



WESTMINSTER COLLEGE

2020-2021 STUDENT HANDBOOK

If you have any questions about the handbook, please contact the Dean of Students Office at 801.832.2230

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1. MESSAGE FROM THE INTERIM DEAN OF STUDENTS

Dear Westminster Student:

I am excited to welcome you to Westminster College for the 2019–20 academic year. You have chosen to attend Westminster because of its “devoted faculty, purpose-driven academic programs, and distinctive location [that] fosters inclusive engagement, student-centered learning, and opportunities to explore.” These are the principles of our tight knit community that create a thoughtful and diverse student body that engages holistically in the college journey. It is this foundation that supports your development in creating a meaningful life through learning—no matter where you come from.

The Student Handbook will acquaint all students—new and returning—about many aspects of Westminster. In this handbook you will see descriptions of the services and activities available to students, as well as our rules governing academic life and our student code of conduct. This code, developed with faculty, staff, and students, provides the model for student interactions on and off campus. This code is central to Westminster’s unique culture and community. The Student Handbook establishes the responsibilities that students have in making this a campus that values: impassioned teaching and active learning; respect for diverse people and perspectives; collaboration and teamwork; personal and social responsibility; college-wide excellence; and high ethical standards. I ask that you review the services and the student code of conduct and abide by them.

I hope that you take advantage of all the opportunities that exist both in and outside of the classroom. Your campus experiences will inform your college journey and the years beyond. I look forward to hearing the wonderful things that you will accomplish this academic year.

Best Regards,
Daniel K. Cairo, Ed.D.
Interim Dean of Students



2. ACADEMIC INFORMATION

Academic Catalog

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

The *Academic Catalog* contains the current academic calendar; admission requirements; a description of expenses; information on financial aid; academic policies; degree requirements; and a list of the college's trustees, administration, and faculty. It also describes registration policies and procedures in much more detail than the handbook. Please read those sections of the *Academic Catalog* carefully. The catalog also lists courses of instruction and course descriptions. The catalog can be found on the Registrar's webpage (westminstercollege.edu/registrar/).

Academic Calendar

The [Academic Calendar](#) is found on the Registrar's Office webpage (westminstercollege.edu/registrar/). All deadlines and important dates are noted in the calendar and students are encouraged to be familiar with this important source of 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 College'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:

- Share knowledge about the institution and the curriculum;
- Link students to college and community resources;
- Provide accessible academic course selection advice;
- Demonstrate sensitivity to diverse student communities.



All new and first-year students receive individualized academic advising from a faculty advisor. Your Learning Community faculty will serve as your advisor until you formally declare your major, usually in your sophomore year.

Transfer students meet individually with the transfer academic advisor. Transfer students can also take advantage of INTR 100, Transitioning to College, 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 and the schedule is published on the Register for Classes webpage (westminstercollege.edu/registrar/) and usually follows this schedule: Spring classes in early November. Summer classes in February, and Fall classes in April. Registration for May Term Study Experiences (travel based courses) usually occurs in late October.

Declaring a Major

All students must formally declare a major as soon as they have decided on one, but no later than the completion of 60 credits. This important advising process includes being assigned a faculty advisor, meeting with your faculty advisor, and completing major-declaration forms. The process is outlined on the [Registrar's Office website](#). Students who do not complete the major declaration process by the time they reach 60 credits will have a hold placed on any upcoming registrations.

Payment of Tuition and Fees

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



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

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

Dropping/Adding Courses

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 from College

Thinking about withdrawing from the College? Talk with someone who can help with your decision, such as a counselor, your advisor, or the Dean of Students Office. Students may withdraw from classes without penalty by the last day to drop classes. Deadlines can be found on the [academic calendar](#). Students may still withdraw from classes through the eleventh week of class and receive a W, which does not affect a student's grade point average (GPA). Students who withdraw after these dates receive a grade of WF, which is calculated as an F in the GPA. Forms are required for a withdrawal can be found on the Registrar's Office webpage (<https://www.westminstercollege.edu/academics/registrar-office/withdrawal-request-form>). The refund schedule available on the Student Account Services website (<https://westminstercollege.edu/paying-for-college/tuition-and-fees/tuition-refunds>) 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 webpage (westminstercollege.edu/registrar/). In case of illness or injury, family members may complete the student withdrawal from the College. In case of duress or special need, an administrative withdrawal may be initiated by the dean of students. A residential student who withdraws from classes will forfeit their housing deposit and most likely will be charged an amount pro-rated from the day Campus Housing opened to the date the room key is returned to the [Office of Residence Life](#). 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. Grades of F are assigned at the end of the semester for any classes that students fail to drop.



There might be significant costs associated with this decision, so be sure to talk to the [Financial Aid Office](#) first. There may be other effects given the negative effect a withdrawal may have on your completion rate. Changes in registered hours may change any financial aid disbursed to an account. For example, if a student receiving merit-based aid should withdraw from the college, the student's financial aid award is canceled and all unpaid tuition resulting from the cancellation of the merit-based aid for that semester is due and must be paid immediately. The catalog lists all the details about grades and refunds. Check the deadlines in the [academic calendar](#).

Unusual or Extenuating Circumstances

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 (e.g. medical withdrawal) 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 College's posted refund schedule found on the Student Account Services webpage. Reevaluation 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 ten 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 "Withdrawing and Its Effect on Financial Aid" section in the academic catalog (catalog.westminstercollege.edu) 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.

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	
W	Withdrawn	
WF	Withdrawn Failing	
AU	Audit	
I	Incomplete	
T	Temporary	

Credit/No Credit

Students may exercise the credit/no credit grading option for a maximum of 2 courses during their time at Westminster. To elect the credit/no credit option, apply at the [Registrar’s Office](#) 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 course-work. 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:

A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	2.7	F	0.0
C+	2.3	WF	0.0
C	2.0		

Convert your letter grade to its grade point equivalent. Do this for each course taken, add these numbers and divide by the number of credits taken that semester. Transfer credits do not contribute to your Westminster GPA. **Repeated Courses**



Students may repeat a course to improve a grade in the class. In the case of repeated courses, the highest grade awarded is used in the calculation of the student's 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 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](#).

Transcripts

Official transcripts may be ordered online following a link from the [Registrar's Office](#) webpage (westminstercollege.edu/registrar/). Students with outstanding financial obligations to the college will not be able to obtain their transcript.

Dean's List

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

Academic Problems

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

Academic Grievance Procedure

Students have the right to appeal or petition an academic decision. For the appeals procedure to be followed after suspension, see Appeals Procedure for Readmission. The other appeals reside within each school. The student must make the appeal or petition, in writing, in accordance with the applicable school or program procedure. Please see the appropriate dean or program director for a copy of the procedure. Written appeals must be submitted during the first 4 weeks of the semester subsequent to the semester in which the decision was made, and must include documentary evidence that the student feels has a bearing upon the request.



A faculty committee from the school involved reviews the appeal. The student may be present at the hearing. The decision of the faculty appeals committee will be reported to the student within 5 school days of the date of the hearing.

If the decision of the faculty committee within the school is not acceptable to the student, the student may file a written appeal to the provost within 5 school days following notification of the faculty committee. The provost will assemble a committee, consisting of the dean of students and deans of the schools not involved to consider the appeal. All materials included in the faculty's deliberations, including the student's written appeal and the proceedings of the faculty hearing, are made available to this provost committee and become part of the proceedings. The hearing before the provost committee will be held within 15 school days of receipt of the written appeal. The student may be present at the provost committee hearing. The student and faculty representatives may call members of the college as supporting witnesses. The decision of the provost committee is reported to the student within 5 school days of the date of the hearing.

Note: The individual school grievance process must happen before the grievance goes to the Provost's office.

Decisions of the Provost's Committee are final.

Students have the right to continue their enrollment and participation in academic programs until final decisions are reached (with the exception of students in the Nursing Program). Failure of students to file appeals within specified time limits is considered acknowledgment of the action without intent to appeal.

