or be serious enough in nature, the student may be banned from attending a future event (e.g. dances) or have their access to the residence halls be restricted.
- 800 word reflective essay – Upon completion of all of the possible sanctions above, an 800 word essay is required to discuss the experiences and the violation.
• Legal consequences – Students may face additional sanctions from the local, state and/or federal government.

2nd Violation (Mandatory Phone Call to Parent/Guardian)
• Disciplinary Probation – Westminster typically places students on Probation for one full year.
• $100 Course Fee – This covers the cost of the Prime for Life® course
• Prime for Life® course – This 16 hour course is an evidence based, risk reduction drug and alcohol education program that presents straight-forward, research based information in a relaxed environment.
• $50 per person if a host – Westminster charges $50 per person if a resident is hosting a party and guests do not have IDs.
• 25 hours community service (if marijuana offense) – Students are required to complete service hours at a local community agency.
• Possible restriction from campus housing or campus events – Should a violation occur at a particular event or be serious enough in nature, the student may be banned from attending a future event (e.g. dances) or have their access to the residence halls be restricted.
• Legal consequences – Students may face additional sanctions from the local, state and/or federal government.

3rd Violation (Mandatory Phone Call to Parent/Guardian)
• Possible Suspension or Expulsion – If there is reason to believe a student is dealing, or if a student is in possession of other illegal drugs, or because this is a third offense of our policies, a suspension or expulsion may occur.
• Possible restriction from campus housing or campus events – Should a violation occur at a particular event or be serious enough in nature, the student may be banned from attending a future event (e.g. dances) or have their access to the residence halls be restricted.
• Legal consequences – Students may face additional sanctions from the local, state and/or federal government.

B. Staff and Faculty Policy and Discipline

Westminster College’s staff policy is found on page 64 of the employee handbook, in section 8.8. Westminster’s faculty policy is listed as Appendix E in the faculty manual. The policy is identical for faculty and staff and it listed below:

It is Westminster College's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition.

Except in those instances when prior approval has been obtained from the Westminster College administration, while on Westminster College premises and while conducting business-related activities off Westminster College premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.
Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor or the Human Resources Department to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may participate in a rehabilitation or treatment program through Westminster College's health insurance benefit coverage.

In accordance with the Drug-Free Workplace Act of 1988, all employees must notify their immediate supervisor and the Human Resources Director of their conviction for a criminal drug statute violation occurring in the workplace no later than five (5) days after such conviction.

Employees with questions about this policy or issues related to drug or alcohol use in the workplace should consult with their supervisor or the Human Resources Department without fear of reprisal.

10. Notification of DAAPP

A. Employee Notification

The DAAPP is included in the emails we send to all employees (faculty, staff and adjuncts) at the start of the Fall, Spring and Summer semesters. Specifically it is sent on the first day after the Add/Drop Deadline (approximately 10 days after the start of classes). The Dean of Students works with the Information Services department to ensure that all employees have been included in the master email list, which the Dean of Students has access to. DAAPP is a section of the Student Handbook, and a direct link is included in the email for all employees to access. Additionally the DAAPP document is shared in an email to the campus community (all faculty, staff, adjuncts and students).

The DAAPP is also emailed to those employees that start their positions after the beginning of the semester. On an approximately monthly basis, the Dean of Students works with Human Resources to obtain a list of all new employees, full and part time. An email is then sent to all new employees with a variety of information, including the DAAPP.

B. Student Notification

The DAAPP is included in the emails we send to all students at the start of the Fall, Spring and Summer semesters. Specifically, it is sent on the first day after the Add/Drop Deadline (approximately 10 days after the start of classes). The Dean of Students works with the Information Services department to ensure that all students have been included in the master email list, which the Dean of Students has access to. DAAPP is a section of the Student Handbook, and
a direct link is included in the email for all students to access. Additionally, the DAAPP document is shared in an email to the campus community (all faculty, staff, adjuncts and students).

11. Oversight Responsibility

The Dean of Students and the Executive Director of Human Resources shall serve as the main contacts who will have oversight responsibility for the DAAPP including, but not limited to: updates, coordination of information required in the DAAPP, coordination of the annual notification to employees and students, and the biennial review. This team is responsible to the College President and provides a report to the Senior Team annually regarding the DAAPP and biennial review.

Student Resources (listed alphabetically)

One of the goals of Westminster College is to foster an environment where all students can learn self-discipline and take responsibility for the quality of their living and learning. All members of the college are here to provide guidance to support students’ academic and out-of-class activities.

The Student Affairs team offers a wide variety of programs, support, activities, and information, and has prepared the following directory of student resources. Refer to this list when you have questions.

Associated Students of Westminster

Every student currently enrolled for two (2) or more credit hours is automatically a member of the Associated Students of Westminster (ASW). The mission of ASW is to promote shared governance on campus; develop a sense of community; facilitate better communication with the faculty, staff, administration, and board of trustees; enrich the lives of students attending the college; provide leadership, training, and opportunities for students; and provide a forum for student concerns.

ASW is led by the executive, senate, student activities, clubs and judicial branches. Through the ASW.Events, ASW sponsors a wide range of social, cultural, and educational programs, which include dances, lectures, concerts, community services, and traditional campus events. Authority and power are established and granted respectively to ASW by the Board of Trustees of Westminster College. The ASW office is located in the Shaw Center, and ASW has the following leadership positions:

President:
The President is the chief liaison to the Board of Trustees and board committees, and oversees the management of the ASW office and its functions. The President also represents Westminster College by serving on the executive board of the Utah Student Association.

Vice President:
The Vice President serves as an administrative coordinator and assistant to the President. The Vice President also serves as the liaison for ASW to the Westminster Career Center and Alumni Office.

President of ASW.Clubs:
The President of ASW.Clubs coordinates club service projects, facilitates advertising for club events, and helps students form new clubs. The President of the ICC also chairs the Inter Club Council and ICC Board.

President of ASW.Events:
The ASW.Events coordinates, plans, and oversees all student events, activities, and programs under the leadership of the President of ASW.Events. Underneath the President, there are nine individual chairs and directors that oversee specific areas and types of events.

Chief Justice:
The Chief Justices oversees the Judicial Council in matters of ASW judiciary matters. The JUDCO reviews new club constitutions and is the judicial hearing body for ASW concerns.

Speaker of the Senate:
The Speaker of the Senate calls and presides over Senate meetings. This role is a person who is elected as a member of the Senate who is then selected by the Senate for the Speaker of the Senate position.

Director of Budget and Finance:
The Director of Budget and Finance keeps budget records for ASW, authorizes all expenses, and reports financial information to the student body. The Director of Budget and Finance also co-chairs the Opportunity Fund and Joint Fund Committees.

Director of Communications:
The Director of Communications works with other members of ASW to manage all marketing efforts, including the ASW webpage, email account, and advertisements. The Director of Communications also designs the student planner.

The Senate:
The senate is the policy-making body of ASW and serves on ad hoc committees. The senate debates, ratifies, and votes on all issues and legislation brought before them. This legislative body consists of senators who are elected from each academic school and each class year. Senators are elected each Spring semester for the following year in both academic and class representative roles. First year student senate seats are elected in the Fall.

The Judicial Council:
The judicial council receives, coordinates, and archives all ASW senate charters, constitutions, and by-laws. The judicial branch has jurisdiction necessary to enforce the ASW constitution, by-laws, and regulations.

ASW.Events:
The Events team is chaired by the ASW.Events President and governed by the ASW.Events board, which is composed of chairs of each of the individual ASW.Events committee. The Events team initiates, administers, and coordinates most ASW-sponsored activities. Students interested in positions on the commission should contact the ASW.Events President in the ASW office or call 801-832-2716.

ASW.Clubs:
Clubs and Organizations through ASW are overseen by the ASW.Clubs. Each club has a representative on the council. The ASW.Clubs Board is comprised of five elected members of the Clubs Council to coordinate larger club matters. Both the ASW.Clubs Board and the Council are chaired by the ASW.Clubs President. The wide variety of student clubs and organizations at Westminster offers a number of ways to get involved. More information about clubs and organizations can be obtained at the annual club fair at the beginning of the school year. If you are interested in starting a new club on campus, contact the ASW office or the Dean of Students Office for more information.

For more information on ASW related activities, please visit the website www.myasw.com.

**Campus Concierge**

The Campus Concierge desk is located in the Shaw Center, across from the Dean of Students Office. Here students can find a variety of information regarding local events and activities, both on campus and in the community. The Campus Concierge often offers discounted tickets to area plays, concerts, and events. They also house the Lost & Found on campus. The Campus Concierge provides free fax service, and can be reached at 801-832-2244.

**Career Center**

The Career Center provides assistance with career exploration and planning, internship opportunities, graduate-school advising, job-search skills, interview preparation, and employment opportunities. Located in the Shaw Center, Room 101, the Career Center provides individual advising appointments, career events, on-campus recruiting opportunities, workshops, an updated career library, and online resources.

Students will register for an internship for credit through the Career Center and can identify internship opportunities by meeting with a professional there in the office. Students also have access to Employment Wizard, the online job/internship board. Internships are available for academic credit and combine professional experience with classroom knowledge. Eligible students structure learning objectives and internship responsibilities under the guidance of the Career Center and a faculty advisor. Prerequisites include junior or senior standing (for transfer students, at least 15 hours completed at Westminster) and consent of the Faculty Internship Coordinator and the Career Center Internship Coordinator.

**Counseling Center**
Short-term, solution-focused, on-campus counseling and referral services are available for students who may be experiencing emotional difficulties. If you are feeling depressed or anxious, having problems with a relationship or adjustment to college life, or would just like someone to talk to, contact our professional counseling staff for an appointment. Individual and group counseling are available. All counseling sessions are confidential and free to currently enrolled Westminster College students. Call 801-832-2465 for more information or to make an appointment.

Center for Civic Engagement

The Center for Civic Engagement acts as a connecting point between Westminster College students, faculty, staff, alumni, and the greater Salt Lake community. Our mission is to teach and promote social justice by actively addressing the concerns facing our community. The center serves as a support facility for service-learning courses. Student project leaders develop and lead service projects that focus on various social issues. Ongoing projects include Alternate Spring Break, OXFAM Hunger Banquet, Habitat for Humanity, and the annual Volunteer Fair. For more information, contact the Director of the Center for Civic Engagement, Julie Tille, in the Bassis Center at 801-832-2840. The America Reads project is housed here as well.

Dean of Students Office

The Dean of Students Office (located in the Shaw Center) is the main student advocacy office on campus. Students can come here if they have questions about college policy, posting of notices on campus, student activities, student government, and/or the 60+ student organizations on campus. A student can secure a vendor table and submit information for the Dear John weekly publication.

The office serves as the information center for residence life, commencement, convocation, food service inquiries, leadership, and student conduct. The Dean of Students, Assistant Dean of Students, and Director of Student Involvement, Leadership and Orientation are housed in this office.

Disability Services

Westminster College seeks to provide equal access in higher education to academically qualified students with physical, learning or psychiatric disabilities. Disability Services works with departments throughout the college to ensure that programs and facilities are accessible to all members of the college community. Eligibility for services is determined by the coordinator who conducts a comprehensive intake appointment with each student. Students who request program eligibility are asked to describe the nature and impact of the disability and prior use of accommodations to clarify how it may interact with living and learning on campus. Submitting relevant professional documentation is important and is used to confirm eligibility and support requests for accommodations, academic modifications, and/or other aids. Once eligibility is
established, students meet with the program coordinator a minimum of once per semester to determine individualized accommodations.

More information regarding Disability Services policies, procedures and guidelines for documentation is available on the website at www.westminstercollege.edu/disabilityservices. Call the Coordinator of Disability Services at 801-832-2289 for an explanation of how and from whom to obtain relevant and current documentation.

General services:
- Assistance with admissions procedures and registration
- Orientation to the campus and how to access services
- Academic advising
- Liaison to faculty, staff, and students regarding accommodations
- Referral to campus and community services
- Referrals for off-campus diagnostic evaluation

A copy of the ADA Grievance process is found in this handbook and on our website. David Perry is the ADA/504 coordinator for the college. Julie Freestone in Human Resources is the contact person for any ADA concerns regarding employees. David Perry is the contact person for students regarding ADA/504 issues. Any issue that cannot be resolved through the Disability Services office should be sent to David Perry. David can be contacted at 801-832-2584 or dperry@westminstercollege.edu.

International Center

The International Center provides programs and services that support the College Wide Learning Goals, WCore, and Strategic Plan, particularly emphasizing their relationship to comprehensive internationalization. The Center engages and connects students, faculty, and staff by offering high impact, transformative global learning opportunities that encourage global consciousness, social responsibility and ethical awareness. The Center provides advising for international students and scholars (F and J visas), as well as students interested in education abroad opportunities. To meet the needs of international students and students who wish to study abroad, the Center offers:

- Comprehensive immigration services and support for F and J visa holders.
- Programming for all students with an international background including orientation, tutoring, English language support, and social activities to assist students in their transition to the U.S. and Westminster.
- Advising and support for students interested in education abroad programs, including program selection, credit transfer, financial resources, health and safety, pre-departure preparation and re-entry programs.

The International Center is located in Walker One next to Hogle Hall and detailed information on programming and resources can be found at www.westminstercollege.edu/global.
The Westminster Environmental Center fosters campus engagement in local and global environmental issues. It supports academic endeavors, connects students with local community partners, and transforms campus into a model of sustainability.

