



**WESTMINSTER
UNIVERSITY**



**Student Handbook
2023-2024**

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Message from the Vice President of Student Affairs and Athletics

Dear Westminster Student:

It is my distinct pleasure to be in community with you at Westminster University. The university student experience is one of most important rites of passage you will encounter in your life. I encourage you to be actively involved in all aspects of what Westminster has to offer.

One of my personal heroes is the great South African peace and justice leader Nelson Mandela. President Mandela said, "Education is the great engine of personal development." He went on to describe how education can lead to great success in life. Your presence here at Westminster University is a testament to not only your commitment to growth and development, but also shows a desire to change the world for good. Just a little over a third of the population of the United States has bachelors level degrees. When you graduate, you will be in a unique position to help our society thrive while moving the needle forward in so many vital and critical arenas.

I wish you joy and success while you are here at Westminster University. The Student Affairs staff are here to help you with many aspects of life in college. Seek them out! I am always available to you and can be found on the bottom floor of Converse Hall.

Together, let us make the 2023-24 school year one that celebrates our Westminster University commitment to community and educational success.

With Care,

Dr. G

Glenn C. Smith, Ed.D.

Vice President of Student Affairs and Athletics

The Student Handbook is your guide to success at Westminster University. Beyond just policies and procedures (which are absolutely important to you), the Student Handbook has the answers to many of your questions. You will find helpful people and program descriptions to help you navigate your daily existence at Westminster. Refer to the Handbook when you have questions and concerns as the answers may be in these pages.

Code of Student Conduct

The Student Code of Conduct is the guiding document for student conduct at Westminster University and provides standards for student behavior on and off campus. Westminster students are invited to contribute to a culture of integrity and inclusion at the university by behaving in a way that respects differences of thought and identity while honoring the process of education. It is imperative that the safety, well-being, and integrity of all members of the campus community are protected. This Code of Student Conduct applies to behavior on university property, at all university sponsored activities held on or off campus, and to students' off-campus behavior when such behavior violates university policies or federal, state, or local laws and negatively impacts the university, the university community, or the university's neighborhood; interferes with the relationship of the university to others; or harms the reputation of the university. 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. Any question of interpretation regarding the Code of Student Conduct shall be referred to the Vice President of Student Affairs and Athletics, or their designee for final determination.

Community Standards

All members of the Westminster University community are responsible for maintaining an environment where behavior is guided by the standards of respect, reason, and honesty. Community standards are intended to uphold a standard of student conduct and quality of interaction — both individually and collectively — while students interact with one another and engage in scholarly pursuits. The standards of respect, reason, and honesty call upon student community

members to (1) exercise due regard for the feelings, wishes, and rights of others; (2) exercise the power of mind to think, understand, and inform decision making; (3) exercise straightforwardness, integrity, and truthfulness both socially and academically. Westminster students are invited to be standard-bearers of community standards and are required to abide by them.

The Westminster community is committed to promoting a campus culture of inclusiveness and respect for differences. All students are expected to conduct themselves as responsible members of the academic community and to respect the rights of other students, faculty, and staff. Additionally, the university expects students to demonstrate respect for members of the local community. Students can be held responsible for behavior and actions while on and off campus. Violations of community standards vary widely and include rules concerning alcohol, drugs, infliction or threat of bodily harm, vandalism, disorderly conduct, harassment, interpersonal violence, and more.

Academic Integrity

Westminster University is a community of learners where students, faculty, and staff gather to create and share knowledge and ideas. In an academic community, integrity is the core principle that guides our individual and shared work. Members of such a community consistently and directly acknowledge how their thoughts and products build on and incorporate the work of others. Westminster is committed to engaging students through well-developed academic programs in a supportive atmosphere. A Westminster education invites students to become lifelong learners who lead lives of consequence and responsibility. All members of the Westminster community are expected to maintain the highest standard of academic integrity and to exemplify the values of honesty, trust, fairness, respect, responsibility, and courage. These values are further defined below.

When first learning how to conduct research and incorporate sources into their academic work, students often struggle with academic writing style and correct citations. These struggles are opportunities to learn new skills and to develop self-awareness. In order to maintain academic integrity, students have a responsibility to learn the accepted practices for acknowledging their use of others' ideas and language. Intentional and repeated breaches of academic integrity may result in serious academic consequences and even disciplinary sanctions.

The International Center for Academic Integrity (ICAI) states that "the fundamental values of academic integrity are honesty, trust, fairness, respect, responsibility, and courage." ICAI explains the meaning of these terms as follows:

Honesty: "Honesty begins with individuals and extends out into the larger community. As students and faculty seek knowledge, they must be honest with themselves and with each other. In study halls and laboratories, in libraries, playing fields, and classrooms, cultivating and practicing honesty lays a foundation for lifelong integrity."

Trust: "The ability to rely on the truth of someone or something is a fundamental pillar of academic pursuit and a necessary foundation of academic work. Members of the academic community must be able to trust that work, whether student work or research, is not falsified and that standards are applied equitably to all.... Trust is reciprocal: being worthy of others' trust and allowing oneself to trust others go hand-in-hand."

Fairness: "All members of the academic community have a right to expect fair treatment and a duty to treat others fairly. Faculty members are fair ... when they lead by example, communicating expectations clearly, responding to dishonesty consistently, and upholding academic integrity principles unfailingly. Students engage in fairness by doing their own original work, acknowledging borrowed work appropriately, respecting and upholding academic integrity policies, and by maintaining the good reputation of the institution."

Respect: "Respect in academic communities is reciprocal and requires showing respect for oneself as well as others. Respect for self means tackling challenges without compromising your own values. Respect for others means valuing the diversity of opinions and appreciating the need to challenge, test, and refine ideas."

Responsibility: "Upholding the values of integrity is simultaneously an individual duty and a shared concern. Every member of an academic community—each student, staff, faculty member, and administrator—is accountable to themselves and each other for safeguarding the integrity of its scholarship, teaching, research, and service."

Courage: "Being courageous means acting in accordance with one's convictions. Like intellectual capacity, courage can only develop in environments where it is tested. Academic communities of integrity, therefore, necessarily include opportunities to make choices, learn from them, and grow.... Only by exercising courage is it possible to create communities that are responsible, respectful, trustworthy, fair, and honest and strong enough to endure regardless of the circumstances they face."

(International Center for Academic Integrity, [The Fundamental Values of Academic Integrity](#).)

Academic Misconduct

Westminster University is an academic community; the chief purpose that brings students, faculty, and staff together is scholarship. As an academic community, it is essential that honesty is the standard of all educational pursuits. Violations of academic honesty are referred to as academic misconduct. Academic violations include cheating, plagiarism, or aiding another to cheat or plagiarize.

All members of the university community—students, faculty, and other employees, have the responsibility to report non-Academic Misconduct.

In an incident of academic misconduct, the faculty or classroom instructor may reprimand the student, demand the work be repeated, 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 university. The Dean's recommendation will then be sent to the Dean of Students.

Standards of Classroom Behavior

Faculty members have the responsibility and authority to manage classroom environment, both in-person and online. Students who disrupt class through unlawful acts or threats of action may be directed by the faculty member or a representative of the university to leave class for the remainder of the period. If a disruptive student does not follow such instruction, Campus Patrol will be contacted to escort the student from the classroom. The practice of student dismissal from class is solely for violations of law or Code of Student Conduct which may negatively impact the safety of Westminster community members. It is not utilized as a response to differing academic interpretations of course content, individual point of view.

Drug and Alcohol Use

Westminster University complies with federal and Utah state laws and penalties regarding the use of legal drugs (alcohol and tobacco) and illegal drugs. All students are required to abide by applicable federal, state, and local laws. Students found responsible for drug use that violates the Code of Student Conduct will be assigned student conduct sanctions. 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.

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(s) that their parent(s) 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 with the Family Educational Right and Privacy Act of 1979.