Academic Standing-Undergraduate

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

Good Standing

The academic standing of each undergraduate student is determined by examining records at the end of fall, spring, and summer semesters. Requirements for students in 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 college. Students already on probation may be returned to good standing during summer semesters but cannot be placed on probation or suspended during summer semesters.

Total Number of Hours Attempted at Westminster	Minimum Semester GPA Required
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1–13	1.70
14–27	1.80
28 and above	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 college athletics.

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

Suspension

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

Appeals Procedure for Readmission – Appealing an Academic Suspension



A student who has been suspended must petition the Academic Appeals Committee for readmission before the beginning of the semester the student wishes to re-enroll. If the student feels extenuating circumstances contributed to the failure to meet the minimum GPA, they may choose to appeal for readmission immediately following the suspension. However, if the committee finds that extenuating circumstances did not exist, the appeal for readmission is denied, and the student will be suspended for 1 or more regular semesters before again appealing for readmission.

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

A student readmitted through the appeals procedure is placed on continued probation. If the student has been out of the college for more than 2 regular semesters, and/or has taken courses elsewhere, they must also submit an application for readmission to the Admissions Office. Contact the Director of the Student Success and Retention at 801.832.2260 for more information, meeting times, and deadlines.

Commencement (Graduation)

Candidates for graduation should apply to the Registrar's Office 2 regular semesters prior to their planned completion date. Applications are due October 1, for students planning to graduate after spring summer terms and April 1, for students planning to graduate after fall semester.

Graduation applications are available in the Registrar's Office or website. 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.



3. HELPFUL CONTACTS FOR STUDENTS

Please note that while there are some exceptions, nearly all employee emails contain the first letter of the first name and the full last name followed by @westminstercollege.edu (kblack@westminstercollege.edu for Karnell Black, for example).

Academic Supports

Registrar
Michael Santarosa
Bamberger Hall
801.832.2180

Graduation Coordinator
Sarah Lof
Bamberger Hall
801.832.2180

Director of the Writing Center
Christopher LeCluyse
Eportfolio and Writing Studio, Bassis Center for Student Learning
801.832.2271

Director of Disability Services & Testing Center
Jody Katz
Giovale Library - Lower Level
801.832.2289

Director of the Library
Emily Swanson
Giovale Library 114
801.832.2257

Director of Student Success & Retention
Christie Fox
Converse Hall 201
801.832. 2260

Assistant Director of Student Success and Retention
Jimmy Kendall
Malouf 116



801.832.2281

Assistant Director of Student Success and Retention
(academic advisor for transfer, international, and veteran students)
Frances Peacock
Walker Hall 1
801.832.2279

Student Success Coordinator
Jorge Ortega
Malouf 212
801.832.2288

Director of International Student Services and Study Abroad
Alison Vasquez
Walker Hall 1
801.832.2829

Financial Supports

Director of Financial Aid
Joshua Montavon
Bamberger Hall
801.832.2502

Director of Student Account Services
Shari Duckworth
Bamberger 110
801.832.2134

Student Engagement & Wellbeing

Director of the Center for Civic Engagement (and Volunteer Services/America Reads)
Julie Tille
Bassis Center
801.832.2840
Director of Athletics
Shay Wyatt
Dolores Doré Eccles Health, Wellness, and Athletic Center (HWAC)
801.832.2344



Assistant Dean of Students, Student Wellbeing & Support

Traci Siriprathane

HWAC 210

801.832.2862

Assistant Director of Fitness, Wellness, and Recreation

Laura Iverson

HWAC 215

801.832.2863

Director of Outdoor Programs

Tiana White

HWAC 100B

801.832.2861

Director, Career Center

Trisha Jensen

Shaw Center 101

801.832.2590

Student Employment Manager

Allie Shorkey

Shaw Center 101

801.832.2590

Interim Dean of Students

Daniel K. Cairo

Shaw Center 105

801.832.2230

Interim Director of the Student Diversity and Inclusion Center

Kari Lindsey

Bassis Center 105

801.832.2814

Bon Appétit General Manager

Tony DiRaddo

Shaw Center

801.832.2708

Counseling Center – Director

Erin Gibson



Shaw Center, lower level
801.832.2237

Counseling Center – Counselor
Molly Butterworth
Shaw Center, lower level
801.832.2465

Counseling Center – Counselor
Cory Shipp
Shaw Center, lower level
801.832.2465

Counseling Center – Counselor
Christian Fritze
Shaw Center, lower level
801.832.2465

Director of Residence Life
Jess Sweitzer
Carleson Hall, lower level
801.832.2245

Director of Global Peace and Spirituality
Jan Saeed
Shaw Center, lower level
801.832.2232

Director of Student Health Services
Bill Self
Shaw Center, lower level
801.832.2239

Interim Director of the Center for Military and Veteran Services
Joe Alvarez
Walker 2
801.832.2202

Safety & Security

Executive Director of Human Resources



Equal Opportunity Administrator
Julie Freestone
Bamberger 106
801.832.2573

Title IX Coordinator and Equal Opportunity Representative
Katherine Thomas
Malouf 107
801.832.2262

Deputy Title IX Coordinator
Rodney Glore
Giovale Library C1
801.832.2025

Victim Advocate
Isabella Ramos Miller
advocate@westminstercollege.edu

Director of Campus Security
Tony Russell
Stock Lower Level
801.832.2525

4. STUDENT RESOURCES

Student Resources (listed alphabetically)

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

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

Associated Students of Westminster

Every student currently enrolled for 2 or more credit hours is automatically a member of the Associated Students of Westminster (ASW). The mission of ASW is to promote shared



governance on campus; develop a sense of community; facilitate better communication with the faculty, staff, administration, and board of trustees; enrich the lives of students attending the college; provide leadership, training, and opportunities for students; and provide a forum for student concerns.

ASW is led by the executive, senate, events, clubs, and judicial branches. 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 College. The ASW office is located in the Shaw Center, and ASW has the following leadership positions:

President:

The President is the chief liaison to the Board of Trustees and board committees, and oversees the management of the ASW office and its functions. The President also represents Westminster College by serving on the executive board of the Utah Student Association. For more information, please contact Student Body President at aswpresident@westminstercollege.edu

Vice President:

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

President of ASW Clubs:

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

President of ASW Events:

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

Chief Justice:



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

Speaker of the Senate:

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

Director of Budget and Finance:

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

Executive Creative Director:

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

The Senate:

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

The Judicial Council:

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

ASW Events:

The events team is chaired by the ASW Events President and governed by the ASW Events Board, which is composed of chairs of each of the individual ASW Events committee. The events team initiates, administers, and coordinates most ASW-



sponsored activities. Students interested in positions on the commission should contact the ASW Events President in the ASW office or call 801.832.2716.

ASW Clubs:

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

For more information on ASW related activities, visit the ASW website (myasw.org).

Campus Concierge

The [Campus Concierge](#) desk is located at the Shaw Center, across from the Dean of Students Office. Here students can find a variety of information regarding local events and activities, both on campus and in the community. The Campus Concierge often offers discounted tickets to area plays, concerts, and events. They also house the lost and found on campus. The Campus Concierge provides free fax service and can be reached at 801.832.2244.

Career Center

The [Career Center](#) provides assistance with career exploration and planning, application material preparation, internship and job-search skills, interview preparation, personal branding, and employment opportunities. Located in the Shaw Center, room 101, 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.

Counseling Center

Short-term, solution-focused, on-campus counseling, and referral services are available for students who may be experiencing emotional difficulties. If you are feeling depressed or anxious, having problems with a relationship or adjustment to college life, or would just like someone to talk to, contact our professional counseling staff for an appointment. Individual and group counseling are available. All counseling sessions are confidential and free to currently enrolled Westminster College students. Call 801.832.2465 for more information or to make an appointment.

Center for Civic Engagement

The Center for Civic Engagement acts as a connecting point between Westminster College students, faculty, staff, alumni, and the greater Salt Lake community. Our mission is to teach and promote social justice by actively addressing the concerns facing our community. The center serves as a support facility for service-learning courses. Student project leaders develop and lead service projects that focus on various social issues. Ongoing projects include Alternate Spring Break, OXFAM Hunger Banquet, Habitat for Humanity, and the annual Volunteer Fair. For more information, contact the Director of the Center for Civic Engagement, Julie Tille, in the Bassis Center at 801.832.2840. The America Reads project is housed there as well.