The Environmental Center is a resource for students doing sustainability research or class projects, seeking internships with environmental organizations, and/or wanting to get involved in green efforts on campus. The Center oversees the campus organic garden, bicycle collective, and Westminster Wheels programs.

The Environmental Center is located in the Bassis Center, 801-832-2813, www.westminstercollege.edu/environmental_center. A good starting point is Monica Ferreira, the Assistant Director of the Environmental Center (801-832-3300).

Financial Aid

Steps to Apply for Financial Aid
The college uses the Free Application for Federal Student Aid (FAFSA) to determine eligibility for federal, state, and institutional aid. Determining need is an annual process. You must reapply every year.

FAFSA
Complete the Free Application for Federal Student Aid (FAFSA) or submit a renewal application. The FAFSA results will be sent electronically to Westminster College. The Westminster College School Code is 003681. Utilize www.fafsa.ed.gov to apply online.

Rights and Responsibilities of Students Receiving Financial Aid

1. Confidentiality of Financial Aid Records
All financial grants and scholarship records are maintained by the college on a confidential basis. Students have the right to review their records at any time. A student must complete an Information Release form for financial information to be discussed with other individuals including parents.

2. Reporting Other Financial Aid
All aid received from sources outside the college (community, company, private agency, employer, etc.) must be reported to the Financial Aid Office. Any portion of financial aid that has been awarded in response to the student’s financial need is subject to revision if the student’s total aid exceeds their financial need. This is necessary in most cases due to government regulations, which restrict the use of funds.

3. Verification of Income/Assets
A student who is selected for verification and who receives need-based financial aid may be required to submit a copy of their own and/or their parents’ federal income tax return transcript
and W2 forms. Other documentation may be requested to answer questions concerning family income/assets, family size, number in college, non-taxable income, etc. Financial aid awards are subject to change if verification procedures result in a different calculation of need. Financial aid cannot be disbursed to a student’s account until the verification process has been completed.

4. Enrollment Requirements
A recipient of an institutional scholarship or grant must be registered as a full-time or part-time student, depending on the specific requirements of the scholarship or grant awarded. A student withdrawing from the college, or dropping their registration to a level of ineligibility during a term in which they are receiving a college-funded scholarship or grant, will forfeit the scholarship or grant.

5. Federal Aid
A recipient of federal student aid (Pell Grant, SEOG, Perkins Loan, FWS, Subsidized Stafford Loan) must demonstrate financial need in accordance with an approved needs analysis system; and be enrolled as at least a half-time student, maintaining satisfactory academic progress. Per federal regulations, students are only eligible for a maximum of six years of Pell Grant funding. Need-based aid made available to a student from federal and non-federal sources cannot exceed the difference between the student’s cost of education and their expected family contribution—as determined by the FAFSA federal calculation. Total financial aid awards (including private scholarships, Unsubsidized Stafford Loan, Parent and Graduate PLUS Loan, Alternative Education Loans, etc.) cannot exceed a student’s cost of attendance.

6. Academic Scholarship and Grant Terms
Academic scholarships and grants administered by Westminster College are given in recognition of academic achievement. Students must adhere to established criteria for the scholarships and grants.

7. Terms for Renewing Aid
All financial aid is awarded on an annual basis. Parents and students must file a FAFSA (Free Application for Federal Student Aid) each year if the student is eligible by the Department of Education criteria for assistance based on need. Independent students must also file a FAFSA each year when applying for financial assistance based on need.

Grade Requirement
Students attending Westminster College must maintain a 2.0 cumulative GPA. Students will be monitored for compliance on an annual basis at the end of the academic year. If a student is placed on academic suspension by Westminster College, the student will not be eligible for financial aid. To reinstate financial aid eligibility, the student must regain a 2.0 GPA at Westminster College.

Cumulative Satisfactory Academic Progress
In addition, a student must have a 70% cumulative completion rate of the hours attempted to continue eligibility for federal financial aid. For example, if a student attempts 24 credit hours over a fall and spring term and only completes 12 credit hours, the student will be considered to be ineligible for federal financial aid and sent a letter of notification.

Program Length Requirement
Undergraduate Students
In addition, quantitative measure is based on completion in a timeframe less than 150% of the program length to continue to receive federal financial aid. An example would be: an undergraduate program that requires 124 credit hours to complete will allow for federal financial aid up to 186 hours or 150% of the entire program length—as long as a student meets other requirements based on grades and cumulative satisfactory academic progress.

Transfer Credits
Transfer credits taken prior to attending Westminster College are counted as completed hours. Transfer students will have a GPA based only on courses completed at Westminster College. A student that transfers must take 36 credit hours at Westminster College. A maximum of 88 external undergraduate credit hours can be accepted toward a degree. If a student has a bachelor’s degree and is earning a second bachelor’s degree, the student would be automatically awarded 88 hours of transfer credit. This will also count toward the maximum timeframe for completion. If a student changes majors, the coursework will still be counted in the Satisfactory Academic Progress and part of the 150% program length timeframe. If a student pursues a second degree, the timeframe will be evaluated for the 150% program length. Coursework completed during Summer term will be counted in the overall completion rate and entered into the 150% program length.

Incompletes, Noncredit, or Withdrawals
Incompletes, noncredit or withdrawal grades (F, I, NC, W, T, WF) will be counted as attempted and not completed courses. Noncredit remedial courses are not offered at Westminster College and will not count as transfer credit.

8. Satisfactory Academic Progress
Satisfactory Academic Progress Requirements for Receipt of Student Financial Aid
Students must maintain satisfactory academic progress in their academic studies in order to receive Title IV (federal) and institutional financial aid funds. Title IV (federal) student financial aid includes the following programs:

- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant (SEOG)
- Federal Work Study (FWS)
- Federal Perkins Loan
- Federal Stafford Loans
- Federal PLUS Loans

Students Receiving Financial Aid Funds
The Financial Aid Office will utilize the college’s Academic Standing Policy. Full-time and part-time (undergraduate and graduate) students must complete at least 70% of the credit hours for which they enrolled to be making satisfactory academic progress. Any class that appears on the academic transcript as “graded” will be counted toward total credit hours enrolled. Transcript grades include the following:

- A, A-, Excellent
- B+, B, B-, Above Average
- C+, C, C-, Average, CR (credit)
- D+, D, D-, Poor, R (repeated)
• F (failure), W (withdrawn), NC (no credit), T (temporary), I (incomplete), X (repeat), WF (withdrawn failing), UW (unofficial withdrawal), AU (audit, no credit).

Additionally, the student must maintain a cumulative grade point average (GPA) of 2.0. If satisfactory academic progress requirements are not met, the student will be determined ineligible to receive Title IV and institutional financial aid funds.

Students enrolled in the Project-Based Bachelor of Business Administration (BBA), Project-Based Master of Business Administration (PMBA), and Project-Based Master of Strategic Communication (MSC) programs will be reviewed for compliance with the satisfactory academic progress policy using grade or grade equivalencies. Grades of ‘EX’ (Exceeds Project Standards) are regarded as equivalent to ‘A’ level work; grades of ‘M’ (Meets Project Standards) are regarded as equivalent to ‘B’ or ‘C’ level work; grades of ‘DN’ (Does Not Meet Project Standards) are regarded as equivalent to ‘D’ or ‘F’ level work. Grades of ‘EX’ and ‘M’ will be counted as credit hours completed while grades ‘DN’ will not be counted as credit hours completed.

Timetable for Review
Students’ records will be reviewed at the end of each academic year to determine whether they are in compliance with the Satisfactory Academic Progress Policy. The academic year ends with Spring Semester and will include any period of time during the academic year the student was enrolled. Students who have grade changes that affect academic progress after it has been reviewed are responsible for notifying the Financial Aid Office so that their progress may be re-reviewed for compliance. Grade changes including incomplete grade updates affecting student eligibility for financial aid, must be on file with the Registrar’s Office prior to the first date of classes in the next semester of enrollment in order for the student’s record to be re-reviewed for satisfactory academic progress in that semester.

Grade Reports Special Note
The following will not be counted as credit hours completed:
• F: Failure, I: Incomplete, NC: No Credit,
• X: Repeat, WF: Withdrawn Failing,
• W: Withdrawn, T: Temporary,
• UW: Unofficial Withdrawal

Repeated Coursework
Retaken classes will count against satisfactory academic progress. A student may receive Title IV financial aid funds and count the repeated coursework as part of their enrollment hours, for one time only, for coursework not previously passed. For repeated coursework, passed means any grade higher than an ‘F’.

Program Length Requirement
In addition, a student becomes ineligible for federal financial aid when it becomes mathematically impossible for them to complete their program within 150% of the length of the program. An example would be: an undergraduate program that requires 124 credit hours to complete will allow for federal financial aid up to 186 hours or 150% of the entire program length.-

Reinstatement
After becoming ineligible for student financial aid funds, a student can be considered for receipt of financial aid only when the completion percentage and grade point average requirements have been met.

Notification
The Financial Aid Office will notify by letter any student receiving financial assistance who does not meet the satisfactory academic progress requirement and has been determined to be ineligible for financial aid. The notice will be addressed to the student’s most current address on file at the college. It shall be the student’s responsibility to inform the Registrar’s Office of a correct mailing address at all times.

Right to Appeal and Appeal Process
Any student who has been determined to be ineligible for financial aid has the right to appeal. The following appeal process will be utilized:
All satisfactory academic progress appeals must be submitted and on file with the Financial Aid Office prior to the first date of classes in the next semester of enrollment in order for the student’s appeal to be reviewed. The student appealing the satisfactory academic progress decision will submit a written appeal, along with the Financial Aid SAP Appeal Form, and documentation to the Director of Financial Aid stating the circumstances which caused the student not to be able to meet the satisfactory academic progress requirements, and what steps have been taken to correct said circumstance. The Director of Financial Aid will give a decision in writing within five working days of receipt of the appeal. If the appeal is not approved, and the student wishes to proceed further with the appeal, the student can submit an appeal to the Financial Aid Committee. The Financial Aid Committee will give a decision in writing within five working days of receipt of the appeal. If the student’s satisfactory academic progress appeal is approved, the student must set up an academic plan with the START Center and sign a Satisfactory Academic Progress contract. The signed contract and academic plan must be submitted and on file with the Financial Aid Office prior to the last date of add/drop in the next semester of enrollment in order for the student to be awarded financial aid funds.
Once the academic plan has been submitted, the student must meet 100% of the terms outlined on the plan.

9. Terms of Student Loans
Federal Perkins Loans are administered by Westminster College and awarded to students who demonstrate financial need and who are enrolled on at least a half-time basis. These loans are interest-free while the student is attending the college on at least a half-time basis. Students must sign a promissory note for Perkins Loans with the student account services coordinator at Westminster College prior to the loan funds being credited to their accounts. On Perkins Loans, principal (minimum $40.00 per month) and interest payments (5% per annum on the unpaid balance) begin six or nine months after the student ceases to be at least a half-time student. The repayment period on the loan may be as long as 10 years, depending upon the amount borrowed. Future Availability: The final year the Federal Perkins Loan will be available to all eligible undergraduate students will be the 2017-2018 academic year. All Perkins Loan initial disbursements must be awarded and disbursed prior to September 30, 2017. For information on deferment, postponement, and cancellation provisions for Perkins Loans, contact the student account services coordinator at Westminster College.
Federal Stafford Loans First-year dependent undergraduate students may borrow up to $5,500 per academic year. First-year independent undergraduate students may borrow up to $9,500 per academic year. Second-year dependent undergraduate students may borrow up to $6,500 per academic year. Second-year independent undergraduate students may borrow up to $10,500. Dependent undergraduates past the second year may borrow up to $7,500 per academic year to a total aggregate maximum of $31,000 for all undergraduate education—up to a maximum of an aggregate of $23,000 in subsidized loans. Independent undergraduates past the second year may borrow up to $12,500 per academic year, to a total aggregate maximum of $57,500. Graduate students may borrow up to Cost of Attendance or $20,500 whichever is less, per academic year to a total aggregate maximum of $138,500. Applicants must apply for need-based financial aid using the Free Application for Federal Student Aid (FAFSA) form. The Financial Aid Office will then determine the amount of a loan that the student may qualify for and certify student status to the Department of Education. The Stafford Loan interest rate is determined by the original disbursement date. The interest rate is capped at 8.25%. Repayment, at a minimum of $50 per month, begins six months after the student leaves school or drops below half-time enrollment status. Depending upon the total amount borrowed, repayment may be extended over a 10-year period. Entrance Counseling and the Master Promissory Note must be completed at www.studentloans.gov.

Federal PLUS Loans are available to graduate students and parents of dependent undergraduate students who have no adverse credit history. Parents and graduate students may borrow up to the cost of attendance (budget) minus any financial aid received, and must use the loan funds to pay educational expenses. The PLUS Loan is a fixed interest rate loan; annual interest rates are set every July 1st. Monthly principal and interest payments begin 60 days after the 2nd disbursement; however, in-school deferment is available. The loans are processed through the Department of Education. Students may obtain a PLUS Loan application and Master Promissory Note at www.studentloans.gov.