Amnesty Policy

Westminster University places great importance on the health and safety of our students therefore a provision is made within the Code of Student Conduct to protect students who report incidents of student endangerment that could be the result of a policy violation. Any student that seeks professional assistance as a measure of saving or protecting life, primarily in the case of drug and alcohol use, will be granted amnesty in the student conduct process. Receiving amnesty ensures that the reporting and distressed student(s) will only be assigned educational sanctions if found responsible for violating an institutional policy associated with the reported incident. Westminster University from legal action resulting from the reported incident or act of reporting.

Amnesty Policy applies to incidents reported by calling 911, Westminster University Campus Patrol, or a designated employee of Westminster University. Any student reporting an incident is required to remain with the student in distress until the arrival of an emergency responder or Westminster University employee.

Sanctions

When a student is found responsible for violation of the Code of Student Conduct or local, state, or federal laws, one or more disciplinary actions may be taken. Student Conduct sanctions are penalties for violation of institutional policies, directives, and the Code of Student Conduct. Sanctions can include but are not limited to educational interventions, notification of parent/guardian, notification of program directors/coaches, fines, behavioral probation, and expulsion. The purpose of a sanction is to inspire student behavior improvement and personal development that leads to adoption of

community standards in a meaningful way.

Assigned sanctions are mandatory and must be completed by the assigned due date. Failure to complete assigned sanctions may result in further sanctioning, fines, and a hold placed on the student's account which prevents registration for subsequent academic semesters.

Educational Intervention

Educational interventions are a type of student conduct sanction designed to challenge students in the areas of critical self-reflection upon their actions, behaviors, decision-making and related outcomes. Students assigned educational interventions are required to complete one or more assignments with intended learning outcomes of self-awareness, positionality, and how they may positively contribute to the university culture of integrity and inclusion. Examples of educational interventions include but are not limited to meeting with a faculty or staff member with an assigned topic, work duty, workshops, or classes, and assigned reading and papers.

Alcohol and Drug Sanctions

Misuse of alcohol, on or off campus, and/or use of drugs may result in an educational intervention sanction specific to alcohol and drug use. Drug and alcohol related educational interventions are sanctions that educate students about drug and alcohol laws as well as the negative effects of alcohol and drugs on the human body, lifestyle, and student success. Some alcohol and drug educational interventions are fee-based online courses. Course cost(s) will be billed to the student's university account.

Outreach Intervention

Outreach interventions are a form of communication to Westminster athletic directors and coaches, ROTC officials, and appropriate university personnel regarding a student's conduct violations. In all cases, students will be informed beforehand when this sanction is issued.

When a student displays a clear and consistent pattern of concerning behavior a Student Conduct Officer may contact the student's guardian/parent. Parent phone calls may be approved in other instances depending on behavior and/or severity of incident as determined by the Dean of Students.

Behavioral 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 university. 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 university 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 university, the student or others may be at risk. Westminster also utilizes the Threat Assessment and Behavior Intervention Committee (TABIC) group to actively promote safety on campus and review situations where safety is at issue.

Fines

Monetary fines are a sanction issued in the instance of a policy or conduct violation characterized as a health and safety issue (e.g., smoking in non-designated areas, tampering with alarms and locks, misuse of fire extinguishers, blocking of fire lanes, etc.) In addition to fines, students may be billed for the cost(s) of damage and labor. Both fines and billing are posted to the student account. Failure to pay fines and damage/labor costs may result in further sanctioning, including additional fines, and a hold placed on the student's account which prevents registration for subsequent academic semesters.

Reason	Fine Amount
Smoking in indoor spaces	\$150
Party hosting	Up to \$50 per attendee
Repeated violation of institutional policy or laws	Up to \$150 per violation
Failure to comply with policies or directives	\$50-\$200
Residence hall property damage	\$50+

Sanction may be converted to a fine upon failure of student completion and upon approval by the Dean of Students.

Students reserve the right to appeal fines under financial hardship concerns, appeals must be made in writing to the Dean of Students.

Student Conduct Process

When a student has committed an alleged violation of the Code of Student Conduct or an institutional policy, they can be reported to Student Conduct by any Westminster community member. When a student is reported, an incident report is created and submitted. Submitted student conduct reports are then assigned to a Student Conduct Officer.

An assigned Conduct Officer emails the reported student that they have been reported for an alleged violation and the student is assigned a date and time for a mandatory Conduct Hearing that is not in conflict with a student's class schedule. The Conduct Hearing is one part of the Conduct Investigation. A student may request a different date and time for the Conduct Hearing and the Conduct will accommodate the student when possible. Students who do not appear for their assigned Conduct Hearing will be found responsible for not appearing for a conduct hearing, a sanctionable offense, in addition to the original allegation. Ongoing failure to appear for a Conduct Hearing may result in increasing levels of sanctions.

During the Conduct Investigation, the Conduct Officer may call upon witnesses which may include students, faculty, and staff. The Conduct Office will conduct their investigation with discretion while honoring student privacy to the maximum possible degree. Witnesses are directed to have no communication with any other person regarding the details of the Conduct Investigation. Student witnesses that withhold information, are not forthcoming, lie, hinder the investigation, or discuss any aspect of the Conduct Investigation may be found responsible for violating the integrity of the student conduct process and receive sanctions.

The student(s) charged with an alleged violation may be called for meetings in addition to their initial meeting, including a Formal Student Conduct Hearing where witnesses may be called and participate in a cross-examination process.

Student Conduct Appeals

Westminster students have the right to appeal student conduct sanctions assigned upon being found responsible for violating the Code of Student Conduct. Appeals may be sought for four specific reasons: (1) the university did not adhere to the prescribed student conduct process, (2) the assigned sanction(s) was out of proportion to the

associated incident, (3) new or previously unreported information that could influence the finding of responsibility or assigned sanction(s), (4) inability to pay an assigned fine prior to the next registration deadline (financial appeal).

All appeals must be submitted using the Student Conduct Appeal Form. Appeals submitted apart from the Student Conduct Appeal Form will not be reviewed; appeals may only be submitted by the person assigned the sanctions under requested reconsideration. The Student Conduct Appeal Form must be submitted by the student within three calendar days of the delivery date of the written sanctions. Written sanctions are delivered to the student's Westminster University email address. If the third (3rd) calendar day falls on a weekend, or a university holiday (the university is closed), the deadline for filing an appeal will be extended to the next business day the university is open. Appeals are reviewed and determined by the Chief Conduct Officer. If the Chief Conduct Officer issued the sanctions, the appeal will be reviewed by the Dean of Students.

Code of Student Conduct Terms

- **Academic cheating:** Prohibited actions that includes, but are not restricted to, copying from another student's exam paper, using unauthorized notes during an exam, arranging for a substitute to take an examination, or giving or receiving unauthorized information prior to an exam.
- **Academic dishonesty:** Forms of academic dishonesty includes, but are not restricted to, cheating, plagiarism, and furnishing false or misleading information to any faculty or staff member.
- **Academic dishonesty sanctions:** Initially, sanctions are the responsibility of the class instructor. The instructor may simply reprimand the student, or may demand the work be repeated, or may give a failing grade for the assignment or exam in question, or may 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.
- **Academic plagiarism:** Prohibited actions that include but are not restricted to borrowing information or ideas, whether directly quoted or paraphrased, from any source beyond one's first-hand experience and not acknowledging the source.
- **Amnesty policy:** If a student seeks professional assistance as a measure of saving or protecting life, primarily in the case of drug and alcohol use, the reporting and distressed student(s) will **only**

be assigned educational sanctions in the student conduct process.