Dean of Students Office

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

The office serves as the information center for residence life, commencement, convocation, food service inquiries, leadership, and student conduct. The dean of students; assistant dean of students; and director of student involvement and orientation are housed in this office.

Disability Services

Westminster College is committed to provide equal access in higher education to academically qualified students with disabilities. Disability Services works with departments throughout the



college to ensure that programs and facilities are accessible to all members of the college community. Eligibility for services is determined by the 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 the webpage for student disability services (westminstercollege.edu/disabilityservices) for more information regarding Disability Services policies, procedures and guidelines for documentation. Call the Director of Disability Services at 801.832.2289 for an explanation of how and from whom to obtain relevant and current documentation.

General services:

- Assistance with admissions procedures and registration
- Orientation to the campus and how to access services
- 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

A copy of the ADA Grievance process is found in this handbook and on our website.

Office for Global Engagement

The [Office for Global Engagement \(OGE\)](#) is the home for all things global at Westminster College. By offering high impact transformative programs and services, Westminster College prepares students to live in a world that is integrated, complex, and interdependent. OGE provides the following programs and services to support this mission:

- Support, advising, and advocacy for F-1 and J-1 visa holders and their dependents
- Advising for students who participate in education abroad through May Term and Summer Study Experiences, approved study abroad programs, international internships, and international exchanges
- 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. Visit westminstercollege.edu/global for detailed information on programming and resources.



Environmental Center

The Westminster [Environmental Center](#) fosters campus engagement in local and global environmental issues. It supports academic endeavors, connects students with local community partners, and transforms campus into a model of sustainability.

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

The Environmental Center is located in the Bassis Center, 801.832.2813. Visit the Environmental Center's webpage for more information (westminstercollege.edu/environmental-center). A good starting point is Monica Ferreira, the Assistant Director of the Environmental Center, who can be contacted at 801.832.3300.

Financial Aid

Steps to Apply for Financial Aid

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

FAFSA

Complete FAFSA or submit a renewal application. The FAFSA results will be sent electronically to Westminster College. The Westminster College School Code is 003681. Utilize the FAFSA website (fafsa.ed.gov) to apply online.

Rights and Responsibilities of Students Receiving Financial Aid

1. Confidentiality of Financial Aid Records

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

2. Reporting Other Financial Aid



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

3. Verification of Income/Assets

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

4. Enrollment Requirements

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

5. Federal Aid

A recipient of federal student aid (Pell Grant, SEOG, Perkins Loan, FWS, Direct Subsidized Stafford Loan) must demonstrate financial need in accordance with an approved needs analysis system; and be enrolled as at least a half-time student, maintaining satisfactory academic progress. Per federal regulations, students are only eligible for a maximum of six years of Pell Grant funding. Need-based aid made available to a student from federal and non-federal sources cannot exceed the difference between the student's cost of education and their expected family contribution—as determined by the FAFSA federal calculation. Total financial aid awards (including private scholarships, 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 College are given in recognition of academic achievement. Students must adhere to established criteria for the scholarships and grants.



7. Terms for Renewing Aid

All financial aid is awarded on an annual basis. Parents and students must file a FAFSA each year if the student is eligible by the Department of Education criteria for assistance based on need. Independent students must also file a FAFSA each year when applying for financial assistance based on need.

Grade Requirement

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

Cumulative Satisfactory Academic Progress

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

Program Length Requirement

Undergraduate Students

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

Transfer Credits

Transfer credits taken prior to attending Westminster College are counted as completed hours. Transfer students will have a GPA based only on courses completed at Westminster College. A student that transfers must take 36 credit hours at Westminster College. A maximum of 88 external undergraduate credit hours can be accepted toward a degree. If a student has a bachelor's degree and is earning a second bachelor's degree, the student would be automatically awarded 88 hours of transfer credit. This will also



count toward the maximum timeframe for completion. If a student changes majors, the coursework will still be counted in the Satisfactory Academic Progress and part of the 150% program length timeframe. If a student pursues a second degree, the timeframe will be evaluated for the 150% program length. Coursework completed during Summer term will be counted in the overall completion rate and entered into the 150% program length.

Incompletes, Noncredit, or Withdrawals

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

8. Satisfactory Academic Progress Requirements for Receipt of Student Financial Aid

Students must maintain satisfactory academic progress in their academic studies in order to receive Title IV (federal) and institutional financial aid funds. Title IV (federal) student financial aid includes the following programs:

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

Students Receiving Financial Aid Funds

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

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



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

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

Timetable for Review

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

Grade Reports Special Note

The following will not be counted as credit hours completed:

- F Failure, I: Incomplete, NC: No Credit,
- X Repeat, WF: Withdrawn Failing,
- W Withdrawn, T: Temporary,
- UW Unofficial Withdrawal

Repeated Coursework

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



Program Length Requirement

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

Reinstatement

After becoming ineligible for student financial aid funds, a student can be considered for receipt of financial aid only when the completion percentage and 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 college. It shall be the student's responsibility to inform the [Registrar's Office](#) of a correct mailing address at all times.

Right to Appeal and Appeal Process

Any student who has been determined to be ineligible for financial aid has the right to appeal. The following appeal process will be utilized:

All satisfactory academic progress appeals must be submitted and on file with the [Financial Aid Office](#) prior to the first date of classes in the next semester of enrollment in order for the student's appeal to be reviewed.

The student appealing the satisfactory academic progress decision will submit a written appeal, 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 College and awarded to students who demonstrate financial need and who are enrolled on at least a half-time basis. These loans are interest-free while the student is attending the college on at least a half-time basis. Students must sign a promissory note for Perkins Loans with the student account services coordinator at Westminster College prior to the loan funds being credited to their accounts. On Perkins Loans, principal (minimum \$40.00 per month) and interest payments (5% per annum on the unpaid balance) begin 6 or 9 months after the student ceases to be at least a half-time student. The repayment period on the loan may be as long as 10 years, depending upon the amount borrowed. Future Availability: The final year the Federal Perkins Loan will be available to all eligible undergraduate students will be the 2017–2018 academic year. All Perkins Loan initial disbursements must be awarded and disbursed prior to September 30, 2017. For information on deferment, postponement, and cancellation provisions for Perkins Loans, contact the student account services coordinator at Westminster College.

Federal Stafford Loans first-year dependent undergraduate students may borrow up to \$5,500 per academic year. First-year independent undergraduate students may borrow up to \$9,500 per academic year. Second-year dependent undergraduate students may borrow up to \$6,500 per academic year. Second-year independent undergraduate students may borrow up to \$10,500. Dependent undergraduates past the second year may borrow up to \$7,500 per academic year to a total aggregate maximum of \$31,000 for all undergraduate education—up to a maximum of an aggregate of \$23,000 in subsidized loans. Independent undergraduates past the second year may borrow up to \$12,500 per academic year, to a total aggregate maximum of \$57,500. Graduate students may borrow up to cost of attendance or \$20,500 whichever is less, per academic year to a total aggregate maximum of \$138,500. Applicants must apply for need-based financial aid using the Free Application for Federal Student Aid (FAFSA) form. The [Financial Aid Office](#) will then determine the amount of a loan that the student may qualify for and certify student status to the Department of Education. The Stafford



Loan interest rate is determined by the original disbursement date. The interest rate is capped at 8.25%. Repayment, at a minimum of \$50 per month, begins 6 months after the student leaves school or drops below half-time enrollment status. Depending upon the total amount borrowed, repayment may be extended over a 10-year period. 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. Westminster College adheres to a code of conduct for private education loans. 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 College are credited to the student's account in the Business Office. One half of the academic year (September–May) award is credited to the student's account in the fall semester and the other half in the spring semester period, unless otherwise noted on financial aid award. Most graduate students' awards are credited in thirds (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 college during a term, payment period, or period of enrollment. The regulations operate under the principle that a student "earns" their financial aid based on the period of time they remained enrolled.