10. Entrance and Exit Counseling
Stafford Student Loans, Perkins Loans, and Graduate PLUS Loans require that an entrance interview be completed prior to the first loan disbursement. Also, an exit interview must be completed when the student leaves the school. Contact the Financial Aid Office for additional information. All federal loans will have an origination fee deducted from the loan proceeds as required by the federal government.

Reminder: The Perkins, Direct Loans, and Parent Plus loans MUST be repaid. Please contact the Financial Aid Office directly for a sample loan chart.

11. Private Loans
Private loans are available through the lender of your choice. Westminster College adheres to a Code of Conduct for private education loans. Read the Code of Conduct online at westminstercollege.edu/conduct. The lender you choose will provide you with an applicant and self-certification form. Student may borrow up to the cost of attendance minus any financial aid received, and must use the loan funds to pay educational expenses.

12. Terms of Student Employment
Students who are offered Federal Work Study employment as part of their financial aid awards interview for various jobs on campus. The actual amount earned will depend on the number of hours worked. Students are paid at least minimum wage. Most students are employed an average of 12–20 hours per week. Students are paid twice each month. Students who have a balance due on their accounts are expected to apply up to 100% of their earnings to their accounts.

13. Payment of Awards
All grants, scholarships, and loans administered by Westminster College are credited to the student’s account in the Business Office. One half of the academic year (September–May) award is credited to the student’s account in the fall semester and the other half in the spring semester period, unless otherwise noted on financial aid award. Most graduate students awards are credited in thirds (Sept-July) over fall, spring, and summer semesters.

14. Refunds
Institutional refunds are determined on the date that add/drop or withdrawal forms are completed and processed in the Registrar’s Office. Refer to the appropriate class schedule for the specific refund schedule for each semester. All institutional charges (tuition, fees, and room and board) are refunded based on the refund schedule.

15. Return of Title IV Federal Financial Aid Funds
Federal regulations govern the return of Title IV (federal) financial aid funds which have been disbursed for a student who completely withdraws from college during a term, payment period, or period of enrollment. The regulations operate under the principle that a student “earns” their financial aid based on the period of time they remained enrolled.

Effective July 1, 2000, Westminster College adopted the new “Return of Title IV Funds” regulations, which are part of the updated Higher Education Amendments of 1998.

During the first 60% of the enrollment period, a student earns Title IV federal financial aid funds in direct proportion to the length of time they remain enrolled (that is, the percentage of time during the enrollment period that the student remained enrolled is the percentage of disbursable aid for that period that the student earned). A student who withdraws from college beyond the 60% point has “earned” all Title IV federal financial aid for the period.

Unearned Title IV funds, other than Federal Work Study earnings, must be returned to the federal financial aid programs. Unearned aid is the amount of disbursed Title IV aid that exceeds the amount of Title IV aid earned under the formula. The return of the Title IV program funds to the federal programs is as soon as possible, but no later than 30 days after the date of the school’s determination that the student withdrew.

The responsibility to repay unearned Title IV aid is shared by the institution and the student in proportion to the aid each is assumed to possess. The institution’s share is the lesser of: the total amount of unearned aid; or institutional charges multiplied by the percentage of unearned aid.

The student’s share is the difference between the total unearned amount and the institution’s share.
Westminster College will return the unearned aid for which the school is responsible, by repaying the Department of Education to the following sources, in order, up to the total net amount disbursed from each source.

**Title IV Programs Order of Federal Funds Returned:**
1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct Grad PLUS Loan
5. Direct Parent PLUS Loan
6. Pell Grant
7. FSEOG
8. Iraq & Afghanistan Service Grant

Additional information, worksheets, and examples of return-of-federal-funds calculations can be obtained from the Financial Aid Office.

**Basic Rights and Responsibilities of All Students**

**Student Rights**
You have the right to know what financial aid programs are available.
You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in calculation of your need.
You have the right to know how much of your financial need as determined by the institution has been met.
You have the right to request an explanation of the various programs in your student aid package.
You have the right to know your school’s verification policies and procedures and how your application will be affected if you fail to meet established requirements and/or deadlines.
You have the right to know your school’s refund policy.
You have the right to know what portion of the financial aid you received must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

**Student Responsibilities**
You must complete all application forms accurately and submit them on time and to the appropriate entity.
You must provide correct information. In most instances, misreporting information on financial aid application forms is a violation of law and may be considered a criminal offense which could result in indictment under the US Criminal Code. You must promptly submit additional documentation, verification, corrections, and/or new information requested by either the financial aid office or the agency to which you submitted your application. You are responsible for reading and understanding all forms that you are asked to sign and for keeping copies of them. You must accept responsibility for all agreements that you sign. You must perform the work that is agreed upon in accepting a Federal Work Study award. You must be aware of and comply with the deadlines for application or reapplication for aid. You must be aware of your school’s refund policy and procedures.

Equal Education Opportunity
Westminster College administers all of its educational programs, related support services, and benefits in a manner which does not discriminate against students or prospective students with regard to race, color, religion, gender, gender identification, sexual orientation, age, national or ethnic origin, disability, or a person’s status as a veteran.

ROTC Awards
For students receiving the ROTC Room and Board Grant, the amount is equal to the per semester charges of an assigned room (either single or double) plus a purple meal plan. All Westminster College institutional ROTC related funds are contingent upon the student contracting and validating their ROTC scholarship from the respective branch of the military. In cases where the ROTC scholarship is suspended or the student is dis-enrolled from the ROTC program, the student may have any merit award or other funding that was awarded to them as incoming student reinstated, assuming they still meet the college’s requirements for scholarship renewal and Satisfactory Academic Progress.

Any student receiving ROTC scholarship funds is required to maintain the academic and enrollment requirements for both Westminster College as well as the respective branch from which the student is receiving ROTC scholarship funds. Students must also meet any additional requirements as outlined in the contractual agreement made with the ROTC detachment. Westminster College students receiving ROTC scholarships are not eligible to receive any institutional funds other than the Westminster College ROTC Room and Board Grant or Discretionary Grant if the student is living off campus.

Any additional costs will be the responsibility of the student. Any students living off campus may be eligible to receive a Discretionary Grant up to $2,500 per year. Room and board scholarships for any term may never be used in conjunction with other room and board scholarships such as RA scholarships.

Westminster Continuing Student Scholarships
Are you wondering how you can qualify for additional scholarships after your first year? Our Continuing Student Scholarship program is the answer. Hundreds of donors have contributed scholarship funds to Westminster and we offer them to students in their second, third, and fourth years at Westminster. These scholarships are awarded based on the individual criteria set up by the donor and utilize your cumulative Westminster GPA. How do you apply? The Continuing
Student Scholarship application is typically open each year between November and January. Complete one application and be considered for hundreds of scholarships.

Regulations and policies for federal and institutional financial aid programs change periodically. For additional information about any type of financial aid, contact the Financial Aid Office at 801-832-2500 or e-mail at finaid@westminstercollege.edu.

**Fitness, Wellness, and Recreation**

The Fitness, Wellness, and Recreation Department (FWRD) is dedicated to making a difference to the health and well-being of our community of learners. A myriad of health-oriented programs and amenities are available in the Dolores Doré Eccles Health, Wellness, and Athletic Center. The center is equipped with a four-lane lap pool, comprehensive weight room, cardio equipment, group exercise studio, a 46-foot climbing wall, multipurpose gymnasium, racquetball court, and locker rooms. The FWRD offers over 25 group exercise fitness classes from yoga and Pilates to indoor cycling and Zumba. There are monthly wellness seminars on topics such as nutrition, meditation, and acupuncture. Over 10 different intramural sports are offered during the year. For those needing help to achieve their fitness and wellness goals, personal training is also available for a reasonable fee. There are also a number of Community Education classes offered including tap, Belly Dance, SCUBA, and Golf among others. Westminster College was also the first college to offer AntiGravity® Aerial Yoga which adds the element of swinging in a hammock as an entirely new dimension.

The Outdoor Recreation, Education, and Leadership Program exemplifies Westminster’s Unique Environment for Learning. We’re minutes from world-class skiing, mountain biking and rock climbing in the local Wasatch Mountains. Beyond the Wasatch lies Utah’s red rock deserts, wild rivers, and vast wilderness areas – all of which become both our playground and our classroom.

Through academic classes and the Outdoor Education and Leadership Minor, we blend classroom learning with meaningful outdoor experiences to develop leadership, technical skills, self-awareness, character and stewardship. Student leadership is a priority for the program and many of our outdoor trips are student-led. Graduates who were a part of the Outdoor Program often leave Westminster having weeks of valuable field experience, advanced certifications, and an understanding of how lessons learned in the outdoors can apply to other areas of college, career, and everyday life.

Westminster students, faculty, staff, alumni, and their guests are welcome to participate in Outdoor Program trips and events with priority given to current students. We’re committed to supporting anyone who is interested in getting involved regardless of skill level, previous experience, and equipment needs. Whether you’re joining us for an evening hike or a weekend in the backcountry you’ll most likely learn something new, meet interesting people, and spend time in awe-inspiring places.

Visit [www.westminstercollege.edu/outdoorrec](http://www.westminstercollege.edu/outdoorrec) to see what events, trips, certifications, and courses we offer.

**Food Service**
Food services are provided by Bon Appetit. All residential students are required to participate in a meal plan, unless they are living in Villa Darvi, Century or Westminster on the Draw. Students are able to choose one of two meal plans. If dietary issues arise in relation to food services, contact the Office of Residence Life at 801-832-2245 for information on procedures.

All residential students must use their ID card to access food services. Food services will not accept your number verbally. If your ID card is lost or stolen, report it immediately to Food Services, 801-832-2707, the Dean of Students, 801-832-2230, and/or the Director of Residence Life, 801-832-2245. Food services will activate your new and/or replacement card before it can be used. Meal plans are non-transferable (see residential housing contract).

Commuting students can place money on a food card, and incentives are even provided. Contact the Bon Appetit Food Services Office in Shaw Center for details.

HIV/AIDS

Westminster College’s primary response to AIDS is education. The most important goals for the college are increasing the awareness of HIV/AIDS infection and providing education to prevent further spread of HIV. Current medical evidence indicates that no actual risks of HIV/AIDS infection are created in a normal academic or employment setting. The School of Nursing Student Handbook provides guidelines for clinical experiences and the prevention of HIV transmission.

Individuals concerned about contagious disease and the institution’s commitment to public safety and access to education, including information about HIV infection and AIDS-related issues, may also contact the Student Health Services Center.

Identification Card

Students are required to obtain an official student identification card within one week of enrollment at Westminster. Students are required to carry the card at all times and present it when requested by any College official including Campus Patrol and Food Service staff members. If a card is lost or stolen, please contact the Dean of Students Office. You may obtain your ID and current year sticker at the Eccles Health, Wellness and Athletic Center. This service is available during Eccles HWAC hours of operation. A replacement card is available for the fee of $10.

Your ID card is needed to use the Giovale Library, your meal plan at the Shaw Center, the Eccles HWAC, and all college and university libraries in the state. It is also required to be in your possession while in the residence halls, and fines may even be imposed if you are without your card there. Your ID card with the UTA logo on the back also serves as your UTA pass which will allow you on all buses, Trax, and front runner trains. The UTA pass is not valid on ski busses. It will also entitle you to student discounts at Westminster theatre productions, movie theaters, Utah Symphony concerts, and other places that offer student discounts. Please note that your UTA pass is only valid during the semesters that you are enrolled in classes, working and/or living on campus.
The alteration or misuse of a student identification card is prohibited. This includes possessing, presenting or using another person’s card or card number without permission. Students must surrender their identification card to a College official upon request.

**Information Services**

The Information Services (IS) department is committed to providing a technologically engaging learning experience to students, faculty and staff.

At Westminster, students learn best when actively engaged both inside and outside the classroom. To that end, many of our courses use computer technology that requires instant access to web-based materials. A new “Westminster Anywhere” technology platform will provide students with access to the College’s network anywhere there is adequate internet access. And with expanded and enhanced campus Wi-Fi, connecting in the classrooms and common areas should be a snap.

Westminster’s approach to education is based on the development of close personal relationships with professors and peers. But it is also designed to encourage you to enrich those relationships by using all the resources that technology-assisted learning provides. Ensuring that all students have a laptop on campus is an integral part of our educational model and a critical component of the unique learning environment we offer. Information about our laptop minimum requirements can be found online at [www.westminstercollege.edu/mobilecomputing](http://www.westminstercollege.edu/mobilecomputing).

All Westminster students are required to own or have access to a laptop computer. Not all faculty require the use of laptops in the classroom but do have that option if they so choose.

Westminster College is committed to providing excellent computer support and has created a unique platform to enhance classroom flexibility and achieve innovative instruction - Westminster Anywhere, which provides access to all programs available to you on a Westminster campus computer.

Westminster College currently hosts presentation classrooms, various media labs, and seventeen computer classrooms with the potential for every classroom on campus to convert into a computer classroom. Our residence halls are networked and wireless-capable, and have a printer at the front desk for residential use.

The IS department will help students connect to our wireless network. Each student is responsible to maintain and repair their personal laptop. The IS department also maintains a support website where users can find information, download instructional documentation, and reference guidelines and policies.

The Information Services Help Desk, located on the main level of the Giovale Library, provides help with short-term laptop rental, software and hardware questions, and other information services issues.