- **Appeal:** The formal process of a student filing a request Appeals may be submitted for the following reasons: (1) the university did not follow the prescribed student conduct process, (2) the sanction assigned is egregiously out of proportion with the violation, (3) new or unreported information that could have an impact on the finding of responsibility becomes available.
- **Dean of Students:** the designated chief Student Conduct Officer.
- **Behavioral probation:** Separate from academic probation, behavioral probation can be applied as a conduct sanction depending on the severity of conduct violations and/or if a pattern of concerning behavior is demonstrated.
- **University official:** any person employed by the university who performs assigned administrative or professional responsibilities. Students employed part-time by the university are not recognized as university officials but could be considered representatives in some scenarios.
- **University premises:** all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the university, including adjacent streets and sidewalks.
- **Conduct Officer:** The Westminster University employee with designated authority to investigate alleged violations of the Code of Student Conduct and other alleged institutional policy violations by students. The Conduct Officer has the authority to make a determination of responsibility and assign sanctions.
- **Confidentiality:** All people participating in the student conduct process, including the student(s) under investigation, all witnesses, and the Conduct Officer are directed not to communicate about the details of the conduct investigation, the alleged violation under investigation, and/or people participating the student conduct process. All efforts will be made to honor the dignity and privacy of the student under investigation.
- **Conduct hearing:** A meeting held by the Conduct Officer in the course of a conduct investigation. All meetings held with a student named in an allegation are considered to be part of an ongoing conduct investigation.
- **Cross-examination:** a proceeding used in a formal conduct hearing in which a student reported for a conduct violation, or a witness, is questioned by the Conduct Officer. Following

questioning by the Conduct Officer, reported student may direct questions to the witness.

- **Dean of Students** refers to that person designated by the university president to be responsible for the administration of the Code of Student Conduct. The VPSA/Dean of Students has authority over conduct appeals processes, primarily serves as a supervisory figure to Conduct Officers, and may serve as a Conduct Officer as individual circumstances demand.
- **Faculty:** full-time, part-time, adjunct faculty, and instructors of the university.
- **Financial appeal:** In the event that student is unable to pay an assigned fine, a hold preventing registration for the subsequent semesters is placed on their account. If a student is unable to pay the fine due to a significant financial hardship, the student may seek an appeal using the Student Conduct Appeal Form. The Chief Conduct Officer is authorized to establish a payment plan for the fine and temporarily lift the hold on a student's account so that they may register for classes. The appeal is to be made following the instructions for requesting an appeal.
- **Formal Student Conduct Hearing:** A formal disciplinary proceeding in which a student reported of an alleged violation and witnesses are called to make statements and answer questions. Formal conduct hearings are typically held at the end of a Conduct Investigation and are usually immediately followed by a finding of responsibility and possible sanctions but could lead to furtherance of the Conduct Investigation.
- **Found not responsible:** A determination made that a student is not to be held accountable for an allegation due to a lack of evidence. When a student is found not responsible sanctions are not typically assigned. However, sanctions may be assigned if deemed appropriate by the Conduct Officer; assignment of sanctions upon this finding is uncommon.
- **Found responsible:** A determination made by a Conduct Officer when a preponderance of evidence points to a student having violated the Code of Student Conduct or another institutional policy. Sanctions are typically assigned to a student found responsible.
- **Hazing:** It is unlawful for any student in attendance at Westminster University to engage in hazing, or to aid or abet any other student in the commission of this offense. For the purposes of this section hazing is defined as follows: to subject another student to

physical injury as part of an initiation, or as a prerequisite to membership, into any organized school group, including any society, athletic team, or other similar group. Consistent with the mission, vision and values of Westminster, the university is dedicated to creating an environment where academic pursuits and individual freedoms are uninterrupted by hazing

- **Heard in absence:** when after two attempts to reach a student, as a person named in an allegation of misconduct, and when at least two scheduled conduct hearings have been unattended by the student under investigation, a Conduct Officer may make a determination of responsibility in the absence of a student's response to the allegation.
- **Student organization:** any number of students who have complied with the formal requirements for university recognition and/or association therein.
- **Organization conduct violation:** When an organization is suspected of violating the Code of Student Conduct and/or ASW Clubs guidelines (if applicable) then the entire membership of the organization is liable to be alleged of violating the Code of Student Conduct. Hearings will likewise be scheduled for all individuals. All members of the organization may not be held in equal responsibility of an incident.
- **Policy:** the written regulations of the university as found in the Code of Student Conduct, campus housing handbook, and graduate/undergraduate catalogs.
- **Preponderance of evidence:** A level of evidence that bears reason a student has more than likely violated the Code of Student Conduct. An acceptable level of reason used in the practice of student conduct to find a student responsible for an alleged violation and assign sanctions.
- **Sanctions:** Mandatory disciplinary action assigned to a student found responsible for violating the Code of Student Conduct or an institutional policy. Sanctions typically include but are not limited to educational assignments, campus service, community service, monetary fines, expulsion from the residence halls, behavior probation, and expulsion. Sanctions are assigned for the purpose of student education and/or personal development.
- **Staff:** Non-faculty employees of the institution
- **Students:** people registered or enrolled for credit- or non-credit bearing coursework at Westminster University

- **Work duty:** on-campus work assigned to a student as an educational sanction

Conduct Process FAQ

What can I expect from my conduct meeting?

During this meeting, you can expect your Conduct Officer to ask you questions about your time at Westminster, your experience as a student, discuss the incident relating to alleged behavior and then walk you through the potential conduct sanctions you can expect. This will allow your Conduct Officer to assign the sanction that is the most appropriate. Your Conduct Officer will also discuss with you at this time how to complete the assigned sanctions in a timely manner while honoring other commitments you may have like school and work.

How will my conduct decision be made?

Your Conduct Officer will make a determination of responsibility based on a preponderance of evidence. We define preponderance as based on the information available to them including from conduct hearings, incident reports etc. It is incredibly important that you attend your initial conduct hearing, whether it's scheduled online or in person, so that your Conduct Officer can hear from your perspective about your alleged involvement in the conduct incident. All relevant information will be taken into consideration. You have the right to a timely decision and outcome but know that depending on the circumstances present in your incident, that might not happen on the spot during your meeting. However, you can expect a decision to be made within the week and for your Conduct Officer to be upfront about that timeline.

Can I appeal my conduct decision?

You may appeal your conduct sanction in writing to the Dean of Students, or their designee, no later than three days after receiving your outcome letter. Appeals can be based on three things:

1. The university did not follow the prescribed process
2. The sanction was out of proportion with the incident
3. There is new or unreported information that could have an impact on the outcome

Why did other students in my incident get sanctioned for different things?

Every case, though it might involve numerous people, will be considered on an individual basis. You may have different sanctions than your peers because your involvement in the incident simply may have been different. The Conduct Officers strive for fairness in the outlined procedures and that means allowing everyone the chance to share their perspective and story. If you do feel like you were given an unfair sanction, in comparison to others and/or given the scope of the alleged incident, you always have the option to appeal.

What if I cannot pay the fine attached to my conduct sanction?

You may appeal the decision to have a fine as a sanction based on financial need no later than three days after receiving your outcome letter to the Dean of Students or a designee. Please know if you are appealing based on financial need, you are not appealing the conduct outcome itself but rather are asking for another sanction to be given that meets the original purpose and/or intention of the fee at no or at a reduced cost.

What is the purpose of conduct sanctions?

We have worked to make our sanctions center around the university-wide learning goals of critical thinking, creativity, collaboration, communication, and global responsibility. This means you will be asked to evaluate the actions that you took which led you to the conduct process including potential negative and positive consequences, identifying where the community impact landed and engaging in brainstorming decision-making strategies for the future. We believe our sanctions are educational and restorative which will allow students to take responsibility for their actions and build on knowledge for the future related to safe decision making. Every attempt will be made to assign sanctions that are appropriate and redemptive.

Will my parents or guardians be contacted if I am found responsible?