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

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

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



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

The student's share is the difference between the total unearned amount and the institution's share.

Westminster College will return the unearned aid for which the school is responsible, by repaying the Department of Education to the following sources, in order, up to the total net amount disbursed from each source.

Title IV Programs Order of Federal Funds Returned:

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Perkins Loan
4. Direct Grad PLUS Loan
5. Direct Parent PLUS Loan
6. Pell Grant
7. FSEOG
8. Iraq 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

- You have the right to know what financial aid programs are available.
- You have the right to know the deadlines for submitting applications for each of the financial aid programs available.
- You have the right to know how financial aid will be distributed, how decisions on that distribution are made, and the basis for these decisions.
- You have the right to know how your financial need was determined. This includes how costs for tuition and fees, room and board, travel, books and supplies, personal and miscellaneous expenses, etc., are considered in your budget.
- You have the right to know what resources (such as parental contribution, other financial aid, your assets, etc.) were considered in calculation of your need.



- You have the right to know how much of your financial need as determined by the institution has been met.
- You have the right to request an explanation of the various programs in your student aid package.
- You have the right to know your school's verification policies and procedures and how your application will be affected if you fail to meet established requirements and/or deadlines.
- You have the right to know your school's refund policy.
- You have the right to know what portion of the financial aid you received must be repaid and what portion is grant aid. If the aid is a loan, you have the right to know what the interest rate is, the total amount that must be repaid, the payback procedures, the length of time you have to repay the loan, and when repayment is to begin.
- You have the right to know how the school determines whether you are making satisfactory progress and what happens if you are not.

Student Responsibilities

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

Equal Education Opportunity

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



ROTC Awards

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

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

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

Westminster Continuing Student Scholarships

Are you wondering how you can qualify for additional scholarships after your first year? Our Continuing Student Scholarship program is the answer. Hundreds of donors have contributed scholarship funds to Westminster and we offer them to students in their second, third, and fourth years at Westminster. These scholarships are awarded based on the individual criteria set up by the donor and utilize your cumulative Westminster GPA. How do you apply? The Continuing Student Scholarship application is typically open each year between November and January. Complete 1 application and be considered for hundreds of scholarships.

Regulations and policies for federal and institutional financial aid programs change periodically. For additional information about any type of financial aid, contact the [Financial Aid Office](#) at 801.832.2500 or e-mail at financialaidoffice@westminstercollege.edu.

Fitness, Wellness, and Recreation

The [Fitness, Wellness, and Recreation Department \(FWRD\)](#) is dedicated to making a difference to the health and well-being of our community of learners. A myriad of health-oriented



programs and amenities are available in the [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 Pilates to indoor cycling and Zumba. There are monthly wellness seminars on topics such as nutrition, meditation, and acupuncture. Over 10 different [intramural sports](#) are offered during the year. For those needing help to achieve their fitness and wellness goals, personal training is also available for a reasonable fee. There are also a number of [community education classes](#) offered including tap, belly dance, SCUBA, and golf among others.

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

Westminster students, faculty, staff, alumni, and their guests are welcome to participate in Outdoor Program trips and events with priority given to current students. We 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. Visit the Outdoor Program's webpage (westminstercollege.edu/outdoors) to see what events, trips, and certifications we offer.

Food Service

Food services are provided by Bon Appétit. All residential students are required to participate in a meal plan unless they are living at Westminster on the Draw. Students are able to choose one of 2 meal plans. If dietary issues arise in relation to food services, contact the [Office of Residence Life](#) at 801.832.2245 for information on procedures.

All residential students must use their ID card to access food services. Food services will not accept your number verbally. If your ID card is lost or stolen, report it immediately to food services at 801.832.2707, the dean of students at 801.832.2230, and/or the director of residence life at 801.832.2245. Food services will activate your new and/or replacement card before it can be used. Meal plans are non-transferable (see residential housing contract).



Commuting students are encouraged to set up a food service account and use their student ID for food purchases. In addition to our gold and purple meal plans we offer 3 commuter plans (Sky, Snow, and Copper), which offer 10% bonus cash which is loaded directly on the card.

Identification Card

Students are required to obtain an official student identification card within 1 week of enrollment at Westminster. Students are required to carry the card at all times and present it when requested by any College official including Campus Patrol and Food Service staff members. If a card is lost or stolen, please contact the Dean of Students Office. You may obtain your ID and current year sticker in Eccles [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 Center, Eccles HWAC, and all college and university libraries in the state. It is also required to be in your possession while in the residence halls, and fines may even be imposed if you are without your card there. Your ID card with the UTA logo on the back also serves as your UTA pass which will allow you on all buses, TRAX, and 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 college official upon request.

Information Services

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

At Westminster, students learn best when actively engaged both inside and outside the classroom. To that end, many of our courses use computer technology that requires instant access to web-based materials. A "[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-assisted 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. Visit the computer requirements, support, and wireless networks webpage (westminstercollege.edu/mobilecomputing) 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 in the classroom but do have that option if they so choose.

Westminster College currently hosts presentation classrooms, various media labs, and 17 computer classrooms with the potential for every classroom on campus to convert into a computer classroom. Our residence halls are networked and wireless-capable and have a printer at the front desk for residential use.

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

The 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 the Information Services Department online (westminstercollege.edu/support) or call at 801.832.2023.

Insurance

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

We recommend that all students participating in activity-based [Human Performance and Wellness courses \(HPW\)](#), [Outdoor Education and Leadership \(OEL\)](#), and/or trips through the Fitness, Wellness, and Recreation Department/[Outdoor Program](#) are encouraged to carry personal health insurance. In case of accident, injury, or illness your personal health insurance will be the primary provider.

Intercollegiate Athletics



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

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

The RMAC serves as the primary athletic conference for the following men's and women's sports: basketball, cross country, golf, lacrosse, soccer, track, and volleyball. Men's and women's skiing compete as members of the Rocky Mountain Intercollegiate Ski Association (RMISA). Non-NCAA sports include men and women's cycling, snowboard, men's soccer, and Spirit Team (cheer and dance). Westminster students receive free admission to all home athletic events with their WC Student ID Card. Visit the athletics website (westminstergriffins.com) for more information on Westminster athletics and game schedules.

Library

The [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 our databases, we have a robust collection of books, journals, academic DVDs, and reference sources specially selected to meet our students' academic needs. Librarians are available to meet with students in person, via email, chat, or phone and can help with all aspects of college research, such as developing a topic, finding quality sources, and managing citations and bibliographies. In addition to academic resources, the Giovale 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 Giovale 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 College ID. The Giovale Library does not charge fines for overdue materials.



Detailed information about policies, hours, services, online searching, tutorials, electronic forms and more can be accessed on the library website (westminstercollege.edu/library).

Emily Swanson serves as Library Director.

Mail Service

All mail to residential students should be addressed as follows:

Student Name (First and Last, please)
Westminster College
1840 South 1300 East
Salt Lake City, UT 84105

Please note: Students living at the Draw must use the above address. The actual building address cannot be used because it is a secure building and carriers do not have access.

Mail is delivered to residential mailboxes Monday–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, 8:00 AM–5:00 PM, with a valid photo ID. Students can also drop off packages to be picked up by major carriers as long as there is a pre-paid label or postage attached.

Manford A. Shaw Center

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

Motor Vehicles

All motor-driven vehicles must display a current Westminster College parking permit—which can be purchased online (<https://westminstercollege.edu/parking>)—if they are operated on college property. Students, faculty, and staff are not permitted to park in the following lots: visitor-only and admissions-reserved parking. Failure to properly display the parking permit, or violations of posted parking regulations will result in a citation. Fines are paid at the cashier’s window during regular business hours.



Orientation

[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. New Student Orientation offers three distinct experiences for first-year students, transfer students, and parents and family members over the span of 4 days. The first day of NSO includes all programs with the final 3 days of NSO being specifically for first-year students.