If you have technical questions, please contact the Information Services Department at 801-832-2023 or online at [www.westminstercollege.edu/support](http://www.westminstercollege.edu/support).

**Insurance**
Students are encouraged to carry health and accident insurance. Many plans carry students on their parents’ coverage if they are under the age of 27. Westminster’s website has a list of many plans, as there are different options and rates available to students. Cost may vary somewhat due to the student's age. Please contact the Dean of Students Office for more information. All international students and student athletes attending Westminster College are required to carry insurance coverage. Students admitted to the nursing program are required to provide evidence of health insurance coverage. All students traveling on a college trip (May Term, MBA, MAT, Retreats, Conferences, Study Abroad, etc.) are required to carry health insurance.

All students participating in Human Performance and Wellness (HPW) activity-based classes or participating in trips through the Fitness, Wellness, and Recreation department are required to carry personal health insurance. In case of accident, injury or illness your personal health insurance will be the primary provider with Westminster college insurance as secondary if necessary.

Intercollegiate Athletics

The Westminster College Intercollegiate Athletics program is an integral part of campus life serving almost 300 student-athletes annually. The athletic program has experienced both regional and national success over the years, with national championships, national tournament appearances, conference titles, All-Conference and All-American academic and athletic honors. The athletic program has a rich tradition, storied history and many athletic alumni dating back to 1928.

Westminster College is a member of the Rocky Mountain Athletic Conference (RMAC) and is in the provisional membership process within NCAA Division II. The Rocky Mountain Athletic Conference is a premier NCAA Division II conference located in the states of Colorado, Nebraska, New Mexico, South Dakota, and Utah. The RMAC currently competes in 23 NCAA Division II sports and has earned 52 NCAA Division II national championships and 44 national runner-ups since 1992. Founded in 1909, the RMAC is the most historic athletic conference headquartered in the western United States and also in Division II.

The RMAC serves as the primary athletic conference for the following men’s and women’s sports; basketball, cross country, golf, lacrosse, soccer, track and volleyball. Men's and women's skiing will continue to compete as members of the Rocky Mountain Intercollegiate Ski Association (RMISA), while our snowboard teams are members of the United States Collegiate Ski and Snowboard Association (USCSA). Westminster students receive FREE Admission to all home athletic events with their WC Student ID Card – Go Griffins! Our website is www.westminstergriffins.com.

Library

The Giovale Library has a dynamic and growing collection of books, access to more than 47,000 journals, educational materials, and reference sources, approximately 85 databases, and an outstanding collection of popular and academic DVDs. Library privileges include access to materials at any academic library in Utah. Librarians are available to students via email, phone
and online chat, as well as for in-person consultations. Students can get help from the librarians for all aspects of college research projects, from developing a topic to finding resources, to managing citations and bibliographies. In addition to library resources and professional librarians, the Giovale Library provides a variety of study spaces: group rooms, group workstations, quiet areas, and collaborative areas.

Students can borrow materials using their Westminster College ID card. Fines are billed at $0.25 per day up to $10.00. If an item is lost, students will owe the full replacement cost plus fines. A balance of $25.00 or more will block library accounts, campus accounts, graduation and registration. The library will accept cash, check or credit card for fines, or students can donate canned goods in lieu of fines at the rate of $1.00 per can, up to $10.00. Detailed information about policies, hours, services, online searching, tutorials, electronic forms and more can be accessed at: http://www.westminstercollege.edu/library.

Amy Kelly serves as the Director of Collections, Instruction, and Outreach, while Emily Swanson serves as the Director of Access Services, Reference and Instruction.

Mail Service

All mail to residential students should be addressed as follows:

Student Name  
Box number (room #), Residence Hall  
Westminster College  
1840 South 1300 East  
Salt Lake City, UT 84105

Mail is delivered to residential mailboxes Monday–Friday. No mail is delivered on Saturdays or Sundays. Please keep this in mind with regard to specially shipped items (e.g., Overnight Express). Students are notified by email when packages are delivered, and they can pick them up at the mail room Monday–Friday, 8:00 am–5:00 pm. Students can also drop off packages to be picked up by major carriers as long as there is a pre-paid label or postage attached.

Manford A. Shaw Center

The Shaw Center, named in honor of the college’s 10th president, is the focal point of on-campus student activities at Westminster. The college dining facility and Follett’s William J. Clark, Jr. Bookstore are located in the Shaw Center, as well as student computer labs, the ASW offices, lost and found, the Dean of Students Office, the Counseling Center, the Office of Residence Life, the Campus Concierge, the Student Health Services Center and the Career Center.

Motor Vehicles
All motor-driven vehicles must display a current Westminster College parking permit (hang-tag), if they are operated on college property. There is a fee for these permits. Students, faculty, and staff are not permitted to park in the following lots: visitor-only and admissions-reserved parking. Failure to properly display the parking permit, or violations of posted parking regulations, will result in a citation. Fines are paid at the Cashier’s Window during regular business hours.

Orientation

Orientation is held the week before school begins every fall semester and is an opportunity to become familiar with faculty in your major area of study, identify key resource staff members, and meet other new students at Westminster. First Year Student Orientation spans the four days with the first two days on campus with parents and students. The following two days provide first year students the opportunity to experience Salt Lake City and the local Sugar House area with a number of activities.

All new transfer and non-traditional adult students participate in a separate orientation and are invited on campus in order to meet academic deans and faculty, staff, and peer advisors. Each orientation offers a short workshop on student computer account access, library research resources, and campus involvement. There is also plenty of time to do everything you need to get done before school starts. Please call the Dean of Students Office at 801-832-2230 or check the FYSO website for dates and more information.

Physical Plant Department

The Physical Plant Department maintains the college buildings and grounds with concern for safety and security. It inspects campus facilities regularly and promptly makes repairs affecting safety and security hazards, such as broken windows, locks, campus lighting, and shrubbery. The Westminster Campus Patrol assists Physical Plant personnel by reporting potential safety and security hazards. Students as well as faculty and staff may call Physical Plant at 801-832-2516 to report any safety or security hazards.

Registrar’s Office

The Registrar’s Office is located in Bamberger Hall just across from the Financial Aid Office. Students may visit this office for enrollment verifications, transcripts, grade report copies, address changes, registration changes, to obtain degree audits and to answer just about any question you may have. They oversee registration and notify students via email when it is their turn to register for classes each semester. This office processes all transfer credit, AP scores, and CLEP credits. When it comes time to graduate, your application for graduation is turned into this office and you are personally tracked until completion by the staff.

Office of Residence Life
Westminster views living on campus as an integral part of the educational experience. Residential experiences provide opportunities for students to develop socially and emotionally as well as academically. Residents also share in the development of a community and its governance. The College requires all freshmen and sophomores to live in Campus Housing for the entire academic year, unless they are residing with their parents, close family relatives or legal guardians, or they qualify for veterans’ benefits. The College may waive this requirement in the event Campus Housing is unavailable. Residents may expect a living environment that promotes courtesy, honesty, privacy, study time, and consideration of one’s values and needs. In return, the residents are expected to be willing to create the same conditions for other members of the living unit. A complete description of residential policies and procedures can be found in the Campus Housing Handbook. For more information about residence life, contact Residence Life at 801-832-2245.

**Resident Advisors**

Resident Advisors are trained student staff members who live on each floor of the residence halls. It is their job to help students enjoy their Westminster experience and to make sure students get involved socially and academically. The RAs are available for students no matter what time of day or night. It is also their responsibility to see that the rules and policies are enforced. They report to the Residence Life staff.

**Spiritual Life**

Spiritual Life, located in the lower level of the Shaw Center, is a place to explore various expressions of spirituality as well as a place to have your own spiritual journey affirmed. Spiritual Life provides diverse dialogue and study groups, spiritual retreats, social awareness service projects, wilderness adventures, concerts, interfaith religious celebrations and more.

* Promotes dialogue and understanding among students with diverse beliefs.
* Nurtures spiritual and moral development.
* Celebrates spiritual diversity and individuality.
* Helps students integrate their faith into action.
* Encourages self expression.
* Affirms all persons regardless of religion, race, color, gender, sexual orientation, age, or ability.

Spiritual Life events are posted on the web, on bulletin boards around Westminster, and via email. The Director of Spiritual Life can be reached at 801-832-2232.

**Student Health Services**

The Student Health Services Center provides quick, convenient, and affordable access to health care right on campus. SHS is staffed by two Nurse Practitioners who can diagnose and treat patients for common health problems, as well as make referrals to other health care providers when necessary. All services are confidential. SHS is located in the lower level of the Shaw Center. Appointments can be made in advance by calling 801-832-2239, but walk-ins are also accepted. Hours are limited. For a basic office visit, the cost is just $15 – labs, vaccinations, and some services may be more. SHS additionally provides health and wellness programming for students throughout the academic year.
For any emergency situation, students should go to an urgent care center or a hospital emergency room. Additionally, Campus Patrol has first aid supplies and can be reached at 801-832-2525.

**Study Abroad**

The International Center provides advising and support for students interested in education abroad programs, including program selection, credit transfer, financial resources, health and safety, pre-departure preparation, and re-entry programs. Westminster offers a wide-variety of study abroad programs during fall, spring, and summer semester all around the world. In addition, every year, faculty lead May Term and Summer Study Experiences, to a variety of countries, which provide a unique experiential learning opportunity and allow students to explore themes and topics from an international perspective. Students are encouraged to select a program based on their academic interests and future career goals. Students who participate in a study abroad program will work closely with their faculty advisor(s) and the Registrar’s Office to ensure the courses taken transfer back to Westminster. Study abroad programs vary in cost and can often be similar in price to a semester at Westminster and sometimes less expensive.

For more information on program options, funding for study abroad, and scheduling an appointment with a study abroad advisor, visit [www.westminstercollege.edu/global](http://www.westminstercollege.edu/global). The International Center is located in Walker One next to Hogle Hall.

**START Center**

The START Center coordinates new student advising and related student support services as follows:

**Academic Advising and Registration**

The START Center coordinates new first-year and transfer student advising and registration. Advisors from each academic school are available for individual consultation by appointment in the center. Advisors also help students choose or change their major and connect to faculty advisors once they have selected one. Each student is responsible for meeting with their advisor, who will aid in determining the student’s course(s) of study and scheduling classes.

**Declaring a Major**

All students must formally declare a major as soon as they have decided on one, but no later than the completion of 60 credit hours, but are encouraged to do so as soon as they have a decision. This important advising process includes being assigned a faculty advisor, meeting with your faculty advisor and completing major-declaration forms. Students may request a faculty advisor through the school office of their major. Students who do not
complete the major declaration process by the time they are second semester juniors will have a hold placed on any upcoming registrations.

**Academic Probation**

START Center and other advisors meet with students who have been placed on academic probation to evaluate their academic programs and develop specific plans to ensure a successful return to good standing.

**Testing (Math Placement testing only)**

Math placement testing is available through the START Center in Carleson Hall. If you are unsure which level of math to begin with or need proof of prerequisites, call 801-832-2280 for more information or to schedule a testing appointment.

NOTE: Information regarding national graduate examinations such as the GRE, MCAT, GMAT, and LSAT is available in the Career Center. Call 801-832-2590 or visit the Career Center for details. College Level Examination Program (CLEP) tests are available on campus through the Testing Center located in Gore B14. Call 801-832-2672 for procedures and to schedule a test.

**Academic Support Services**

Free tutoring is available in many subjects. Tutors are fellow students, recommended by professors, who received at least a 3.5 GPA in the course they are tutoring. More information is available at the START Center, Carleson Hall, 801-832-2280, or in the Math Lab, 801-832-2405.

Individual academic coaching is also available for a wide range of skills such as: studying, time management, test taking, as well as other general academic challenges. Call the START Center at 801-832-2280 for more information.

**Title IX Coordinator and Deputy Coordinators**

The Title IX Coordinator and Deputy Coordinators are available to meet with students regarding incidents of sexual assault, sexual and gender-based harassment, gender-based discrimination, sexual exploitation, interpersonal violence (dating violence, domestic violence, stalking), or retaliation. The Title IX Coordinators will refer students to helpful resources on and off campus. Students may also receive supportive measures for their well-being and safety such as changes in housing, adjustments to academic or work schedules, and no contact orders. The Title IX Coordinators will also provide information about College policy and pursuing an investigation of a complaint. For more information, see westminstercollege.edu/titleix or contact a Title IX Coordinator.

**Equal Opportunity Officer**
The Equal Opportunity Officer is available to meet with students regarding incidents of discrimination or harassment based on race, color, national origin, ethnicity, age, disability, religion, veteran status, or genetic information. Students may receive supportive measures for their well-being and safety such as changes in housing, adjustments to academic or work schedules, and no contact orders. The Equal Opportunity Officer will also provide information about College policy and pursuing the investigation of a complaint. For more information, contact the Equal Opportunity Officer.

Veterans’ Services

The Center for Military and Veterans Services, located in Walker Hall, supports all service members, Veterans, dependents, and cadets. Visit the center with questions about using VA education benefits, learn about campus and community resources, or to socialize with fellow student Veterans. Sylvia O’Hara is the director and can be reached at 801-832-2202. Sylvia can also connect you to the Westminster Military Association, a student club sponsored through ASW.