Westminster University takes FERPA, and the privacy protections it guarantees students, seriously. However, if exceptional circumstances are present your legal guardians may be contacted if you are found responsible. Exceptional circumstances are evaluated on a case-by-case basis but may include a consistent pattern of concerning behavior. For example, multiple alcohol violations in a short period of time, hospitalization, threat of status at the university (suspension/expulsion from campus and/or housing possible) and any present threat to life or safety of self or others. When the exceptional circumstance threshold is met either the Dean of Students, or their designee, will authorize a legal guardian call. Westminster will contact legal guardians because we recognize that sometimes we need a wider community of support to hold students accountable in their behavior and/or be able to intervene and discuss more intentional help for students to explore.

What is the difference between an educational intervention and a conduct meeting?

We define an educational intervention as the first time a student is alleged to violate the Code of Student Conduct, essentially your first interaction with the conduct system. An important distinction to be aware of is how the university reports conduct violations when contacted for a background check. If **all** conduct sanctions are completed in an educational intervention meeting, the university will not report the behavior when contacted for a background check. However, once a conduct violation occurs if any further violations occur then it will be considered a conduct meeting and would become reportable if the university is contacted for a background check.

What if I don't complete my conduct sanctions on time?

If you are unable to complete your sanctions by the deadline your conduct officer has established, then it is your responsibility to communicate with your Conduct Officer the need for a new deadline. Conduct Officers will work with you to find a new deadline or assign a new sanction, but ultimately that depends on the communication

conduct officers receive. If you miss your deadline and are unresponsive to, at least, two forms of communication outreach by your Conduct Officer your sanction will be reverted to a fine. Ultimately you may have a hold on registration or even graduation if you continually fail to complete a sanction.

What will happen if I am put on behavioral probation?

You can be placed on behavioral probation for a period of one semester or an entire academic year. If you enter the conduct process during the period of behavioral probation, your hearing officer will automatically be the Director of Student Conduct. If you are found responsible for a new conduct violation, you may be suspended from the university or receive some other elevated conduct sanction (suspension from university, expulsion from residence halls, expulsion from university etc.).

Academic Information

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 university 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 university's trustees, administration, and faculty. It also describes registration policies and procedures in more detail than the handbook. Please read those sections of the Academic Catalog carefully. The catalog also lists courses of instruction and course descriptions.

Academic Calendar

All deadlines and important dates are noted in the [Academic Calendar](#). Students are encouraged to be familiar with this valuable information.

Schedule of Course Offerings

The schedule of course offerings is available online in [Self-Service](#). Navigate to the "Course Catalog" and then to "Advanced Search" to find classes for any particular term. There you can build a course plan through graduation, review your list of assigned advisors, and check progress towards your degree.

Academic Advising

[Academic advising](#) is crucial to Westminster University's student-centered mission. It is a developmental process during which advisors 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:

- Support students in achieving their educational, career, and personal goals
- Share knowledge about the institution and the curriculum
- Link students to university and community resources
- Provide accessible academic course selection advice

All students receive individualized academic advising. New students will get a team of advisors known as "Griffin Guides," composed of faculty and staff and including a staff advisor, Learning Community faculty, and other dedicated staff members.

Transfer students meet individually with the transfer academic advisor, who will be their staff advisor through graduation. Transfer students are connected with a faculty advisor in their area of interest as soon as possible. Transfer students may also take advantage of INTR 100, university Success, a 1-credit course designed specifically for new transfer students.

Once you have earned 60 credits, you must formally [declare a major](#) and meet with a faculty advisor in your desired academic program. 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, WCore, electives, and any special options, such as study abroad;
- Ensure student is on track to graduate on time;
- Discuss career and graduate school options.

Registering for Classes

Registration is prioritized by class standing. [Registration dates](#) usually follow this schedule:

- **Spring Classes:** Early November
- **Summer and Fall Classes:** April
- **May Term Study Experiences (Travel-Based Courses):** Late October

Declaring a Major

All students are required to formally [declare a major](#) area of study and complete an advising appointment with a faculty advisor in each of their academic programs before the end of their sophomore year. Students who do not complete the major declaration process by the time they reach 45 credits will have a hold placed on any upcoming registrations.

Payment of Tuition and Fees

Tuition, fees, and room and board charges are due on the first day of the month the term begins, if needed payment plans are available. 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. The university reserves the right to grant or deny financing for students based on their credit worthiness. In addition, the university 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 university. In compliance with the Family Educational Rights and Privacy Act, the university will furnish unofficial transcripts for informational purposes only. (All outstanding charges are due and payable at the time students leave the university.)

Dropping/Adding Courses

The academic calendar displays the dates for the last day to add and drop classes. Classes can be added or dropped online through [Self-Service](#).

Withdrawing

Total Withdrawal from the University

Students are strongly encouraged to consult with their [academic advisor\(s\)](#), [Financial Aid](#), and [Student Account Services](#), and complete any required program exit interviews before submitting a [withdrawal request](#). International students should contact [International Student Services](#) prior to withdrawing. Withdrawing from the university removes you from all enrolled classes and inactivates your student status. If you expect to return, you should complete a [Leave of Absence Request](#) instead of a Withdrawal Request. In case of illness or injury, family members may complete the student withdrawal from the university. 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 may be charged an amount pro-rated from the day campus housing opened to the date the room key is returned to [Residence Life](#). Upon move-out, they will also most likely lose any unused meal plan funds. Students who fail to withdraw from courses they have not attended are liable for all tuition and interest charged to their accounts.

Withdrawing from a Class

Students may withdraw from a semester class without charges or transcript notation by the last day to drop classes. After the last day to drop through the 11th week of class students may withdraw from a course and receive a W on their transcript, 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. Deadlines can be found on the [Academic Calendar](#). To withdraw from a single course, use [Self-Service](#) before the last day to withdraw. Students are encouraged to meet with an advisor before they withdraw.

The [refund schedule](#) applies for classes dropped after the last day to drop.

For withdrawal deadlines for classes that do not meet the full semester,

refer to the [Registrar's Office](#).

Grades of F are assigned at the end of the semester for any classes that students fail to withdraw from.

Unusual or Extenuating Circumstance

Students sometimes face unusual or extenuating circumstances that prevent them from finishing a course or semester or otherwise complying with institutional deadlines. A Review Committee meets monthly to examine petitions made by students regarding retroactive record changes and/or full or partial charges of tuition and fees. A [student's petition](#), which includes a detailed letter and appropriate documentation of the unusual or extenuating circumstances, can be submitted to the [Registrar's Office](#). All petitions must be submitted within 6 weeks after the end of the semester in question. Absent serious extenuating circumstances, requests submitted beyond 6 weeks after the end of the semester will not be considered. Because tuition insurance is recommended, petitions for removal of tuition charges are rarely approved even if the committee decides to approve a change to the academic record.

If a petition for refund is granted, changes will be made retroactive only to the last date of attendance, and tuition charges will be adjusted according to Westminster University's posted refund schedule found on the Student Account Services webpage. Re-evaluation by the student's physician or counselor may be required prior to re-enrollment.

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

Note: The Review Committee cannot change rules regarding the amount of federal financial aid that must be returned when a student does not fulfill program requirements. Students are encouraged to read the ["Withdrawing and Its Effect on Financial Aid" section of the Academic Catalog](#) and call or visit the [Financial Aid Office](#) to determine specific implications for anticipated registration changes. In many cases, if a student withdraws from classes both the federal and institutional financial aid award may be adjusted and all unpaid tuition resulting from the cancellation will become due immediately.

Tuition Insurance

All students will be automatically enrolled in a tuition insurance program through A.W.G. Dewar, Inc., and charged approximately 1.1% of their tuition and fees (including room and board) unless they choose to waive this coverage.

Many Westminster students encounter unexpected physical or mental health challenges each year. This coverage provides students and their families needed protection for their educational investment.