In addition to your NSO experience, the Department of Student Involvement & Orientation is here to support your transition beyond NSO. If you need to find more resources on campus, get involved, or need a simple question answered, please reach out to the Dean of Students Office at 801.832.2230 or check the NSO website for dates and more information.

Physical Plant Department

The Physical Plant Department maintains the college buildings and grounds with concern for safety and security. It inspects campus facilities regularly and promptly makes repairs affecting safety and security hazards, such as broken windows, locks, campus lighting, and shrubbery. The Westminster campus patrol assists physical plant personnel by reporting potential safety and security hazards. Students as well as faculty and staff may call physical plant at 801.832.2515 to report any safety or security hazards.

Registrar's Office

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

Office of Residence Life

Westminster views living on campus as an integral part of the educational experience. Residential experiences provide opportunities for students to develop socially and emotionally as well as academically. Residents also share in the development of a community and its governance. The college requires all freshmen and sophomores to live in campus housing for the entire academic year, unless they receive an approved residency exemption. The college may waive this requirement in the event campus housing is unavailable. Residents may expect



a living environment that promotes courtesy, honesty, privacy, study time, and consideration of one's values and needs. In return, the residents are expected to be willing to create the same conditions for other members of the living environment. A complete description of residential policies and procedures can be found in the [Campus Housing Handbook](#). For more information about residence life, contact the [Office of Residence Life](#) at 801.832.2245.

Resident Advisors

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

Office of Global Peace and Spirituality

The [Office of Global Peace and Spirituality](#), located in the lower level of the Shaw Center, is a place to explore various expressions of spirituality as well as a place to have your own spiritual journey affirmed. It provides diverse dialogue and study groups, spiritual retreats, social awareness service projects, wilderness adventures, concerts, and interfaith religious celebrations.

The Office of Global Peace and Spirituality also:

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

Their events are posted on the web, on bulletin boards around Westminster, and via email. The director of spiritual life can be reached at 801.832.2232.

Student Diversity and Inclusion Center

The [Student Diversity and Inclusion Center \(SDI\)](#) serves the Westminster community through co-curricular programs and initiatives that promote diversity and inclusion.

Through programs and initiatives, the center promotes student engagement and cultural intelligence through the fellowship, academics, and social engagement (FAS) model of student



engagement. We actively work to support students that are first-generation, traditionally underrepresented, queer, trans, and gender non-binary as well as all students seeking to engage in workshops and discussions on power, privilege, oppression, justice, and solidarity work. SDIC supports student development through programs such as Asian American and Pacific Islander Life, Black Excellence, Raza Visible, Queer Compass and Engaging Whiteness. A cornerstone program of SDIC is the [Legacy Scholars Program](#), [Queer Compass](#) which supports first-generation and low income students.

This center is housed in the Bassis Center, along with The [Environmental Center](#) and the [Dumke Center for Civic Engagement](#)—together known as the Center of Centers. The Center of Centers is a place where students from all backgrounds can exist and build a home away from home. Students and the campus community can use the space for study sessions, visit with other peers, and engage with other students. The Student Diversity and Inclusion Center promotes fellowship between student groups by hosting events focused on building community.

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 2 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 Center. Appointments are recommended, but walk-ins are welcomed. 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, the student should seek timely medical evaluation at an urgent care facility or hospital emergency department.

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, pre-departure 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](#) 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.

Visit the Office for Global Engagement's webpage (westminstercollege.edu/global) for more information on program options, funding for study abroad, and scheduling an appointment with a study abroad advisor.

Student Success and Retention

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

Tutoring

Free [tutoring](#) is available in many subjects. Tutors are other students, recommended by professors, who received at least a 3.5 GPA in the course they are tutoring. 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](#).

In addition, students are strongly encouraged to visit the tutoring centers on campus:
Gore Business School Tutoring Center
Gore 117

Math and Stats Tutoring Center
Giovale Library – first floor

Chemistry Coaching Center
Meldrum 150

The Writing Center
Bassis Center for Student Learning

The centers update their hours each semester and these are posted on the tutoring webpage.

Academic Probation

Student Success and Retention coordinates the academic probation 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 College 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
- [CLEP and FLATS exams](#)

Students utilizing adaptive testing through [Disability Services](#) must sign a letter of accommodations each semester to use utilize this accommodation in the Testing Center. For more specific information on how to schedule exams or hours of operation, visit the [Current Student](#) webpage and click on Testing Center.

Title IX Coordinator and Deputy Coordinator

The [Title IX](#) coordinator and deputy coordinator are available to meet with students regarding incidents of sexual assault, sexual and gender-based harassment, gender-based discrimination, sexual exploitation, interpersonal violence (dating violence, domestic violence, stalking), or retaliation. The Title IX coordinators will refer students to helpful resources on and off campus. Students may also receive supportive measures for their well-being and safety such as changes in housing, adjustments to academic or work schedules, and no contact orders. The Title IX coordinators will also provide information about college policy and pursuing an investigation of a complaint. More information about Title IX can be found online (westminstercollege.edu/titleix) or by contacting a Title IX coordinator.

Equal Opportunity Representatives

The equal opportunity representatives are available to meet with students regarding incidents of discrimination or harassment based on race, color, national origin, ethnicity, age, disability, religion, military status, or genetic information. Students may receive supportive measures for their well-being and safety such as changes in housing, adjustments to academic or work schedules, and no contact orders. The equal opportunity representatives will also provide information about college policy and pursuing the investigation of a complaint. For more information, contact an equal opportunity representative, Katherine Thomas, at kthomas@westminstercollege.edu or call at 801.832.2262 or Lauran Intinarelli, at lintinarelli@westminstercollege.edu or call at 801.832.2574.

Veterans' Center



The [Center for Military and Veterans Services](#), located in Walker Hall, supports all service members, veterans, dependents, and cadets. Visit the center with questions about using VA education benefits, learn about campus and community resources, or to socialize with fellow student veterans. Sylvia O’Hara is the director and can be reached at 801.832.2202. Sylvia can also connect you to the [Westminster Military Association](#)—a student club sponsored through ASW.

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 college, and help them navigate the internal investigation and criminal processes. Students can set up a one-hour appointment by emailing advocate@westminstercollege.edu.

Writing Center

The [Writing Center](#) provides free assistance in writing to all Westminster College students with the goal of helping students become better writers. Trained writing consultants are available to work with writers at all levels of experience, from all disciplines, 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 Bassis. A limited number of appointments are offered each hour. To make an appointment, stop by the Writing Center or call 801.832.2271. Visit the Writing Center’s webpage (westminstercollege.edu/about/resources/tutoring/writing-center) for additional information about the Writing Center, including hours of operation for the current semester.

5. POLICIES AND PROCEDURES

A. Drug and Alcohol Abuse Prevention Program (DAAPP)

MEMORANDUM

To: Faculty, Staff, Adjunct Faculty, Students
From: Karnell McConnell-Black



Date: August 28, 2019

Subject: Drug and Alcohol Abuse Prevention Program (DAAPP)

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

As a requirement of these regulations, Westminster College is to disseminate and ensure receipt of this policy and information to all students, faculty, and staff. Therefore, the DAAPP is shared with the campus community (through the Westminster College email address on file) on the day after the add/drop deadline of the fall, spring, and summer semesters. This is also shared within the first 30 days upon the creation of a Westminster College employee email account, thus guaranteeing a new employee will receive this important information in a timely manner, regardless of when the individual joins the Westminster community. Furthermore, a printed version of this program is available upon request at the Dean of Students Office, located in the Shaw Center. One may also contact this office at 801.832.2230 with questions concerning this policy and/or alcohol and other drug programs, interventions, and policies.

1. Standards of Conduct

Westminster College is committed to providing a safe and healthy workplace and a safe learning environment with a workforce free of alcohol or drugs that may impair judgment and job performance, and result in injury to self, other employees, students, or visitors.