Writing Center

The Writing Center provides free assistance in writing to all Westminster College students with the goal of helping students become better writers. Trained writing consultants are available to work with writers at all levels of experience, from all disciplines, at any stage of the writing process. Services include one-on-one and small group writing consultations in areas such as

• generating, organizing, and developing ideas
• citing and quoting sources responsibly
• writing persuasively
• conducting research
• proofreading your own work effectively

To see a consultant as soon as possible, stop by the Writing Center in the Bassis Center. We also offer a limited number of appointments each hour. To make an appointment, visit us online at www.westminstercollege.edu/writing_center or call 801-832-2271. Additional information about the Writing Center, including hours of operation for the current semester, is available at the Writing Center’s website.

Other Policies and Procedures

Academic Honesty

Westminster College operates on the assumption that all academic work is the honest product of each student’s own endeavors. The faculty and staff at Westminster expect such integrity from the students, and violations are cause for disciplinary action, including suspension, probation, loss of credit, or expulsion from the college. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and furnishing false or misleading information to any faculty or staff member.
Cheating on examinations includes, but is not restricted to, copying from another student’s exam paper, using unauthorized notes during an examination, arranging for a substitute to take an examination, or giving or receiving unauthorized information prior to the exam.

Cheating on written assignments includes plagiarism, collaboration with others, or submitting the same material for more than one class without the permission of the instructors.

Plagiarism includes borrowing information or ideas, whether directly quoted or paraphrased, from any source beyond one’s firsthand experience and not acknowledging the source. The student must give credit for the material by identifying the source and using one of the generally accepted citation methods.

Initially, sanctions are the responsibility of the class instructor. The instructor may simply reprimand the student, or demand the work be repeated, or give a failing grade for the assignment or exam in question, or give a failing grade for the entire course. In each case, a short report of the incident will be filed with the appropriate academic dean.

In the case of repeated or more serious violations, the faculty member may recommend to the dean of that school that the student be suspended or expelled from the college. The dean’s recommendation will then be sent to the Dean of Students.

**ADA Grievance Process**

Students who are working with the disability advisor in the START Center because of documented disability have the responsibility to maintain contact with the center and to let their advisor know how they are doing in the classroom, whether the accommodation being used is providing the student with access, and if the professor is implementing the accommodation consistently and appropriately. Should students experience difficulties related to their disability or accommodation, they are to inform the START Center disability advisor immediately so the advisor can assist in resolving the problem as it is occurring. Such early resolution is in the best interests of the students and the faculty.

If the student believes that the disability advisor has been unsuccessful in resolving issues, or if the student is experiencing difficulty with their START disability advisor, the student’s first step is to contact the ADA/504 coordinator. The coordinator will meet with the parties involved and attempt to resolve the issues. David Perry is the ADA Coordinator and can be reached at 801-832-2584 or dperry@westminstercollege.edu.

If, after working with the coordinator to resolve the issues, the student remains dissatisfied, the student may file a grievance and request a review before a panel of the Disability Resource Committee (DRC). The student must take the following steps:

1. The student shall file a written grievance with the ADA coordinator that sets forth the issues, the procedures taken thus far, and the supporting facts. The student may attach any pertinent supporting documents. The student must also sign a statement giving their consent to the DRC panel to review the student’s file, including confidential materials, and to permit the DRC panel to
request additional information from the student, the START Center, or the student’s health care providers, as the DRC deems necessary.

2. Within five academic days from the receipt of the student’s grievance, the coordinator will appoint a panel composed of members of the DRC to hear the grievance. A list of the proposed names shall be provided to the student, who shall have five academic days to request a change in the panel members by filing with the coordinator a written request for the removal or substitution of any of the panel members and setting forth the reasons for the requested change. The coordinator shall then make the final decision as to who will serve on the panel and will provide the names of the panel members to the student.

3. Within 10 academic days of the receipt of the grievance, the coordinator shall prepare and file with the DRC panel a summary of the issues, the actions taken thus far, and any supporting facts. The student will also receive a copy.

4. The student will have five academic days in which to file a written response to the coordinator’s summary, if the student so wishes.

5. The DRC panel shall review the student’s written statement, the coordinator’s written summary, any supporting documents, and any other documents the panel deems necessary in order to be informed about the issue.

6. Within 10 academic days of the receipt of the coordinator’s written summary, the DRC panel shall meet privately and independently with the student, the coordinator, and any faculty, staff, or administration members who may have information or expertise, or who may have been involved with the issue at hand.

7. The DRC panel has the discretion and authority to invite individuals outside of the college who are experts on the issue(s) involved to provide information or to sit on the panel as nonvoting members to provide counsel and advice to the DRC panel.

8. Within 10 academic days after the DRC panel has completed its review, it shall prepare a written report of its findings and recommendations. The panel will provide a copy of its report to the coordinator and to the student.

9. The student will have five academic days to appeal the report of the panel, as set forth in the Appeals Process. If the student does not file an appeal, the recommendations of the panel will be final. The coordinator will oversee the implementation of any recommendations made by the panel.

Any retaliation against a person involved in the ADA grievance process is strictly prohibited. It is also a violation of this policy to make a false accusation or knowingly provide false information pertaining to a grievance. Any student, staff or faculty member who engages in either retaliation or in providing false information will be subject to disciplinary action, up to and including expulsion or termination. Those who believe they are a victim of retaliation should contact the Associate Vice President of Student Affairs/Dean of Students.

**ADA Appeals Process**
Students who wish to appeal the findings and recommendations of the DRC panel may do so by taking the following steps:

1. The student must file the appeal within five academic days from the date the panel report was issued. The appeal shall be filed with the coordinator and must state the following:
   a. the portions of the report with which the student disagrees
   b. the reasons the student disagrees
   c. the supporting evidence for the student’s disagreement
   d. the outcome the student is seeking by appealing

2. The coordinator will send to the college provost the student’s appeal file, which shall contain the student’s appeal, the DRC panel report, the coordinator’s summary, the student’s response, and any supporting documents or evidence reviewed by the DRC panel.

3. Within 10 academic days of receipt of the appeal and the report, the president will convene an appeal panel consisting of the college president and two members of the executive team who have not been involved in any prior proceedings or discussions regarding the student. If the president is unable to participate, the president or provost may appoint another member of the executive team to act in place of the president.

4. The appeals panel may, at its discretion and in any order, meet with the student, the DRC panel, the coordinator, and/or any of the outside experts that the panel may have consulted.

5. The appeals panel will prepare and issue a written decision addressing the issues raised by the student in their appeal. A copy of the decision will be provided to the student and the coordinator, who will inform the DRC panel of the decision.

6. The decision of the appeals panel will be final.

**Behavior Intervention**

If a student exhibits behavior or engages in conduct that threatens or impacts their safety or well-being or the safety or well-being of others, the Dean of Students or designated agent will intervene and take action as they believe is necessary to protect the student, other people, or the faculty, staff, and property of the college. Such action may include, but is not limited to, referring the student to counseling, requiring the student to leave the residence halls, requiring the student to leave school, and notifying law enforcement. Further, the college reserves the right to notify a student’s parents/guardians, with or without the permission of the student and regardless of the student’s age or status, when, in the judgment of the college, the student or others may be at risk. Westminster also utilizes the TABIC (Threat Assessment and Behavior Intervention Committee) group to actively promote safety on campus and review situations where safety is at issue.

**Missing Residential Student Policy**

In accordance to 34 C.F.R. 668.46 (h) (l) (iv), when the Dean of Students Office receives a report from friends, family members or associates that a student who resides in campus housing may be missing, the Director of Campus Security and the Dean of Students will initiate an investigation
once a student has been deemed missing for 24 hours. The Dean of Students will notify the person(s) listed on the student's emergency contact form and the appropriate law enforcement agency regarding the situation within 24 hours once the College declares the student missing. If a student would like someone other than those listed on their emergency contact form to be informed in this instance, they must notify the Dean of Students Office within two weeks of the start of each semester. Please note this contact information will be registered confidentially, will be accessible only to authorized campus officials with significant responsibility, and may not be disclosed, except to law enforcement personnel in furtherance of a missing person investigation. The list of authorized campus officials includes: President, Provost, Dean of Students, Director of Campus Security, Assistant Dean of Students, Director of Residence Life, Assistant Director of Residence Life, Registrar, ADA Coordinator, Director of Athletics, Coaches, Assistant Coaches, Director of Human Resources and the Title IX Coordinator. If the student is under the age of 18, the Dean of Students will automatically contact the student's parents/guardian.

Parental Notification of Alcohol/Substance Abuse and Emotional Issues

When a student is involved in campus policy violations where alcohol or substance abuse is present, the Dean of Students may notify the student’s parents. Where possible, the Dean will also inform the student that their parents will be notified. Parents may also be contacted when the Dean of Students has reason to believe that a student is engaging in behavior that threatens their health or safety or the health or safety of others. This is in accordance to the Family Educational Right and Privacy Act of 1979.

Weapon Policy

The possession, use, or display of firearms or any other dangerous weapons, including, but not limited to, switchblades, large knives, butterfly knives, hatchets, axes, swords, explosives, chemicals, stun guns, BB guns, or ammunition for weapons, is strictly prohibited on campus or while conducting college business off campus. The possession, storage, display, or use of any hazardous chemical, explosive, or incendiary device (including firecrackers or fireworks) is also prohibited. Each member of the campus community has the responsibility and duty to immediately report any knowledge they may have regarding the possession, use, or display of weapons or ammunition on campus. Failure to abide by this policy may result in disciplinary action.

Damage to Personal Property

All students are responsible for the security and safety of their personal property. Westminster College is not responsible for the theft, loss or damage, whether intentional or accidental, to the personal property owned by students. We encourage all students to purchase appropriate insurance and make a list, including descriptions, make, model and registration numbers for valuable items. In addition, we strongly encourage all residential students to purchase rental insurance and to take appropriate steps to keep personal property safe. Students are encouraged to report incidents of theft or damage to the police and/or the college's campus patrol; if the student believes another student is responsible for the theft or damage, the student may make a report as described in the Student Disciplinary Policy. While the college will take action as set forth in the disciplinary
policy, the college will not enforce criminal or civil orders related to damages or restitution; nor will the college attempt to collect any monies on behalf of one student against another student, whether court-ordered or agreed to informally or through mediation or arbitration.

**Responsible Use of Information Technology Policy**

The full Responsible Use of Information Technology Policy is online at: www.westminstercollege.edu/support. All students are responsible for reading, understanding, and adhering to the policy.

Westminster College provides its students, faculty, staff, and approved guests with information technology resources for enhancing and facilitating teaching and learning and for the institutional administration of the college. These resources include, but are not limited to, hardware, applications software, library and information resource databases, consulting time and expertise of staff, and Internet and networking resources.

The college’s computers and networks provide users with access to resources on and off campus and give them the ability to communicate with other users worldwide. This open access requires users to act responsibly and adhere to legal and ethical standards. Users should be considerate of the needs of others, do nothing purposefully or carelessly to impede anyone else’s ability to use the computer and network resources, and observe all relevant laws and regulations. All users are expected to follow the guidelines of this policy.

The following list, though not covering every situation, specifies some of the conduct that violates the responsible use of information technology policy:

- intentional damage to hardware, software, security devices, or codes or the creation or distribution of viruses, worms, or other forms of electronic mayhem
- unauthorized configuration and operation of any kind of server such as a Web server, FTP server, or file server
- creating, displaying, or transmitting threatening, racist, sexist, obscene, abusive, or harassing language or materials
- unauthorized use of a computer account or distribution of a password
- using electronic mail to harass or threaten others, including sending repeated, unwanted e-mail to another user
- sending personal announcements or advertisements to all faculty, staff, or students via the college electronic mail system
- commercial, for-profit activities, unless officially sanctioned by the college
- unauthorized Internet access to computers at other locations
- violation of local, state, or federal laws; copyright laws; or institutional rules

Failure to comply with the guide-lines for acceptable use will result in disciplinary action. Serious or multiple infractions may cause the user to be denied access to college computers and networks. The use of any college information technology resource implies acceptance of all current operational policies. It is the responsibility of each individual to be familiar with and abide by all current operational policies.
Sexual Assault, Sexual and Gender-Based Harassment, Gender-Based Discrimination, and Interpersonal Violence (Title IX Policy)

Westminster’s Policy on Sexual Assault, Sexual and Gender-Based Harassment, Gender-Based Discrimination, and Interpersonal Violence (Title IX Policy) can be found at www.westminstercollege.edu/title-ix-policy.

Preventing and Addressing Discrimination and Harassment Based on Race, Color, National Origin, Religion, Disability, and other protect categories (Title VI and Title VII Policies)

Westminster’s Policy on Preventing and Addressing Discrimination and Harassment Based on Race, Color, National Origin, Religion, Disability, and other protect categories (Title VI and Title VII Policies) – see full policy and process at www.westminstercollege.edu/equal-opportunity-policy.

Smoking on Campus

Westminster College is committed to working toward a cleaner and more sustainable environment by reducing air pollution on campus. We abide by the Utah Clean Air Act.

Smoking (including electronic cigarettes) is prohibited in all facilities, buildings, offices, residence halls, apartments, and any other enclosed spaces on campus. Although people may smoke outside on campus, they are not permitted to smoke within 25 feet of any building entrance, exit or window.

Because smoking negatively impacts the health of others, smokers must refrain from smoking in areas through which non-smokers must pass; they must extinguish their cigarettes or move away when asked to do so by any visitor, employee, or student.