Westminster students with tuition insurance are eligible for a 75% refund should they face injury, sickness, or mental health issues that result in withdrawing from all their fall or spring courses. Students and families who do not want tuition insurance will need to [complete a waiver](#) each year to opt out of this coverage.

Westminster strongly encourages families to participate in tuition insurance to prevent the stresses of an all-too-common scenario: a student will experience an unexpected physical or mental tragedy, withdraw from courses, and be obligated to pay tuition. Tuition insurance allows the student to focus on their recovery and return to their studies.

Grades

Westminster's grading system is as follows:

Letter Grade	Description	Grade Points
A, A-	Excellent	4.0, 3.7
B+, B, B-	Above Average	3.3, 3.0, 2.7
C+, C, C-	Average	2.3, 2.0, 1.7
D+, D, D-	Poor	1.3, 1.0, 0.7
F	Failure	0.0
CR	Credit	
NC	No Credit	
AW	Administrative Withdrawal	

Letter Grade	Description	Grade Points
W	Withdrawn	
WF	Withdrawn Failing	0.0
AU	Audit	
I	Incomplete	
T	Temporary	

Credit/No Credit

Students may exercise the [credit/no credit grading option](#) for a maximum of two courses during their time at Westminster before the date published on the [academic calendar](#). You may not change your decision after that time. Under this grading scheme, students receive a "CR" instead of letter grades C- through A or an "NC" for grades F, D+, D, and D-. Grades of CR or NC are not figured in your GPA.

Although students may elect the credit/no credit option for any course, students must earn passing letter grades (C- or above) in courses applied toward their majors or minors. Therefore, if students elect the CR/NC grading option for a major or minor course, 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.

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.

Incompletes

When extenuating circumstances occur beyond a student's control, such as medical issues or family emergencies, students can [request that faculty assign them an incomplete grade](#). At the time of request, students should have a passing grade and have completed at least two-thirds of the required coursework. Generally, incomplete grades are not given when the incomplete work includes team-based projects and assignments, although exceptions can be made. If a faculty member determines an incomplete grade is warranted, all work must be completed by the date specified by the faculty member within 10 weeks after the course has ended. Adjunct faculty members must

inform the department chair of the incomplete and devise a plan to assure follow-through during the extended period. If the work is not completed by the end of the period specified, the temporary mark is changed to the grade indicated by the instructor, or if no grade has been indicated the mark is changed to an F. When coursework in which a student has received an Incomplete has been made up, the final grade is entered with I and the letter grade (for example, IA).

Alternatives to incomplete grades may include a) the students repeating a course to improve the grade and their GPA, or b) filing a petition with the Review Committee for a late withdrawal when the extraordinary circumstances faced by the student are documented and resulted in failing all classes in a term. Faculty members may adopt late assignment rules or more restrictive incomplete policies and are encouraged to articulate those policies on the syllabus.

Note: for graduating students: A grade of "I" for any class in a student's last semester will automatically move them to the next graduating semester.

Grade Changes

Changes to final submitted grades are made in the case of instructor error and require the approval of the instructor, the dean of the appropriate school, and the provost. If you feel an error has been made by an instructor, contact the instructor first.

Computing the GPA

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

Letter Grade	Grade Point
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3

Letter Grade	Grade Point
C	2.0
C-	1.7
D+	1.3
D	1.0
D-	0.7
F	0.0
WF	0.0

Convert your letter grade to its grade point equivalent multiplied by the number of credits for the course. 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.

Repeated Courses

Students may repeat a course to improve their grade in the class. In the case of repeated courses, the highest grade awarded is used in the calculation of the student's GPA 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 GPA. An X grade remains calculated into the semester GPA but is not calculated in the cumulative GPA.

Grade Reports

Grade reports are visible in [Self-Service](#) at the end of each term. If a printed grade report is needed for insurance verification, etc., please request a copy from the [Registrar's Office](#) at registrar@westminsteru.edu.

Transcripts

Official transcripts may be [ordered through the Registrar's Office](#). Students with outstanding financial obligations to the university will not be able to obtain their transcripts.

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 credit hours.

Academic Concerns

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. Students may also wish to start the conversation with an advisor, who can help students strategize how to appeal a grade.

Academic Grievance Procedure

The university provides students the opportunity to appeal or petition an academic decision according to the [Academic Grievance policy](#) in the Undergraduate Academic Catalog. Students who are suspended must reapply for admission and submit an appeal as part of that process. 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.

Undergraduate Academic Standing

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 graduate programs are outlined under the individual graduate programs. Students must earn the minimum semester GPA shown below to be in good academic standing at the university. Students already on probation may be returned to good standing during summer semesters but cannot be placed on probation or suspended during summer semesters.

Total Number of Hours Attempted at Westminster	Minimum Semester GPA Required
1-13	1.70
14-27	1.80
28+	2.00

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 academic probation and assigned to a specialized advisor in Retention and Student Success. Students on probation are required to meet with the assistant director of Student Success and Retention 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 university athletics.

Students must meet the 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 university. 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 an Academic Suspension

Students who have been suspended must reapply for Admission to the university and will submit additional academic appeals information as part of that process. Normally, suspended students remain out of the university for one or more regular semesters; however, if students feel extenuating circumstances contributed to their failure to meet minimum grade point averages, they may choose to appeal for readmission immediately following the suspension. Students will be notified of the Appeals Committee meeting and given an opportunity to present their case to the Committee. Decisions of the Appeals Committee are final.

Commencement (Graduation)

Students should [apply to graduate](#) two regular semesters prior to their planned completion date. **Applications are due October 1, for students planning to graduate after spring and summer terms and April 1, for students planning to graduate after fall semester.**

Students are expected to meet with their academic advisor to have them review and sign all required paperwork. 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.

Student Resources

One of the goals of Westminster University 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 university 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 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 university; provide leadership, training, and opportunities for students; and provide a forum for student concerns.

ASW is led by the executive cabinet and supported by the senate, programming board, clubs, and judicial. ASW sponsors a wide range of social, cultural, and educational programs including 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 University. The ASW office is located in the Shaw Student Center.

Student Engagement and Belonging

Student Engagement and Belonging is committed to creating a vibrant and inclusive campus life at Westminster University by inviting students and student organizations to get involved! ASW, Raíces Unidas, Queer Compass, AAPI Life, Black Excellence, and Disability Justice are some of the student-led, staff-supported, programs essential to our students and the Westminster community. Faith-based and interfaith clubs, along with all student organizations, are supported by Student Engagement and Belonging.

Campus Dining

Residential students are required to purchase a meal plan through [Campus Dining](#). Commuter students may voluntarily purchase any meal plan.

Students with diagnosed medical conditions may contact Student Disability Services to discuss food-related medical accommodations. Students with religious dietary restrictions may contact the Dean of Students Office for support and accommodations.

Career Center

The [Career Center](#) provides assistance with career exploration and planning, application material preparation, internship and job-search

skills, interview preparation, personal branding, and employment opportunities. The Career Center and its team of career coaches support students through:

- Individual coaching appointments
- Career events and workshops
- On-campus recruiting opportunities with employers
- Online resources and Handshake

Students will register for an internship for credit through the Career Center and can identify internship opportunities by meeting with a career coach. Students also have access to Handshake, an interactive 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 and MBA students, at least 15 hours completed at Westminster), a minimum 2.5 GPA, some courses completed in the student's major or minor, and consent of the faculty internship coordinator and the Career Center.

Dumke Center for Civic Engagement

The [Dumke Center for Civic Engagement](#) acts as a connecting point between Westminster University students, faculty, staff, alum, 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, days of service, and the annual Volunteer Fair. The Walkways to Westminster program is housed there as well.

For more information, contact Julie Tille, director of the Dumke Center for Civic Engagement (located in the Bassis Student Center), at jtille@westminsteru.edu or 801.832.2840.

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 adjusting to university 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 University students.