- A. Employees of the college are required to report to work in appropriate mental and physical condition. While on college property, and while conducting college-related activities off college premises or as part of college activities, the college prohibits the



unlawful possession, use, or distribution of illicit drugs and alcohol. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a manner that does not endanger other individuals in the workplace. In accordance with the Drug-Free Workplace Act of 1988, all employees must notify their immediate supervisor and the executive director of HR of their conviction for a criminal drug statute violation occurring in the workplace, no later than five (5) days after such conviction.

- B. While on college property, and while conducting college-related activities off college premises or as part of college activities, students attending the college are prohibited from the unlawful possession, use, or distribution of illicit drugs or alcohol.
- C. Students attending Westminster College are held responsible under our student code of conduct. In addition to local, state, and federal laws, our student code of conduct prohibits the use; possession; distribution; manufacture of alcoholic beverages, except as expressly permitted by the law and college regulations; or public intoxication. Possession of an open container or consumption of alcoholic beverages in any area (other than individual rooms of students of legal age) is prohibited. Additional residence life policies regarding alcohol are found in the Campus Housing Handbook. Visit the handbook online (westminstercollege.edu/handbook) for the full version of the student code of conduct.

2. Legal Sanctions: Federal, State, Local Law

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

a) Federal Drug Offenses

The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional, and unauthorized manufacture, distribution, or dispensing of any controlled substance; or the possession of any controlled substance with the intent to manufacture, distribute, or dispense. Federal law also prohibits the knowing, intentional, and unauthorized creation, distribution, dispensing, or possession with intent to distribute or dispense a “counterfeit substance.”



Federal law also forbids simple possession without necessarily an intent to distribute, and carries a penalty of imprisonment. Furthermore, attempts and/or conspiracies to distribute or possess with intent to distribute controlled substances are crimes under federal law.

Specific drug crimes carry greater penalties, including:

- Distribution of narcotics to persons under 21
- Distribution or manufacturing of narcotics near schools and colleges
- Employment of juveniles under the age of 18 in drug trafficking operations
- Distribution of controlled substances to pregnant women

The penalties for violating federal narcotic statutes vary considerably. The penalties may be harsher based on two principal factors:

- Type of drug involved (heroin, cocaine, marijuana, LSD, etc.)
- Quantity of the drug involved

With the exception of simple possession charges, which result in up to one-year imprisonment, maximum penalties for narcotic violations range from 20 years to life in prison. Certain violations carry mandatory minimum prison sentences of either five years or 10 years. Courts may impose harsher penalties if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to an individual who uses the drug involved, the penalties are also harsher.

Anabolic steroids are controlled substances. Distribution or possession with intent to distribute carries a sentence of up to five years and a \$250,000 fine.

Questions sometimes arise as to what amount of narcotics found in the possession of a person is considered to be for personal use, as opposed to the more serious offense of possession with intent to distribute. Federal law, as a rule, considers anything more than a dosage unit as indicating an intent to distribute. In other words, the greater quantity possessed by the individual, the more likely it is that an individual possessed such quantity with an intent to distribute.

Additional information on federal laws/penalties include:

[Denial of Federal Aid \(20 USC 1091\)](#)



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

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

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

Federal Drug Trafficking Penalties (21 USC 841)

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

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

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

Federal Drug Possession Penalties (21 USC 844)



Persons convicted on federal charges of possessing any controlled substance face penalties of up to one year in prison and a mandatory fine of no less than \$1,000 up to a maximum of \$100,000. Second convictions are punishable by not less than 15 days but not more than two years in prison and a minimum fine of \$2,500. Subsequent convictions are punishable by not less than 90 days but not more than three years in prison and a minimum fine of \$5,000. Possession of drug paraphernalia is punishable by a minimum fine of \$750.

Special sentencing provisions for possession of crack cocaine impose a mandatory prison term of not less than five years but not more than 20 years and a fine up to \$250,000, or both if:

- It is a first conviction and the amount of crack possessed exceeds five grams
- It is a second conviction and the amount of crack possessed exceeds three grams
- It is a third or subsequent crack conviction and the amount exceeds one gram

Civil penalties of up to \$10,000 may also be imposed for possession of small amounts of controlled substances, whether or not criminal prosecution is pursued.

b) Utah Drug Offenses

In Utah, it is unlawful to possess, produce, manufacture, distribute, and/or dispense a controlled substance such as cocaine, marijuana, LSD, heroin, steroids, and prescribed medications. Violation of this law may result in charges running from a Class A misdemeanor to a second-degree felony, depending on the type of controlled substance and the circumstances of the crime. Utah Code Ann. §58-37-4.

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

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



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

c) Utah Alcohol Laws

Driving Under the Influence (DUI): It is illegal to drive or be in physical control of a vehicle, even when parked, while under the influence of alcohol or other drugs. Utah's Implied Consent Law requires submission to a blood alcohol content (BAC) test. Refusal will result in revocation of your license for one year. You are in violation if your BAC is .05 or greater, or the officer judges you to be impaired. It is a Class B misdemeanor for the first and second conviction of driving under the influence of alcohol or drugs, with sentencing of not less than 48 hours in jail and a fine of not less than \$700. In addition, the court hearing the case shall suspend the operator's driving privileges.

Minors in Possession: It is illegal for minors (under 21) to buy, possess (even hold), or drink alcohol. Penalties: up to six months imprisonment and/or a \$1,000 fine; Class B misdemeanor. When a minor who is at least 18 years old, but younger than 21 years old, is found in violation of this law, the court hearing the case shall suspend the minor's driving privileges.

Not-a-Drop Law: It is illegal for anyone under 21 years of age to operate a vehicle while there is any measurable alcohol (as little as .01) in their body. Penalties: A first offense will result in loss of license for 90 days. A second offense within three years of a prior denial or suspension will result in suspension for one year.

Open Container: It is illegal to drink any alcoholic beverage while operating or as a passenger in a vehicle (parked or moving), or have an open container in a vehicle. Once a container is open, one can be arrested for possession. Violating an open container law is a Class B misdemeanor with a maximum penalty of six months imprisonment and/or \$1,000 fine.

Minors: It is illegal to sell or supply alcohol to a minor under the age of 21. Penalties: up to one-year imprisonment and/or up to \$2,500 fine; Class A misdemeanor.

Intoxication: It is illegal to drink in a public building, park, or stadium, or to be so intoxicated that you disturb others, or injure yourself or others. Maximum penalty is 90 days imprisonment and/or \$750 fine; Class C misdemeanor. It is also illegal to sell or supply to intoxicated persons or to purchase alcohol if intoxicated.



Maximum penalty is six months imprisonment and/or \$1,000 fine; Class B misdemeanor.

Unlawful Transfer or Use of Identification Card: It is illegal to give or use another's identification card to (1) procure alcoholic beverages, (2) gain admittance where alcohol is sold or consumed, and (3) obtain employment that requires employees to handle alcoholic products. Maximum penalty: six months imprisonment and/or \$1,000 fine; Class B misdemeanor.

Dram Shop Liability: Liability may result to any person who provides alcoholic beverages illegally to underage persons or who provides alcohol to someone who is apparently intoxicated or, given the circumstances, may be under the influence of alcohol or other drugs. If the intoxicated person causes injury to persons or property while intoxicated, the person who furnished the alcohol is liable for injuries, property, or support to any third person or their spouse, child, or parent.

d) Local Laws

Salt Lake City and Salt Lake County adhere to the standards set forth by Utah state law and these are the minimum rules for the entire state. The college follows local, state, and federal compliance standards.