Individuals who violate this policy are subject to state-mandated fines, college fines, and other disciplinary action. Employees and students are encouraged to hold each other accountable and may report any violations to the Dean of Students Office.

Student Free Expression: Demonstration & Fixed Exhibit Policy

Students who function and live in a college environment are encouraged to exercise freedom of expression and to participate responsibly in the freedoms of membership in a democratic society. Uncensored speech – which does not include a right to harass, injure, or silence others – is essential in an academic community. Accordingly, all Westminster students have the right to freedom of speech, expression, and assembly, including but not limited to timely demonstrations in response to current events. Students are free to express their views individually or in organized groups, on any topic, subject only to rules necessary to preserve the equal rights of others and the other functions of the College.

For the purposes of this policy, the term “demonstration” refers broadly to the organized display of these rights. Free expression may also take the form of fixed exhibits, such as ribbons or
banners tied to trees, lamp posts, or planted in the ground. Demonstrations and fixed exhibits—regardless of the content or viewpoints expressed—are permitted on Westminster’s campus so long as they are orderly, lawful, and congruent with the standards below and all other policies within the Student Code of Conduct.

Students should understand that standards of civility, consideration, and tolerance must shape our interactions with each other. Infringing on the expression of views, either by interfering with a speaker or by defacing or removing properly posted or distributed notices or materials, will not be tolerated. Reasoned dissent is welcome at Westminster. Disruption of college activities is not, and such behavior will not be tolerated. Members of the community are free to support causes by orderly means that do not disrupt the regular operation of the college community.

Students speak only for themselves in their public expressions and/or demonstrations and may not claim to speak for or otherwise represent the position of the College, unless officially sanctioned by the Executive Director of Marketing and Communications.

**Demonstrations**

The right of students to demonstrate on campus may not interfere with the rights of others to engage in and benefit from the educational programs and services of the College. Accordingly, the College reserves the right to control the time, place, and manner of events that occur on campus. The College does not seek to censor the expression of ideas, but rather to maintain campus safety and order. Protestors may be assigned to particular places on campus by the Dean of Students Office.

a. **Time**

Demonstrations must occur within the hours of normal operations for the facility or space in which they occur (if applicable). Buildings will not be kept open beyond regular hours to accommodate demonstrations. Demonstrations are prohibited during final exams.

b. **Place**

Demonstrations may not take place indoors with the exception of the Shaw Student Center. Demonstrations may not take place in any space that has been concurrently reserved by other members of the College community or guests. Demonstrations may not impede the free flow of pedestrian or vehicular traffic, block thoroughfares, or obstruct campus building entry or exit points.

c. **Manner**

As an educational institution, the manner in which Westminster students engage in civil discourse—regardless of content or viewpoints being expressed—is held to a high standard. Just as students are encouraged to engage in critical thought and social action, so are they expected to do so in a civil manner that honors the inherent dignity of all people, even those who may disagree. Therefore, demonstrations may not take place in a manner that endangers the College community, violates the law, defames a specific individual, constitutes a genuine threat or harassment, unjustifiably invades the rights of others, or interrupts the functioning of the College. Demonstrators may neither impede nor harass people wishing to see or hear a speaker or attend an event. Disruption, force, or threat of force are not acceptable forms of protest at the College. Additionally, demonstrations may not utilize amplified sound in a manner that substantially
interferes with classes or other events in progress. Amplified sound may not be used inside any building at any time. Use of camping and other temporary structures are not allowed.

**Fixed Exhibits**
Fixed exhibits, due to their unique nature, must be coordinated with the Dean of Students Office in consultation with other stakeholders (Campus Reservations, Campus Safety, Facilities, etc.). Individual students or recognized student organizations wishing to sponsor a fixed exhibit must submit a request to the Dean of Students Office at least two (2) business days before installation. Following receipt of this request, the sponsoring party must meet with a member of the Dean of Students Office to discuss expectations, rights, responsibilities, and logistical considerations (time, place, and manner), which must be mutually understood and accepted. Requests will be considered without regard to content or viewpoint. Prior to the installation of the fixed exhibit, sponsoring parties will receive written notification of the agreed upon parameters from the Dean of Students Office, which will have the effect of policy. Fixed exhibits may only remain displayed for five (5) or fewer consecutive business days and may not be displayed during College holidays. The sponsoring party is responsible for any damage to College property resulting from the exhibit.

**Notifications**
Individual students or recognized student organizations intending to organize a demonstration are encouraged to notify the Dean of Students Office two (2) business days before the demonstration. Upon receiving notification, a representative of the DOS will offer to meet with organizers to provide appropriate support and resources to mitigate risk and protect participants’ rights. Notifications received fewer than two (2) days before the demonstration may be reviewed subject to staff availability; however, support and resources may be limited. This meeting is not an attempt by the College to censor or otherwise limit content or viewpoint, but rather to advise organizers regarding applicable standards for time, place, and manner.

**Accountability**
Demonstrations and fixed exhibits that appear to violate this or other policies of the Student Code of Conduct may be interrupted or stopped at the direction of the Dean of Students or designee. Upon report of any possible violation of these or other policies of the Student Code of Conduct that takes place as part of a demonstration or fixed exhibit, participants, organizers, or sponsors may be subject to the student conduct process and/or referral to local law enforcement agencies.

**Student Code of Conduct and Disciplinary Policy**

Westminster College expects all students, including those that live off-campus, to conduct themselves as responsible members of the academic community and to respect the rights of other students, faculty, and staff. All members of the college community are responsible for maintaining an environment where behavior is guided by respect, reason, and honesty. Students are representatives of the college to the community at large. The college expects students to demonstrate respect for all members of the local community.

This Student Code of Conduct applies to behavior on college property, at all college-sponsored activities held on or off campus, and to students’ off-campus behavior when such behavior...
violates college policies or federal, state, or local laws and negatively impacts the college, the college community, or the college’s neighborhood, interferes with the relationship of the college to others, or harms the reputation of the college.

All students are expected to abide by applicable federal, state, and local laws. Individuals in violation of any laws are subject to prosecution by appropriate authorities, regardless of whether the behavior occurs on or off campus. In situations involving the illegal use, possession, manufacture or distribution of alcohol, narcotics, or other controlled substances, the matter will be reported to outside authorities. Regardless of whether outside authorities pursue prosecution, the student may be subject to conduct action under this code.

Please note that alleged violations of Westminster’s Policy on Sexual Assault, Sexual and Gender-Based Harassment, Gender-Based Discrimination, and Interpersonal Violence (Title IX Policy) will proceed through the Title IX complaint process which can be found at www.westminstercollege.edu/title-ix-policy. Alleged violations of Westminster’s Policy on Preventing and Addressing Discrimination and Harassment Based on Race, Color, National Origin, Religion, Disability, and other protected categories (Equal Opportunity Policy) will proceed through the complaint process which can be found at www.westminstercollege.edu/equal-opportunity-policy.

Article I: Definitions

1. Appellate board – Any person or persons authorized by the Dean of Students to consider an appeal from a conduct body’s determination that a student has violated the Student Code or from the sanctions imposed by the conduct body.

2. Cheating – Includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.

3. Code – Refers to the Student Disciplinary Code, unless otherwise specified.


5. College official – Any person employed by the college who performs assigned administrative or professional responsibilities.

6. College premises - All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college, including adjacent streets and sidewalks.

7. Conduct advisor – Refers to the Dean of Students or designee. The conduct advisor has the authority to investigate alleged violations of the Student Code, to serve as the
sole or one of the members of a conduct body, and to impose sanctions upon students found to have violated the Student Code. Nothing shall prevent the same conduct advisor from imposing sanctions in all cases.

8. Conduct body – Any person or persons authorized by the Dean of Students to determine whether a student has violated the Student Code and to recommend imposition of sanctions.

9. Dean of Students – Refers to that person designated by the college president to be responsible for the administration of the Student Code.

10. Faculty – Full-time, part-time, adjunct faculty, and instructors of the College.

11. Member of the college community – Any person who is a student, faculty member, college official, staff, or any other person employed by the college. A person’s status in a particular situation shall be determined by the Dean of Students.

12. Organization – Any number of persons who have complied with the formal requirements for college recognition.

13. Plagiarism – Includes but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or academic materials.

14. Policy – The written regulations of the college as found in the Student Code, Campus Housing Handbook, and Graduate/Undergraduate Catalogs.

15. Staff – Any person other than faculty who is an employee of the college.

16. Students – Refers to students who are registered or enrolled for credit- or non-credit bearing coursework.

**Article II: Conduct Authority**

A. The conduct advisor shall determine the composition of conduct bodies and appellate boards and determine which conduct body, conduct advisor, or appellate board shall be authorized to hear each case.

B. The conduct advisor shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the Student Code.
C. Decisions made by a conduct body and/or conduct advisor shall be final, pending the normal appeal process.

D. A conduct body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the Student Code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

Article III: Conduct Standards

A. Jurisdiction of the College – College jurisdiction and discipline applies to conduct that occurs (1) on campus; (2) on college-owned and/or operated property or facilities; (3) in connection with college activities or events held on or off the campus; and (4) that adversely affects the college community and/or its mission and objectives. While off-campus, students are expected to uphold the policies of the Student Code of Conduct. Behavior that is detrimental to the College or its students, faculty, or staff in their roles as members of the campus community is governed by this code. This code also covers students at Westminster should they be charged with a federal or state crime while enrolled. Westminster reserves the right to take actions to address the violations through educational intervention or disciplinary sanctions.

B. Any student who violates college policies or procedures, city, state, or federal laws, or who engages in any of the conduct described below is subject to disciplinary sanctions up to and including suspension and/or expulsion:

1. Acts of dishonesty, including, but not limited to, the following:
   a. cheating, plagiarism, or other forms of academic dishonesty.
   b. furnishing false information to any college official, faculty member, or office.
   c. forgery, alteration, or misuse of any college document, record, or instrument of identification.
   d. tampering with the election of any college-recognized student organization.

2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other college activities, including its public-service function on or off campus, or other authorized non-college activities, when the act occurs on college premises.
3. Physical abuse, verbal abuse, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person.
4. Inappropriate, discriminatory, or disrespectful language or conduct that is disruptive or intended to harass a member of the college community, including college faculty, administration, staff, students and guests.
5. Attempted or actual theft of and/or intentional damage to property of the college or property of a member of the college community or other personal or public property.
6. Any 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.
7. Failure to comply with direction of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself with ID to these persons when requested to do so.
8. Failure to exit a building during a fire drill.
9. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises.
10. Violation of college policies, rules, or regulations.
11. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities.
12. Use, possession, distribution or manufacture of narcotics or other controlled substances or other illegal substances except as expressly permitted by law. Smoking or ingesting a substance not intended for consumption. Use, possession or distribution of Salvia and/or Spice. Hookahs/Bongs/Grinders/Pipes/etc. are not allowed anywhere on campus, as the College deems it drug paraphernalia.
13. Use, possession, distribution or manufacture of alcoholic beverages, except as expressly permitted by the law and college regulations, or public intoxication. Possession of an open container or consumption of alcoholic beverages in any area (other than individual rooms of students of legal age) is prohibited. Additional residence life policies regarding alcohol are found in the Campus Housing Handbook.
14. The possession, use, or display of firearms or any other dangerous weapons, including, but not limited to, switchblades, large knives, butterfly knives, hatchets, axes, swords, explosives, chemicals, stun guns, BB guns, or ammunition for weapons, is strictly prohibited on campus or while conducting college business off campus. The possession, storage, display, or use of any hazardous chemical, explosive, or incendiary device (including firecrackers or fireworks) is also prohibited. Each member of the campus community has the responsibility and duty to immediately report any knowledge they may have regarding the possession, use, or display of weapons or ammunition on campus. Failure to abide by this policy may result in disciplinary action.
15. Unauthorized use of equipment or vehicles on campus property, including but not limited to, bicycles, skateboards, hover boards, drones, longboards, scooters, in-line skates, segues, carts, automobiles, etc. Devices should be used as a means of transportation only.
16. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions.
17. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace of college premises or at functions sponsored by, or participated in by, the college.

18. Participation in a campus demonstration or fixed exhibit that infringes on the rights of others, disrupts community or college functions, intentionally obstructs or interferes with the freedom of movement, ignores the student free expression policy, or otherwise violates college policy, or local, state or federal laws.

19. Theft or other abuse of computer time, 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 or password.
   d) use of computing facilities to interfere with the work of another student, faculty member, or college official.
   e) use of computing facilities to send obscene, threatening, or abusive messages.
   f) use of computing facilities to interfere with normal operation of the college computing system.

20. Abuse of the Student Disciplinary System, including, but not limited to:
   a) failure to obey the summons of the disciplinary board or college official.
   b) falsification, distortion, or misrepresentation of information before a disciplinary body.
   c) disruption of or interference with the orderly conduct of a conduct proceeding.
   d) institution of a conduct proceeding knowingly without cause.
   e) attempting to discourage an individual’s proper participation in, or use of, the conduct system.
   f) attempting to influence the impartiality of a member of the disciplinary system prior to, and/or during the course of, the disciplinary proceedings.
   g) harassment (verbal or physical) and/or intimidation of a member of a conduct body prior to, during, and/or after a disciplinary proceeding.
   h) failure to comply with the sanction(s) imposed under the Student Code of Conduct.
   i) influencing or attempting to influence another person to commit an abuse of the conduct system.
   j) using the conduct system for the purpose of harassing, threatening, or retaliating against another person.