The [Counseling Center](#) is located in Shaw Student Center, lower level. Call 801.832.2465 or email ccfrontdesk@westminsteru.edu for more information or to make an appointment.

Dean of Students Office

The Dean of Students Office provides student support and advocacy by connecting students to the resources they may need to succeed at Westminster University. The office plays a central role in providing care and support necessary for a student to thrive beyond the classroom.

The Dean of Students advocates for students' personal growth and agency, as well as encouraging the development of skill to work across difference.

Students are encouraged to contact the Office with questions about university policy, campus life and services, student involvement and activities, and student organizations.

Environmental Center

Westminster University's [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 Student Center, 801.832.2813.

Equal Education Opportunity

Westminster University administers all its educational programs, related support services, and benefits in a manner that 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.

Financial Aid

Steps to Apply for Financial Aid

The university 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.

Free Application for Federal Student Aid (FAFSA)

Complete the FAFSA or submit a renewal application online. The FAFSA results will be sent electronically to the Financial Aid Office. Westminster's school code is 003681. Utilize the [FAFSA website](#) 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 university 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 university (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 university, 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 university or dropping their registration to a level of ineligibility during a term in which they are receiving a university-funded scholarship or grant, may forfeit the scholarship or grant.

5. Federal Aid

A recipient of federal student aid (Pell Grant, Supplemental Educational Opportunity Grant, FWS, Direct Subsidized Stafford Loan) must demonstrate financial need in accordance with an approved needs analysis system; and be enrolled as at least a part-time student, maintaining satisfactory academic progress. Per federal regulations, students are only eligible for a maximum of 6 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, Direct 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 University 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 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 University 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 University, they will not be eligible for financial aid. To reinstate financial aid eligibility, the student must regain a 2.0 GPA at Westminster University.

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 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 University are counted as completed hours. Transfer students will have a GPA based only on courses completed at Westminster University transfers must take 36 credit hours at Westminster University. A maximum of 88 Westminster University 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 University and will not count as transfer credit.

8. 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 university'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:

1. **A, A-:** Excellent
2. **B+, B, B-:** Above Average
3. **C+, C, C-:** Average, CR (credit)

4. **D+, D, D-:** Poor, R (repeated)
5. 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 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 Bachelor of Business Administration (BBA), Project-Based Master of Business Administration (PMBA), and 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 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:

1. **F:** Failure
2. **I:** Incomplete
3. **NC:** No Credit
4. **X:** Repeat

5. **WF:** Withdrawn Failing
6. **W:** Withdrawn
7. **T:** Temporary
8. **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 GPA 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 university. 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, Financial Aid SAP Appeal Form, documentation to the Financial Aid Office 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 Financial Aid Office will give a decision in writing within 5 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 director of financial aid. The director of financial aid will give a decision in writing within 5 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 someone from Student Success and Retention 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 all of the terms outlined on the plan.

9. Terms of Student Loans

Federal Perkins Loans are administered by Westminster University and awarded to students who demonstrate financial need and who are enrolled on at least a part-time basis. These loans are interest-free while the student is attending the university on at least a part-time basis. Students must sign a promissory note for Perkins Loans with the student account services coordinator at Westminster University 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 6 or 9 months after the student ceases to be at least a part-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 University.

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 percent. Repayment, at a minimum of \$50 per month, begins 6 months after the student leaves school or drops below part-time enrollment status. Depending upon the total amount borrowed, repayment may be extended over a 10-year period. Visit the Federal Student Aid website (studentloans.gov) to complete mandatory entrance counseling and the master promissory note.

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 1. 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. Visit studentloans.gov to obtain a PLUS Loan application and master promissory note.

10. Entrance and Exit Counseling

Direct 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. Contact the Financial Aid Office directly with more questions or concerns. The lender you choose will provide you with an applicant and Self-Certification Form. Students 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 University 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 (September–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 university 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 University 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 disburseable aid for that period that the student earned). A student who withdraws from university 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 University 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

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Perkins Loan
- Direct Grad PLUS Loan
- Direct Parent PLUS Loan

- Pell Grant
- FSEOG
- Iraq and 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

1. You have the right to know what financial aid programs are available.
2. You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
3. 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.
4. 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.
5. 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.
6. You have the right to know how much of your financial need as determined by the institution has been met.
7. You have the right to request an explanation of the various programs in your student aid package.
8. 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.
9. You have the right to know your school's refund policy.
10. 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.

11. 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.

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 University 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 university'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 University 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 University students receiving ROTC scholarships are not eligible to receive any institutional funds other than the Westminster University 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 at financialaidoffice@westminsteru.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 \(HWAC\)](#). The center is equipped with a 4-lane lap pool, comprehensive weight room, cardio equipment, group exercise studio, a 46-foot climbing wall, multipurpose gymnasium, gender neutral restroom and shower, and locker rooms. The FWRD offers over 25

group exercise fitness classes from yoga and High Fitness 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 and nutrition counseling are 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.

The [Outdoor Program](#) exemplifies Westminster's unique environment for learning. We are 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.

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 university, career, and everyday life. When combined with the academic [Outdoor Education and Leadership program](#), students can find an enriching and seamless integration of their academic and co-curricular experiences at Westminster.

Westminster students, faculty, staff, alums, and their guests are welcome to participate in Outdoor Program trips and events with priority given to current students. We are committed to supporting anyone who is interested in getting involved regardless of skill level, previous experience, budget, and equipment needs. Whether you are 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.

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 university official including Campus Patrol and Campus Dining 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 in Eccles Health, Wellness, and Athletic Center (HWAC). This service is available during HWAC hours of operation. A replacement card is available for a fee of \$10.

Your ID card is needed to use the Giovale Library, your meal plan at the Shaw Student Center, 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 FrontRunner 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. It allows you free admission to home athletic events. 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 university official upon request.

Information Services

[Information Services](#) (IS) is committed to providing a technologically enhanced learning experience to students.

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 [Westminster Anywhere](#) technology platform will provide students with access as if on campus from anywhere there is adequate internet access. And with 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-enhanced learning provides. Use of a personal laptop on campus is an integral part of our educational model and a critical component of the unique learning environment we offer. View [Computer Requirements, Support, and Wireless Networks](#) for more information about laptop minimum requirements.

All Westminster students are required to own or have access to a laptop computer. Not all faculty require the use of laptops.

Westminster University currently hosts presentation classrooms, various media labs, and the potential for every classroom on campus to convert into a computer classroom.

IS will help students connect to Westminster's 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 IS 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 [Information Services](#) by visiting the library, [submitting a help desk request](#), or calling 801.832.2023.

Integrated Wellness

Westminster University's [integrated approach to wellness](#) empowers students to live a healthy life and to develop self-efficacy toward their own wellness coupled with self-efficacy in the communities and social groups with which they are engaged. Through prevention and intervention programs/services students learn how a holistic approach to well-being can help them discover health, contentment, purpose, and connection. Integrated Wellness at Westminster encompasses social, intellectual, emotional, spiritual, physical, environmental, and financial aspects.

Health and Accident Insurance

All Westminster 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. Students involved in any of the following are encouraged to carry personal health insurance: [human performance and wellness courses](#), [outdoor education and leadership courses](#), and/or trips through the [Fitness, Wellness, and Recreation Department](#) and [Outdoor Program](#). In case of accident, injury, or illness, your personal health insurance will be the primary provider.

Students Required to Carry Insurance

1. All student-athletes are required to carry insurance coverage.
2. Students admitted to the [Nursing program](#) are required to provide evidence of health insurance coverage.
3. International Students should refer to [information regarding health insurance and healthcare](#) in the U.S. provided by the [Office for Global Engagement](#).