3. Health Risks Associated with Drugs and Alcohol

Alcohol abuse and drug use problems have become a national health concern. Alcohol and drugs are chemicals. Any chemical is potentially harmful to someone. Some of the health risks associated with alcohol and drugs are listed below. You should contact the resources listed in the following section for additional information about health risks.

a) Alcohol

- Slowing down of brain function, judgment, alertness, coordination, and reflexes
- Attitude and/or behavioral changes, such as uncharacteristic hostility, or increased risk taking, such as driving recklessly
- Alcohol taken with other drugs can intensify the drug's effects; alter the desired effect of the drug; and cause nausea, sweating, severe headache, and convulsions
- Addiction or chemical dependency
- Memory blackouts
- Uncharacteristic family, school, work, or legal problems
- Physical problems such as cirrhosis of the liver
- Birth defects and mental retardation in user's children



b) Cocaine

- Destroy nasal tissues
- Kidney damage
- Stroke
- Diseases of the lung, heart, and blood vessels
- Cardiac arrhythmia, convulsions, seizures, suppression of respiration, sudden death
- Intense anger, restlessness, paranoia, fear
- Hear and see imaginary things
- Malnutrition

c) LSD

- Experience frightening hallucinations
- Trigger more serious problems for a person who has a history of mental or emotional instability
- Distortions of reality such as feeling that the unusual and sometimes frightening effects of the drug will somehow last forever
- Increased amounts are needed to bring about the same effects due to tolerance with repeated use
- Effects may recur (“flashbacks”) days or weeks later, even without further use of LSD
- Death may result from suicide, accident

d) Marijuana

- Elevated blood pressure, coughing, dryness of the mouth and throat, decrease in body temperature, and sudden appetite
- Swollen red eyes
- Panic reaction, paranoia
- Distortions of time, reality, and perception, often-impairing short-term memory
- Possible addiction
- Dysfunctions related to thinking, learning, and recall
- Impaired ability to drive and do other things that require physical and intellectual capabilities
- Irritate lungs, aggravate asthma, bronchitis, and emphysema
- Listlessness, tiredness, inattention, carelessness about personal grooming, withdrawal, and apathy
- Chronic lung disease and lung cancer



e) Heroin

- Loss of appetite
- Addiction with severe withdrawal symptoms
- Drowsiness, clouding of mental processes, apathy, slowing of reflexes, and physical activity
- Infection, hepatitis, or AIDS
- Death from overdose

f) Steroids

- Liver disease
- Cancer
- Growth problems
- Testicular atrophy
- Bone fusions
- Acne
- Psychological problems
- Rage and uncontrolled anger
- AIDS
- Breast reduction
- Failure of secondary sex characteristics
- Sexual dysfunction, sterility, and impotence

4. Drug and Alcohol Education, Counseling, and Other Support Services

a) Education

Westminster implements the Under the Influence Course for our students. All Westminster students are encouraged to complete this course, and those that violate our alcohol policy are required to complete this course. Marijuana 101 is a course that is required for all students who violate our drug policy. Both courses are also available to college employees upon request.

Westminster also encourages students to complete the Prime for Life® course through the State of Utah. Prime for Life® is an evidence-based, risk reduction drug and alcohol education program; it is not substance abuse treatment. Prime for Life® simply presents straightforward, research-based information in a relaxed environment. It is a full-day course and can be required for students that violated the student code of conduct. It is offered in multiple locations in Salt Lake City,



including on our own campus. This course is also available to college employees upon request.

b) Counseling

Westminster encourages students to utilize our counseling center. Counselors are dedicated to provide confidential resources to assist students who are directly or indirectly affected by alcohol and other drug abuse. They can provide education, referrals, assessment, and support to all campus community members.

The student counseling center gives support to friends and family who are affected by someone else's alcohol/drug use; and supports other Westminster offices, faculty, and staff with issues relating to alcohol/drug use. Community resources, including local treatment and recovery programs options are also available. More information about alcohol and other drug abuse prevention and education can be obtained from the counselors in the Shaw Center at 801.832.2465.

c) On Campus Support Services

Alcohol Free Activities: All programs on and off campus that are sponsored by ASW Events, ASW, the Residence Hall Association, the Office of Residence Life, and FWRD/Outdoor Program are alcohol free.

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

National Alcohol Screening Day: Every spring semester, the Counseling Center advertises and manages the National Alcohol Screening Day for our students, faculty, and staff.

Orientation Discussion/Programs: Our counselors in the student counseling center present to first-year students during orientation.

Binge Drinking Education: Under the direction of the Dean of Students' Office, trained student leaders, a paid educational trainer/consultant, or counselors from the student counseling center present this information to first-year students during orientation.



Conduct Process: At every conduct meeting, a professional staff member has an educational discussion regarding alcohol abuse with students who allegedly violated the student code of conduct regarding alcohol.

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

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

d) Community Support Services

Community Partner	Address	Phone
University of Utah Neuropsychiatric Institute	501 Chipeta Way, Salt Lake City, UT 84108	801.583.2500
Salt Lake Behavioral Health	3802 S. 700 E., Salt Lake City, UT 84106	801.264.6000
Valley Behavioral Health—Adult Services	1020 Main St Suite 100, Salt Lake City, UT 84101	888.949.4864
Highland Springs Specialty Clinic	4460 S Highland Drive, Suite 100, Salt Lake City, UT 84124	801.273.6335

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

a) Student Policy and Discipline

Westminster College complies with federal and Utah state laws and penalties regarding the misuse of legal drugs (alcohol and tobacco) and use of illegal drugs. Should a student be found responsible of violating the student code of conduct, not only would they face sanctions from the College, but they may also be given criminal sanctions for violating federal and/or state law.

The Student Code of Conduct and Disciplinary Policy is included in the Student Handbook. All students are expected to abide by applicable federal, state, and



local laws. Individuals in violation of any laws are subject to prosecution by appropriate authorities, regardless of whether the behavior occurs on or off campus. In situations involving the use, possession, or distribution of narcotics or other controlled substances, the matter will be reported to outside authorities. Regardless of whether outside authorities pursue prosecution, the student may be subject to disciplinary action under this code. The student code of conduct reads as follows:

Article III Standards of Conduct, Section B: Any student who violates college policies or procedures, city, state, or federal laws, or who engages in any of the conduct described below is subject to disciplinary action.

- 1-9. Unrelated to DAAPP
10. Violation of college policies, rules, or regulations.
11. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities.
12. Use, possession, distribution, or manufacture of narcotics or other controlled substances or other illegal substances except as expressly permitted by law. Smoking or ingesting a substance not intended for consumption. Use, possession, or distribution of salvia and/or spice. Hookahs/bongs/grinders/pipes/etc. are not allowed anywhere on campus, as the college deems it drug paraphernalia.
13. Use, possession, distribution, or manufacture of alcoholic beverages, except as expressly permitted by the law and college regulations, or public intoxication. Possession of an open container or consumption of alcoholic beverages in any area (other than individual rooms of students of legal age) is prohibited. Additional residence life policies regarding alcohol are found in the Campus Housing Handbook.

14-27. Unrelated to DAAPP

b) Violation of Law and College Discipline

- i. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the student code, for



example, if both violations result from the same factual situation, without regard to pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

- ii. When a student is charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. However, if the alleged offense is also the subject of a proceeding before a disciplinary board under the student code, the college may advise off-campus authorities of the existence of the student code and how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
- iii.
- iv. Individual students, staff members, and faculty members, acting in their personal capabilities, remain free to interact with governmental representatives as they deem appropriate.

c) Sanctions

- i. When the conduct advisor or a conduct body has determined that any student has violated college policies, the following sanction(s) may be imposed. More than one of the sanctions listed below may be imposed for a single violation:
 - a. Fines: Fines may be imposed as a result of the conduct. These will cover damage incurred by the college.
 - b. Probation: A written reprimand for violations of specified regulations. Probation will be for a specified period of time and includes the probability of more severe disciplinary sanctions if the student is found to be violating any institutional regulation(s) during the probationary period. The notice of probation will include any conditions that must be met while on probation, such as limited participation in extracurricular activities. The ability to sign up for housing is also affected when on probation.
 - c. Loss of Privileges: Violations result in a loss of privileges. The student will be told the designated period of time for which the denial of specified privileges will occur.