21. Making or attempting to make an audio or video recording of any person(s) on College premises in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy with respect to nudity and/or sexual activity, without the knowledge and consent of all participants who were subject to such recordings.

22. Public postings or displays of information pertaining to and/or in direct violation of College policy; this includes but is not limited to websites, Facebook,
Twitter, Snapchat, Yik Yak, Instagram, blogs, online messaging, and other sources on or off line.
23. Behavior or the threat of behavior that jeopardizes one’s health or safety or the health or safety of others.
24. Trespassing; Please note in nearly every case of individuals on roofs of buildings, Salt Lake City Police will be notified.
25. Failure to disclose to the Dean of Students’ office an arrest or citation resulting from an alleged violation of state or federal law.
26. Violation of Westminster’s Policy on Sexual Assault, Sexual and Gender-Based Harassment, Gender-Based Discrimination, and Interpersonal Violence (Title IX Policy) – see full policy and process at www.westminstercollege.edu/title-ix-policy.
27. Violation of Westminster’s Policy on Preventing and Addressing Discrimination and Harassment Based on Race, Color, National Origin, Religion, Disability, and other protected categories (Equal Opportunity Policy) – see full policy and process at www.westminstercollege.edu/equal-opportunity-policy.

C. Violation of Law and College Discipline

1. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the Student Code – for example, if both violations result from the same factual situation, without regard to pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

2. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. However, if the alleged offense is also the subject of a proceeding before a disciplinary board under the Student Code, the college may advise off-campus authorities of the existence of the Student Code and how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.

3. Individual students, staff members, and faculty members, acting in their personal capabilities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Conduct Procedures
A. Charges

1. Anyone who reasonably believes that a student has violated college policies or may have engaged in misconduct may contact the conduct advisor to register a charge by meeting personally with the conduct advisor. Any charge should be submitted as soon as possible after the event or circumstances occurred. Upon hearing the complaint, the conduct advisor may request that the charge be put in writing and may conduct an investigation to determine whether the charges have merit.

2. If the conduct advisor reasonably believes the charge has merit, the conduct advisor will proceed as follows:
   a) First conduct offense – The conduct advisor will refer the student to educational intervention which shall require satisfactory completion of (i) educational essay, (ii) informational course, and (iii) one or more engagement opportunities. The conduct advisor will provide notification to the student’s parents. Any applicable fee resulting from the offense, such as the cost of the informational course, shall be borne by the student. Educational intervention is not a disciplinary proceeding and no charging statement shall be prepared, hearing commenced, or sanction imposed. The determination of the conduct advisor to require educational intervention is final and not subject to the appeal process. Educational intervention shall not be made part of the student’s permanent academic record. In the event the student fails to timely complete educational intervention, the conduct shall be deemed a second offense subject to applicable provisions below.

   b) Second or subsequent conduct offense – The conduct advisor shall prepare a written statement of the charges, which shall be delivered to all parties, and shall commence disciplinary proceedings. Disciplinary proceedings shall be made part of the student’s permanent academic record.

3. Any student may elect to waive their right to a written statement of the charges and a hearing, and agree to the imposition of disciplinary sanctions; provided, however, that they must sign a written waiver document so stating. Such waiver shall be made part of the student’s permanent academic record.

B. Hearings

1. Upon receipt of a charging statement, each party may respond in writing to the charge, but is not required to do so.

2. The conduct advisor shall set a place and time for a hearing, not less than five (5) or more than fifteen (15) calendar days after any defending student has been notified.
3. Hearings shall be conducted by a conduct body according to the following guidelines:
   a) Admission of any person to the hearing shall be at the discretion of the conduct body and/or its conduct advisor.
   b) In hearings involving more than one accused student, the chairperson of the conduct body, at their discretion, may permit the hearings concerning each student to be conducted separately.
   c) The complainant and the accused have the right to be assisted by any advisor they choose, at their own expense. The complainant and/or the accused is responsible for presenting their own case, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a conduct body.
   d) The complainant, the accused, and the conduct body shall have the privilege of presenting witnesses. All cross-examination shall be conducted by the conduct body.
   e) Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a conduct body at the discretion of the chairperson.
   f) All procedural questions are subject to the final decision of the chairperson of the conduct body.
   g) After the hearing, the conduct body shall determine (by majority vote if the conduct body consists of more than one person) whether the student has violated each section of the Student Code that the student is charged with violating.
   h) The conduct body’s decision shall be based on the preponderance of the evidence.

4. There shall be a single verbatim record, such as a tape recording, of all hearings before a conduct body. The records shall be the property of the college.

5. Except in cases of a student charged with failing to obey the summons of a conduct body or college official, no student may be found to have violated the Student Code solely because the student failed to appear before a conduct body. In all cases, the evidence in support of the charges shall be presented and considered before making a decision.

C. Sanctions

2. When the conduct advisor or a conduct body has determined that any student has violated college policies, the following sanction(s) may be imposed and more than one of the sanctions listed below may be imposed for a single violation:
l) Fines. Fines may be imposed to cover damage incurred by the College as a result of the conduct.

m) Probation. A written reprimand for violations of specified regulations. Probation will be for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. The notice of probation will include any conditions that must be met while on probation, such as limited participation in extracurricular activities. The ability to sign up for housing is also affected when on probation.

n) Loss of Privileges. Denial of specified privileges for a designated period of time.

o) Restitution. Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

p) Discretionary Sanctions. The conduct body may impose any other requirements or conditions, such as fines, work assignments, or referrals to counseling or evaluation.

q) Residence Hall Suspension. Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

r) Loss of Federal Student Aid. Should this occur, a student may request to regain eligibility no less than six months after the sanction occurs. The request must be in writing to the Dean of Students.

s) Residence Hall Expulsion. Permanent separation of the student from the residence hall.

t) College Suspension. Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.

u) Deferred Suspension. An opportunity for a student to demonstrate an ability to comply with the Student Code of Conduct. Should a violation occur while serving a deferred suspension, the student is immediately suspended.

v) College Expulsion. Permanent suspension of the student from the college.
3. The following sanctions may be imposed upon groups or organizations:

   a) Those sanctions listed above in Section B1 (a through e)

   b) Deactivation. Loss of all privileges, including college recognition, for a specified period of time

4. In each case in which a conduct body determines that a student has violated the Student Code, the sanction(s) shall be determined and imposed by the conduct advisor. In cases in which persons other than or in addition to the conduct advisor have been authorized to serve as the conduct body, the recommendation of all members of the conduct body shall be considered by the conduct advisor in determining and imposing sanction(s). The conduct advisor is not limited to sanction(s) recommended by members of the conduct body. Following the hearing, the conduct body and the conduct advisor shall advise the accused in writing of this determination and of the sanction(s) imposed, if any.

5. A student who is found responsible for violating the Student Code of Conduct, but withdraws or graduates from Westminster before imposition or completion of a sanction may be subject to (1) temporary withdrawal or permanent revocation of any degree awarded, or (2) having the sanction imposed as a condition of re-enrollment at Westminster, or both.

D. Interim Suspension

1. In certain circumstances, the Associate Vice President of Student Affairs, the Dean of Students, or a designee, may confiscate property, impose a college or residence hall suspension, or take any other reasonable action prior to the hearing before a conduct body.

2. Interim suspensions may be imposed only (a) to ensure the safety and well-being of members of the college community or preservation of college property; (b) to ensure the student’s own physical or emotional safety and well-being; or (c) if the student poses a definite threat or disruption of or interference with the normal operations of the college.

3. During the interim suspension, the student shall be denied access to the residence hall and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the Associate Vice President of Student Affairs, the Dean of Students, or a designee may determine to be appropriate.

E. Appeals
1. A decision reached or a sanction imposed by the conduct body or the conduct advisor may be appealed by accused students or complainants to an appellate board within five (5) school days of the decision. Such appeals shall be in writing and shall be delivered to the conduct advisor or their designee.

2. Except as required to explain the basis of new evidence, an appeal shall be for one or more of the following purposes:
   a) to determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations
   b) to determine whether the decision reached regarding the accused student was based on substantial evidence, that is, whether the facts in the case were sufficient to show that a violation of the Student Code had more likely than not occurred
   c) to determine whether the sanction(s) imposed were appropriate for the violation of the Student Code that the student was found to have committed
   d) to consider new evidence, sufficient to alter a decision, or other relevant facts not brought out in the original hearing, because such evidence and/or facts were not known to the person appealing at the time of the original hearing
   e) If an appeal is upheld by the appellate board, the matter shall be remanded to the original conduct body and conduct advisor for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s).

3. In cases involving appeals by students accused of violating the Student Code, review of the sanction by the appellate board may result in more severe sanction(s) for the accused student. Following an appeal, the conduct advisor may, upon review of the case, reduce, increase or keep the sanctions originally imposed.

4. In cases involving appeals by persons other than students accused of violating the Student Code, the appellate board may, upon review of the case, reduce or increase the sanctions imposed by the conduct body or the conduct advisor or remand the case to the original conduct body and conduct advisor.

Article V: Interpretation and Revision

A. Any question of interpretation regarding the Student Code shall be referred to the Dean of Students or their designee for final determination.
B. The Student Code of Conduct shall be reviewed every three (3) years under the direction of the Dean of Students acting in their capacity as conduct advisor.

**Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA, sometimes referred to as the Buckley Amendment), is a federal law regarding the privacy of student records, which identifies the obligations of educational institutions, primarily in the areas of release of and access to these records. Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. The FERPA policy is intended to ensure students have: the **right to inspect and review their education records**: the **right to amend their education records as appropriate**: and the **right to control access** to their educational records which are maintained by an educational institution.

Westminster College has adopted the following Education Records Policy to protect the privacy of education records maintained by the institution. The Education Records Policy will be published annually in the Student Handbook and may be amended from time to time to conform to any changes in the governing law. Students will be informed of this policy and any amendments through their Westminster College e-mail account. In addition, the policy will reside on the Westminster College website at www.westminstercollege.edu.

**Definitions**

*Student* – The word “student” applies to all individuals attending the institution and includes those enrolled in continuing education, individuals auditing courses, and people participating in distance learning educational experiences.

*In attendance* – Westminster College defines “in attendance” as “students who are enrolled to take classes as of the first day of classes for a given term.” Prospective students or applicants, are not considered “in attendance” at the time they apply or even if they pre-register for classes.

*School official* – A “school official” is any person employed by the college in an administrative, supervisory, academic, research or support staff position, a person elected to the Board of Trustees, a student serving on an official college committee, or a person employed by or under contract to the college to perform a specific task.

*Legitimate educational interest* – A school official is considered to have a “legitimate educational interest” whenever they are performing a task that is specified in their position, description, or by a contract agreement: performing a task related to a student's education; performing a task related to the discipline of a student; providing a service or benefit relating to the student or student's family (such as health care, counseling, job placement, food services, or
financial aid); or disclosing information in response to a conduct order or legally issued subpoena. (NOTE: At Westminster College all subpoenas are first reviewed by the Office of General Counsel.)

*Education record* – “Education records” are defined as records, files, documents, and other materials in handwriting, print, tape, film, electronic, or other media that contain information that is directly related to a student and is maintained by Westminster College, or by a party acting for the college.

*Directory information* – a subset of educational records defined by FERPA as … “information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed” (1988 final regulations).

**Education records do not include:**

- **Personal possession records** - i.e., records/notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person except a temporary substitute for the maker of the record. (Personal possession records might include notes an instructor makes while providing career/professional guidance to a student);

- **Medical treatment records** - includes but are not limited to records maintained by physicians, psychiatrists, psychologists and social workers;

- **Employment records** - records other than student worker records, i.e. a record of an individual whose employment is not contingent on the fact that they are a student, provided the record is used only in relation to the student’s employment;

- **Law enforcement records** - created and maintained by Westminster’s Campus Security Office for safety and policy enforcement considerations. Such records are not given to other officials of Westminster College but may be given to other public safety agencies for law enforcement purposes;

- **Alumni records** - post-attendance records, i.e., information about a person that was obtained when the person was no longer a student and does not relate to the person as a student. This would include annual giving reports and private donations;

- **Parent’s financial records** - Students do not have the right to inspect financial information submitted by or about their parents unless this information is part of a student aid application form, which the student has signed;

- **Records** containing information about more than one student (however, the institution must permit access to that part of the records which pertains only to the inquiring student);

- **Confidential letters and statements of recommendation** used for purposes of Admission to any school or program of instruction at the college.