Intercollegiate Athletics

The Westminster University [Intercollegiate Athletics program](#) is an integral part of campus life serving 280 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 University is a member of the Rocky Mountain Athletic Conference (RMAC) 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 21 NCAA Division II sports and has earned 62 NCAA Division II national championships and 52 national runners-up since 1992. Founded in 1909, the RMAC is the most historic athletic conference headquartered in the western United States and in NCAA 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 compete as members of the Rocky Mountain Intercollegiate Ski Association (RMISA). Non-NCAA sports include snowboard, men's soccer, and Spirit Team (cheer). Westminster students receive free admission to all home athletic events with their WU Student ID Card.

Library

[Giovale Library's](#) core mission is to encourage students' intellectual growth and exploration through our services and collections. The library provides [over 90 databases](#) that allow students to access scholarly articles from a wide variety of disciplines. In addition to databases, the library has a robust collection of books, journals, academic DVDs, and reference sources specially selected to meet students' academic needs. Librarians are available to meet with students in person, via email, chat, or phone and [can help with all aspects of university research](#) such as developing a topic, finding quality sources, and managing citations and bibliographies. In addition to academic resources, the library has an expansive collection of popular DVDs and fiction. Resources outside of the library's collections can also be accessed via Interlibrary Loan.

The library is open 93 hours a week and offers additional hours during finals. The library provides a variety of study spaces such as group

study rooms, computer workstations, quiet areas, standing desks, and collaborative areas. Students can borrow materials using their Westminster University ID. The Giovale Library does not charge fines for overdue materials.

Emily Swanson serves as the director of Giovale Library.

Mail Service

Residential students mailing address is:

Your Name
1840 South 1300 East
Salt Lake City, UT 84105

Note:

Mail is delivered to residential mailboxes Monday through Friday. No mail is delivered or received on Saturdays or Sundays. Please keep this in mind with regard to specially shipped items (e.g., Saturday Delivery). Students are notified by email when packages are delivered, and they can pick them up at the mail room Monday–Friday, from 8:00 a.m.–5:00 p.m. with a valid photo ID. Students can also drop off packages to be picked up by major carriers as long as there is a prepaid label or postage attached.

Motor Vehicles (Parking Permits)

All motor-driven vehicles must display a current Westminster University parking permit—which can be [purchased online](#)—if they are operated on university property. Students, faculty, and staff are not permitted to park in the following lots: visitor-only and admissions-reserved parking. Failure to properly display a 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.

Office for Global Engagement

The [Office for Global Engagement](#) is the home for all things global at Westminster University. The Office for Global Engagement provides the following programs and services to support this mission:

1. Support, advising, and advocacy for F-1 and J-1 visa holders and their dependents.

2. Advising for students who participate in education abroad through May Term and Summer Study Experiences, approved study abroad programs, international internships, and international exchanges.
3. Oversight and management of faculty-led programming, study abroad, and international partnerships.

The Office for Global Engagement is located in Walker Hall next to Hogle Hall.

Residence Life

Living on campus is an integral part of the undergraduate student experience. Residential living provides 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 university requires all first and second-year students to live in campus housing for the entire academic year unless they receive an approved residency exemption. The university 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 environment. For more information, contact Residence Life at 801.832.2245 or by email at housing@westminsteru.edu.

New Student Orientation

[New Student Orientation \(NSO\)](#) 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. NSO offers three experiences: first-year students (2-day program), transfer students (1-day program), and parents and family members (1-day program).

In addition to your NSO experience, the department of Student Engagement and Belonging is here to support your transition beyond NSO. If you need to find more resources on campus, want to get involved, or need a simple question answered, please contact the Dean of Students Office at 801.832.2230.

Registrar's Office

The [Registrar's Office](#) is located in Bamberger Hall just across from the [Financial Aid Office](#). Students may contact the office for name changes, 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.

Student Disability Services

Westminster University is committed to provide equal access in higher education to students with disabilities. Student Disability Services works with departments throughout the university to ensure that programs and facilities are accessible to all members of the university community. Eligibility for services is determined by the director 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 must contact disability services staff a minimum of once per semester to determine individualized accommodations.

Visit for more information regarding Student Disability Services policies, procedures, and guidelines for documentation. Call Student Disability Services at 801.832.2272 for an explanation of how and from whom to obtain relevant and current documentation.

General services:

- Orientation to the campus and how to access services
- Advocate for student access and equity on campus
- Liaison to faculty, staff, and students regarding accommodations
- Referral to campus and community services
- Referrals for off-campus diagnostic evaluation

The ADA Grievance process can be initiated by contacting Dr. Christie

Fox at: cfox@westminsteru.edu.

Student Health Services

[Student Health Services](#) (SHS) provides a convenient and affordable means to access health care for acute illness and some ongoing medical issues for currently enrolled students. All services are confidential. The clinic is staffed by two nurse practitioners who can evaluate, diagnose, and treat most common health problems. Referrals are initiated when care needs exceed what SHS can provide. SHS is located in the lower level of the Shaw Student Center. Appointments are recommended, but walk-ins are welcome. Please call 801.832.2239 for appointment scheduling and questions. SHS hours are limited, and the clinic days follow the academic calendar, closing during the summer months. SHS does not accept insurance and an office co-pay of \$15 is expected at the time of service. Any labs, vaccines, or other procedures will incur additional costs. SHS participates in various health and wellness events for students during the academic year.

When the clinic is not open or a medical emergency arises, students should seek timely medical evaluation at an urgent care facility or hospital emergency department.

Student Success and Retention

Student Success and Retention oversees various programs to help students achieve their academic goals.

Undergraduate Tutoring and Coaching

Free [peer-to-peer tutoring](#) is available in most lower-division courses. Tutoring can be a great way to augment visiting the tutoring centers on campus or to get one-on-one individualized attention. Students are encouraged to sign up for a tutor online. Hours and tutors may vary semester to semester. The following tutoring centers are available:

- Bill and Vieve Gore Business School Tutoring Center (Gore 117)
- Math, Physics, and Computer Science Tutoring Center (Giovale Library first floor)
- Chemistry Coaching Center (Meldrum Science Center 150)
- The Writing Center (Bassis Student Center)

Academic Probation

Student Success and Retention coordinates the academic probation/academic recovery program to provide support and resources to students who have been placed on academic probation. For more information, contact the assistant director of Student Success and Retention.

Testing Center

The [Testing Center](#) administers paper and pencil and computer-based exams for Westminster University students who require testing accommodations outside the time, space, or conditions of the classroom.

The Testing Center administers:

- Make-up exams
- Adaptive testing for students who need accommodations
 - Students utilizing adaptive testing through [Student Disability Services](#) must sign a letter of accommodations each semester to use utilize this accommodation in the Testing Center.
- [CLEP](#) and [FLATS](#) exams

Study Abroad

The [Office for Global Engagement](#)—located in Walker Hall, next to Hogle Hall—provides advising and support for students interested in [study abroad programs](#) including: program selection, credit transfer, financial resources, health and safety, predeparture preparation, and re-entry programs. Westminster offers a wide variety of Study Abroad programs during fall, spring, and summer semesters all around the world. Additionally, faculty lead [May Term Study Experiences](#) and Summer Study Experiences are offered every year to a variety of countries. These types of experiences 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.

Title IX Coordinator

The Title IX Coordinator is 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. Title IX coordinator and deputy coordinators can provide information about university policy and pursuing an investigation of a complaint.

They are also equipped to refer students to helpful resources on and off campus. The Title IX Coordinator and deputy coordinators may provide students with supportive measures for their well-being and safety such as changes in housing, adjustments to academic or work schedules, and no contact orders.

Victim Advocate

Westminster's victim advocate is available to meet with student survivors regarding incidents of sexual or interpersonal violence, refer them to campus and community resources, assist them with obtaining supportive measures from the university, and help them navigate the internal investigation and criminal processes. Students can set up a 1-hour appointment by emailing advocate@westminsteru.edu.

Center for Veteran and Military Services

The [Center for Veteran and Military Services](#) is located in Walker Hall, supports all service members, veterans, dependents, and cadets. Visit the center with questions about using VA education benefits, to learn about campus and community resources, or to socialize with fellow student veterans. Mario Reeve is the director and can be reached at 801.832.2202. Mario 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 University 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, and 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 Student Center. A limited number of appointments are offered each hour. To make an appointment, stop by the Writing Center or call 801.832.2271.

Policies and Procedures

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 University, 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 University is to disseminate and ensure receipt of this policy and information to all

students, faculty, and staff.

The DAAPP is shared with the campus community (through the Westminster University email address on file) on the day after the add/drop deadline of the fall, spring, and summer semesters. A printed version of this program is available upon request at the Dean of Students Office, located in the Shaw Student 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.

[View Full DAAAP Policy](#)

Family Educational Rights and Privacy Act (FERPA)

Westminster's Privacy Policy is published in compliance with the Family Educational Rights and Privacy Act (FERPA). Students also receive an annual notice of their FERPA rights through email. For more information, email the Registrar's Office at registrar@westminsteru.edu.

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 university must provide reasonable accommodations for qualified disabled students. For more information, contact Student Disability Services by phone at [801.832.2272](tel:801.832.2272) or email disabilityservices@westminsteru.edu.

Clery Act

To maintain a safe and secure environment for its employees, students, and visitors, Westminster University will comply with the provisions of the Jeanne Clery Disclosure of Campus Crime Security Policy and Campus Crime Statistics Act of 1998 (Clery Act). The Clery Act requires the university to gather and report specified crime statistics occurring on or near the university and to provide other safety and crime information to the university community. This policy and related procedures set forth guidelines intended to facilitate the university's compliance with the Clery Act.

[View Crime Reporting](#)

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 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 to students, and established a National Teachers Corps. The financial assistance for students is covered in Title IV of the HSA.

Missing Residential Student Procedure under Clery Act Policy

Federal regulations associated with the Jeanne Clery Act require every college and university to initiate an investigation once a student who resides in campus housing has been reported missing for 24 hours. These procedures describe how Westminster University will respond to report of missing residential students.

[View Missing Student Policy](#)

[View Clery Act Policy](#)

Weapons Policy

No Westminster University student may possess, display, store, or use of firearms, archery equipment, knives or words, weapons, or corresponding supplies of any type on Westminster University Property.

The possession, use, or display of weapons (including, but not limited to, firearms, stun guns, BB guns, ammunition for weapons, knives, switchblades, large knives, butterfly knives, hatchets, axes, swords, incendiary devices, explosives, mace, pepper spray, and chemicals) and non-weapon objects to be used for causing harm (including, but not limited to, sledgehammers, tire irons, shovels, fire extinguishers, baseball bats, golf clubs, cricket bats, dumbbells, glass objects (such as beer bottles), two-by-fours, pipes, bricks, rocks, and vehicles) is strictly prohibited on campus or while conducting university business off campus. The storage of any weapons or non-weapons intended to cause harm in campus facilities or in vehicles parked on campus property 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, ammunition, or non-weapons intending to cause harm 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 University is not responsible for the theft, loss, or damage, whether intentional or accidental, to the personal property owned by students. Students are encouraged 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 Westminster University. 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 university will take action as set forth in the disciplinary policy, the institution will not enforce criminal or civil orders related to damages or restitution; nor will the institution 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.

Computing Resources, Network, and Email Use Policy

Westminster University provides computing and network resources to its students primarily for educational purposes. 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. This open access requires students to act responsibly and adhere to legal and ethical standards. Students should be considerate of the needs of others, do nothing purposefully or carelessly to impede the ability of others to use the computer and network resources.

The university expects students to exercise personal and professional responsibility and integrity when using these resources. All students are responsible for reading, understanding, and adhering to the policy. Violations of the policy may result in sanctions, corrective actions up to and including termination and/or expulsion as set forth in the Code of Student Conduct.

[View Technology Policies](#)

Title IX Policy

Westminster University is committed to providing a safe and non-discriminatory learning and working environments for all members of the Westminster community. The university does not discriminate on the basis of sex in any of its education or employment programs and activities. To that end, this policy prohibits specific forms of behavior that violate Title IX of the Education Amendments of 1972 ("Title IX"); Title VII of the Civil Rights Act of 1964 ("Title VII"); and/or the Utah Antidiscrimination Act of 1965. The policy also fulfills certain obligations the university has under the Violence against Women Reauthorization Act of 2013 ("VAWA") and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act ("Clery Act").

[View Title IX Policies and Procedures](#)

Title VI and Title VII Policies

Westminster University is committed to providing a safe and non-discriminatory environment for all members of the Westminster community. The university will not tolerate discrimination or harassment, in the workplace, academic setting, or in its programs or activities based on race, color, pregnancy, childbirth, or pregnancy-related conditions, age, religion, national origin, disability, sex, sexual orientation, gender identity, religion, military status, and genetic information. To that end, this policy prohibits specific forms of behavior that violate Titles VI and VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, Section 504 of the

Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, the Genetic Information Nondiscrimination Act of 2008, and the Utah Antidiscrimination Act of 1965. The university also prohibits complicity, false reporting, and retaliation under this policy.

[View Equal Opportunity Policy and Non-Discrimination Statements](#)

Smoking on Campus

Westminster University 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 are subject to state-mandated fines, university 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.

On-Campus Demonstrations and Fixed Exhibits

Westminster University recognizes and supports students' right to free self-expression as well as the right to divergent viewpoints. These rights are fundamental to an academic community. However, when the exercise of these rights impinges upon the exercise of other important rights, the conflicting interests must be balanced.

Demonstrations and fixed exhibits that appear to violate the Code of Student Conduct may be interrupted or stopped at the direction of the dean of students or designee. Upon report of any possible violation of the Code of Student 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.

Demonstrations

Westminster University recognizes the right of students and other members of the university community to express their views by peaceful protest actions and opinions with which they disagree. The university maintains concurrent obligations to maintain a campus atmosphere conducive to academic work, preservation of dignity and gravitas of university ceremonies and public exercises, and an institutional commitment of respecting the rights of all individuals. The following regulations are intended to reconcile these objectives.

All demonstrations held on campus property must have a designated representative who takes responsibility as organizer of the event and seeks the required university permit for demonstrations. The self-designated demonstration organizer is required to meet with the Dean of Students, or their designee, no less than 24 hours prior to the on-campus demonstration to create an appropriate security plan and articulate the purpose of the event.

Campus demonstrations must meet the following standards:

1. The demonstration is conducted in such a manner as to respect the rights and welfare of others.
2. The demonstration may does not actively disrupt standard operations of the university including scheduled class meetings, teaching, administration, or disciplinary procedures and/or other functions or authorized activities.
3. The demonstration must be contained to the assigned designated area of protest which is determined by considering previously scheduled events, pedestrian and vehicle paths, safety standards, laws, facility capacity, and city ordinances.
4. Does not interfere with the rights of others to demonstrate.
5. Demonstrators/protestors must stay in the designated demonstration area on campus.
6. Demonstrations must be held within the standard hours of operation for the facility or space in which they occur (if applicable).
7. The demonstration may not be conducted during final exams.
8. Demonstrations may not include the use of camping and/or temporary or fixed structures.
9. Use of masks, helmets, and open flames are prohibited.
10. The university retains the right to control the use of all university

property at any time and for any reason.

Fixed Exhibits

Fixed exhibits, such as posters, flyers, ribbons, banners, or free-standing displays—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 which must be mutually understood and accepted. 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 an agreement and be subject to the student conduct process. Fixed exhibits may only remain displayed for five (5) or fewer consecutive business days and may not be displayed during university holidays. The sponsoring party is responsible for any damage to university property resulting from the exhibit.



**WESTMINSTER
UNIVERSITY**

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