**The Right to Inspect and Review Educational Records**
Where to Find Education Records

The College holds various types of education records in various locations on campus. The records and their typical locations are as follows:

<table>
<thead>
<tr>
<th>Types of Records</th>
<th>Location of Records</th>
<th>Custodian of Records</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Records (includes all undergraduate and graduate Admissions records except those programs with separate Admissions procedures below)</td>
<td>Office of the Registrar Bamberger Hall Second Floor</td>
<td>Registrar</td>
</tr>
<tr>
<td>Admissions—Nursing</td>
<td>School of Nursing Eccles Health Wellness Athletic Center</td>
<td>Dean of the Westminster College School of Nursing and Health Sciences</td>
</tr>
<tr>
<td>Admissions—Education</td>
<td>School of Education Malouf Hall Basement</td>
<td>Dean of the School of Education</td>
</tr>
<tr>
<td>Career Center and Internship Records</td>
<td>Career Center Shaw Center</td>
<td>Director, Career Center</td>
</tr>
<tr>
<td>Disciplinary and Student Conduct Records</td>
<td>D.O.S. Office, Shaw Center</td>
<td>Dean of Students</td>
</tr>
<tr>
<td>Financial Aid Records</td>
<td>Financial Aid Office Bamberger Hall Second Floor</td>
<td>Director of Financial Aid</td>
</tr>
<tr>
<td>Disability Records</td>
<td>START Center Carleson Hall</td>
<td>Coordinator of Disability Services</td>
</tr>
<tr>
<td>Student Tuition Account Records</td>
<td>Accounts Receivable Office Bamberger Hall First Floor</td>
<td>Accounts Receivable Manager</td>
</tr>
</tbody>
</table>

Procedure to Inspect and Review Education Records

Students may inspect and review their education records upon request to the appropriate records custodian (see above). Students should submit their request in writing. The request should identify, as precisely as possible, the records they wish to inspect. The custodian will make the needed arrangements for access as promptly as possible and will notify the student of the time and place where the records may be inspected. If the College is unable to locate the requested records, it must notify the student within 45 days and explain what efforts have been made to locate the records in question and what, if any, additional action will be taken in an effort to locate them. Access to records in the College’s possession must be granted within 45 days after the receipt of the written request except as noted below.

Right of the College to Refuse Access

Under FERPA policy, Westminster College reserves the right to refuse to permit a student to inspect the following records:

- The financial statement(s) of the student's parents.
• Letters and statements of recommendation for which the student has waived their right of access.

• Records connected with an application to attend Westminster College if that application was denied.

• Education records containing information about more than one student, in which case Westminster will permit access only to that part of the record which pertains to the inquiring student.

• Those records which are excluded from the FERPA definition of education records.

Right of the College to Refuse to Provide Copies

Westminster College reserves the right to deny copies of multiple educational records including transcripts if the following conditions apply:

• The student has unpaid financial obligations to the College.

• There is an unresolved disciplinary or academic dishonesty action against the student.

• The student lives within commuting distance of Westminster and the request is for documents other than the official transcript (student can physically come and inspect records).

• The education record requested is an exam or set of standardized test questions.

The Right to Amend Education Records

If students believe that any information contained in their education records is inaccurate, misleading or in violation of their privacy rights, they may request in writing that the office, which contains those records amend them.

Procedures for Amending Records:

• A student must submit a request in writing to the appropriate Westminster College official or records custodian, specifying the part of the record to be amended and indicating clearly why they believe it is inaccurate, misleading or in violation of their privacy rights.

• Westminster College has the right to comply or not comply with the request. The college official will inform the student in writing of the decision, normally within five work-days. The decision will include a summary of the information presented and reasons for the decision.

• If the decision is not to amend the record, the student has the right of appeal by hearing. Students must make the request for a formal hearing in writing to the College Provost within five school days of the denial. The Provost will then appoint a hearing officer and inform the student of the date, place, and time of their hearing, normally within ten school
days. At the hearing, the student may present evidence relevant to the issues raised and may be assisted or represented by one or more persons of their choice.

- Decisions of the hearing officer are considered final by the college and will be rendered in writing to all relevant parties. If the decision is to amend the records based on the evidence presented by the student, then the records will be amended by the appropriate college official and students will be so informed. If the decision is not to amend the record, students have the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

The Right to Control Access to Educational Records

Westminster College requires each record-keeping office to establish and maintain procedures and practices that will uphold the principles of confidentiality described in this policy.

Disclosure of Education Records or Release of Records Without Consent

Westminster College will disclose information from a student's education records only with the written consent of the student, except in the following cases:

- To the student.
- To anyone if the college has obtained the prior written consent of the student.
- To school officials who have a legitimate educational interest in the records (See previous definitions).
- To officials from other colleges or universities in which a student seeks or intends to enroll.
- To certain officials of the U.S. Department of Education, the Comptroller General, and state and local educational authorities, and Department of Veterans Affairs in connection with certain state or federally supported education or assistance programs.
- To agencies or individuals requesting information in connection with a student's application for, or receipt of, financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid.
- To agents acting on behalf of the institution (e.g., clearinghouses, degree/enrollment verifiers).
- To organizations conducting certain studies for or on behalf of the College.
- To accrediting organizations to carry out their functions.
- To parents who claim the student as a dependent for income tax purposes.
- To parents/legal guardians when their children (under age 21) are found to have violated the alcohol or drug policy of the institution (Warner Amendment).
• To comply with a conduct order or a lawfully issued subpoena. At Westminster College, all subpoenas are first reviewed by the Office of General Counsel.

• To an alleged victim of any crime of violence or the results of a disciplinary action regarding the alleged perpetrator of that crime with respect to that crime.

• To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment).

• To the Immigration and Naturalization Service (INS) for purposes of the Coordinated Interagency Partnership Regulating International Students.

• To military recruiters who request “Student Recruiting Information” for recruiting purposes only (Solomon Amendment). Student Recruiting Information is name, address, telephone listing, age (or year of birth), level of education, and major (conditions exist).

• To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997.

• To appropriate parties to protect the health and safety of students and other persons or to assist in resolving an emergency.

• To anyone in response to requests for directory information (see below).

**Directory Information**

Westminster College is authorized under provisions of FERPA to define certain information called “directory information” and release such information without the student’s written consent. Westminster takes great care when providing any information about students and takes a very conservative approach. For example, we do not sell student directories on campus or provide student directories to third parties such as credit card companies or other solicitors. We do not give information over the phone if there does not appear to be a legitimate educational interest on the part of the individual calling. As a matter of practice, we do not release information to parents unless the student is listed as a dependent under IRS tax code.

As mandated under FERPA, directory information can never include the following: Student ID number, social security number, race, ethnicity, nationality, or gender.

Westminster currently defines "directory information" to mean the following:

• Student Name
• Student Address and telephone number(s)
• Hometown of students and parents
• Class Standing (senior, junior etc.)
• Enrollment status (full or part time) and current status
• Major field of study
• Degrees and/or certificates earned including conferral dates
• Dates of attendance
• Names of previous institutions attended
• Awards and honors including Dean’s List and other academic honors
• Participation in officially recognized co-curricular activities (e.g. music, sports)
• Height and weight of members of athletic teams as required by the sport
• Photograph*
• Expected date of graduation
• Age

*Use of Student Photographs:

Photographers employed or contracted by the college regularly take photographs of students to illustrate or describe various aspects of the college and campus life. These photographs will be taken at public venues such as athletic events and concerts and/or in other organized campus photo shoots where the subjects will have given verbal consent to be photographed. Individuals who are photographed while attending a public event or who verbally agree to participate in a photo shoot will be understood to have authorized Westminster to use their likeness in print and electronic materials to promote the college. The college will retain the usage rights to the photographs in perpetuity.

How is Directory Information Typically Used?

As stated previously, Westminster College practices caution with the release of any information related to students and their educational records. For example, despite trends to the contrary at other institutions, we still require a student’s signature to release transcripts to anyone. There are cases, however, where release of information without consent is common practice. Here are some examples:

• The Westminster Women’s Board would like to provide birthday cakes to residence hall students on their birthdays so they ask for information related to their service.

• The Psychology department wants to send a mailing to all Social Science and Psychology majors to advertise an event coming up on campus.

• The Office of Communications wants to send information about those who have made the Dean’s List to hometown newspapers.

• An outside agency wants to offer a fantastic scholarship opportunity to Nursing students.

• Graduating seniors would like their name in the Commencement Program.

Examples of Requests for Information that Would Not Be Granted:

• A Credit Card company wants a directory of all our students so they can push their credit cards.

• A local business wants student email addresses so they can solicit business via email.
• A man appears in the Registrar’s Office claiming to be a student’s landlord, or uncle, or a friend and wants to know what class the student is attending right now so he can find the student.

• Someone calls the Registrar’s Office and wants us to give identifying information such as birth date and Social Security information for a student to them over the phone.

**Restricting the Release of Directory Information**

According to FERPA, a currently enrolled student can request that the institution not release any directory information about them and the institution must comply with the request. To restrict the release of information, written notification must be returned to the Office of the Registrar at: Westminster College/Registrar’s Office; 1840 South 1300 East; Salt Lake City, UT 84105. Directory Information will then be withheld indefinitely until the Office of the Registrar receives in writing a revocation of the request for nondisclosure.

Students who wish to restrict directory information should realize that their names will not appear in the commencement program, on the published (campus only) Dean’s List, and other university publications. Also, employers, loan agencies, scholarship committees and the like will be denied any of the student's directory information. Usually, it is to the student’s advantage to have information related to their education available to these important constituents.

**Filing a Complaint Related to FERPA**

Students have the right to file a complaint with the Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, D.C., 20202-4605.

**Questions**

Questions related to our Educational Records Policy should be directed to the Office of the General Counsel at 801-832-2565 or mflores@westminstercollege.edu.

**Other Laws and Policies Affecting Student Rights**

**Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973**

These laws guarantee students with disabilities access to educational opportunities. This means the college must provide reasonable accommodations for qualified disabled students. The campus ADA coordinator can be reached at 801-832-2584 or at dperry@westminstercollege.edu.

**Clery Act**

The Clery Act requires all colleges and universities that participate in federal financial aid programs to keep and disclose information about crime on and near their respective campus. Detailed information about crime on and near Westminster College’s campus can be found at the
end of this document. It also may be found on the college’s website at www.westminstercollege.edu/campus_patrol.

**Fair Labor Standards Act**

Also called the Wages and Hours Bill, the Fair Labor Standards Act applies to employees engaged in interstate commerce or employed by an enterprise engaged in commerce or in the production of goods for commerce, unless the employer can claim an exemption from coverage. The FLSA established a national minimum wage, guaranteed time and a half for overtime in certain jobs and prohibited most employment of minors in oppressive child labor, a definition described in the statute.

**Higher Education Opportunity Act**

Formally known as the Higher Education Act of 1965, the Higher Education Opportunity Act was signed into law in 2008. The original law was intended to strengthen the educational resources of our colleges and universities and to provide financial assistance for students in postsecondary and higher education. It increased federal money given to universities, created scholarships, gave low-interest loans for students, and established a National Teachers Corps. The financial assistance for students is covered in Title IV of the HSA.

**Non-Discrimination Policy**

Westminster College strives to create and maintain an environment in which people are treated with dignity, decency, and respect; where there is freedom of inquiry and expression, and the absence of intimidation, oppression and exploitation; and where people are able to work and learn in a safe, yet stimulating atmosphere. Therefore, the College will not tolerate unlawful discrimination or harassment based on a person’s race, color, national origin, ethnicity, age, disability, religion, veteran status, genetic information, sex, gender, gender identity, gender expression, nonconformity with gender stereotypes, or sexual orientation. The College’s intent through its policies and procedures, as well as specific education programming, is to prevent, correct, and discipline such unlawful behavior.

**Title IX of the Education Amendments of 1972**

This law assures students that they cannot be discriminated against on the basis of sex or excluded from participation in any educational program that receives federal financial assistance. Sex includes gender, gender identity, gender expression, nonconformity with sex, gender stereotypes, and sexual orientation.

**Title VI of the Civil Rights Act of 1964**

This law assures students that they cannot be discriminated against on the basis of race, color, or national origin. This law also assures students cannot be excluded from participation in any educational program that receives federal financial assistance. If you have any questions about these or other federal regulations, contact the Title IX Coordinator/Equal Opportunity Officer at 801-832-2562.
Westminster College Persistence Rates for Full-Time 2014 First-Year Cohort

1. **Cohort**
   *Freshman*
   Number of first-time, degree-seeking undergraduates (traditional and non-traditional) entering fall or spring: 482
   Number of allowable exclusions (students who entered the armed forces, church missions, or U.S. foreign aid services): 11
   Final number in cohort (1a minus 1b): 471

2. **Persistence**
   Number of cohort who re-enrolled the following fall: 388
   Number in cohort on leave (expected to return): 11

3. **Persistence Rate**
   *Freshman*
   Number in cohort who re-enrolled the following fall divided by the final number in cohort: (388/471) 82%
   *Transfers*
   Number in cohort who re-enrolled the following fall divided by the final number in cohort: (137/193) 71%

4. **Projected Graduation Rate**
   *Freshman*
   Number in cohort who re-enrolled following fall, received degree or certificate, or transferred to higher-level program within 150 percent interval divided by final number in cohort: (275/444) 62%

At Westminster, we want everyone to graduate in four years if that’s in line with your goals. There are a few things you can do to ensure that you graduate on time:

- Complete 31 credits each year (including May Term and/or summer);
- Meet regularly with your advisor (your Learning Community mentor or someone at the START Center);
- Register early for each semester for the best selection of courses and times;
- Join a club or get involved on campus;
- If you’re going to work, limit it to no more than 20 hours/week and work on campus if you can;
- Ask for help when you need it. College is supposed to be rigorous! Everyone is going through this together and this handbook is full of resources to help you be successful.

Please sign the Westminster Four Year Graduation Guarantee, which you can find on our website.