- d. Restitution: Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- e. Discretionary Sanctions: The conduct body may impose any other requirements or conditions. These include fines, work assignments, or referrals to counseling or evaluation.
- f. Residence Hall Suspension: Separation of the student from the residence hall for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- g. Loss of Federal Student Aid: Should this occur, a student may request to regain eligibility no less than six months after the sanction occurs. The request must be in writing to the dean of students.
- h. Residence Hall Expulsion: Permanent separation of the student from the residence hall. This may occur if the student does not comply with the student code.
- i. College Suspension: Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- j. Deferred Suspension: An opportunity for a student to demonstrate an ability to comply with the student code of conduct. Should a violation occur while serving a deferred suspension, the student is immediately suspended.
- k. College Expulsion: Permanent suspension of the student from the college. This may occur if the student does not comply with the student code.

Students who violate the student code of conduct regarding alcohol and drugs face disciplinary sanctions based on the severity of the situation. Typically, sanctions imposed will vary depending on whether the student is facing a first or subsequent violation.

Since a variety of factors must be considered when sanctioning, sanctions may be increased or decreased at the discretion Westminster's conduct advisor. Factors affecting the imposition of sanctions include such issues as the severity of the incident, impact upon other individuals or the community, and prior conduct history. While each sanction is issued on a case-by-case basis, the list below represents a non-exhaustive list of examples of actions that could be taken with students who violate the student code of conduct regarding alcohol and drugs. Local, state, and federal laws may also apply to alcohol and drug violations. The college reserves the right to impose sanctions outside of those listed in the representative charge below.



Representative Example of Sanctions for Alcohol and Drug Use

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

- Course Fee (\$50): this covers the cost of two courses: Under the Influence course and Marijuana 101.
- Under the Influence (alcohol education) Course OR Marijuana 101 Course: both of these courses are utilized by colleges and universities nationwide in an effort to educate students on alcohol and drugs.
- \$50 Per Person (if a host): the college charges \$50 per person if a resident is hosting a party and guests do not have IDs.
- Educational Conversation with Conduct Officer: a trained conduct officer spends 20–60 minutes discussing an incident with a student and how they could have behaved in a way that is consistent with the student code of conduct.
- Three Engagement Opportunities: students are required to have three experiences—one academic, one co-curricular, and one related to living on or off campus.
- Possible Suspension or Expulsion (if drug offense other than marijuana): if there is reason to believe a student is dealing, or if a student is in possession of other illegal drugs, a suspension or expulsion may occur.
- Possible Restriction from Campus Housing or Campus Events: should a violation occur at a particular event or be serious enough in nature, the student may be banned from attending a future event (e.g. dances) or have their access to the residence halls be restricted.
- Reflective Essay (800 words): upon completion of all of the possible sanctions above, an 800 word essay is required to discuss the experiences and the violation.
- Legal Consequences: students may face additional sanctions from the local, state, and/or federal government.

2nd Violation (Mandatory Phone Call to Parent/Guardian)

- Disciplinary Probation: students of Westminster are typically placed on probation for one full year.
- Course Fee (\$100): this covers the cost of the in person alcohol course.
- In Person Alcohol Course: this 6-hour course is an evidence based, risk reduction drug and alcohol education program that presents straight-forward research based information in a relaxed environment.
- \$50 Per Person (if a host): the college charges \$50 per person if a resident is hosting a party and guests do not have IDs.



- Community Service (25 hours): students may be required to complete service hours at a local community agency.
- Possible Restriction from Campus Housing or Campus Events: should a violation occur at a particular event or be serious enough in nature, the student may be banned from attending a future event (e.g. dances) or have their access to the residence halls be restricted.
- Legal Consequences: students may face additional sanctions from the local, state, and/or federal government.

3rd Violation (Mandatory Phone Call to Parent/Guardian)

- Possible Restriction from Campus Housing or Campus Events: should a violation occur at a particular event or be serious enough in nature, the student may be banned from attending a future event (e.g. dances) or have their access to the residence halls be restricted.
- Legal Consequences: students may face additional sanctions from the local, state, and/or federal government.
- Possible Suspension or Expulsion: if there is reason to believe a student is dealing, if a student is in possession of other illegal drugs, or because this is a third offense of our policies, a suspension or expulsion may occur.

B. Student Code of Conduct and Disciplinary Policy

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

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

All students are expected to abide by applicable federal, state, and local laws. Individuals in violation of any laws are subject to prosecution by appropriate authorities, regardless of whether the behavior occurs on or off campus. In situations involving the illegal use, possession, manufacture, or distribution of alcohol, narcotics, or other controlled



substances, the matter will be reported to outside authorities. Regardless of whether outside authorities pursue prosecution, the student may be subject to conduct action under this code.

Please note that alleged violations of Westminster's Policy on sexual assault, sexual and gender-based harassment, gender-based discrimination, and interpersonal violence ([Title IX Policy](#)) will proceed through the Title IX complaint process. Alleged violations of Westminster's [Equal Opportunity Policy](#) will proceed through the Equal Opportunity complaint process.

Article I: Definitions

- A. Appellate board: any person or persons authorized by the dean of students to consider an appeal from a conduct body's determination that a student has violated the student code or from the sanctions imposed by the conduct body.
- B. Cheating: includes but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the college faculty or staff.
- C. Code: refers to the student disciplinary code, unless otherwise specified.
- D. College: refers to Westminster College.
- E. College official: any person employed by the college who performs assigned administrative or professional responsibilities.
- F. College premises: all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the college, including adjacent streets and sidewalks.
- G. Conduct advisor: Refers to the dean of students or designee. The conduct advisor has the authority to investigate alleged violations of the student code, to serve as the sole or one of the members of a conduct body, and to impose sanctions upon students found to have violated the student code. Nothing shall prevent the same conduct advisor from imposing sanctions in all cases.
- H. Conduct body: any person or persons authorized by the dean of students to determine whether a student has violated the student code and to recommend imposition of sanctions.
- I. Dean of students: refers to that person designated by the college president to be responsible for the administration of the student code.
- J. Faculty: full-time, part-time, adjunct faculty, and instructors of the college.



- K. Member of the college community: Any person who is a student, faculty member, college official, staff, or any other person employed by the college. A person's status in a particular situation shall be determined by the dean of students.
- L. Organization: any number of persons who have complied with the formal requirements for college recognition.
- M. Plagiarism: Includes but is not limited to, the use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or academic materials.
- N. Policy: the written regulations of the college as found in the student code, campus housing handbook, and graduate/undergraduate catalogs.
- O. Staff: any person other than faculty who is an employee of the college.
- P. Students: refers to students who are registered or enrolled for credit- or non-credit bearing coursework.

Article II: Conduct Authority

- A. The conduct advisor shall determine the composition of conduct bodies and appellate boards and determine which conduct body, conduct advisor, or appellate board shall be authorized to hear each case.
- B. The conduct advisor shall develop policies for the administration of the conduct program and procedural rules for the conduct of hearings that are not inconsistent with provisions of the student code.
- C. Decisions made by a conduct body and/or conduct advisor shall be final, pending the normal appeal process.
- D. A conduct body may be designated as arbiter of disputes within the student community in cases that do not involve a violation of the student code. All parties must agree to arbitration and to be bound by the decision with no right of appeal.

Article III: Conduct Standards

- A. Jurisdiction of the college: College jurisdiction and discipline applies to conduct that occurs (1) on campus; (2) on college-owned and/or operated property or facilities; (3) in connection with college activities or events held on or off the campus; and (4) that adversely affects the college community and/or its mission and objectives. While off-campus, students are expected to uphold the policies of the student code of conduct. Behavior that is detrimental to the college or its students, faculty, or staff in their roles



as members of the campus community is governed by this code. This code also covers students at Westminster should they be charged with a federal or state crime while enrolled. Westminster reserves the right to take actions to address the violations through educational intervention or disciplinary sanctions.

- B. Any student who violates college policies or procedures; city, state, or federal laws; or who engages in any of the conduct described below is subject to disciplinary sanctions up to and including suspension and/or expulsion:
1. Acts of dishonesty, including, but not limited to, the following are prohibited:
 - Cheating, plagiarism, or other forms of academic dishonesty
 - Furnishing false information to any college official, faculty member, or office
 - Forgery, alteration, or misuse of any college document, record, or instrument of identification
 - Tampering with the election of any college-recognized student organization
 - Non-disclosure of past behaviors that are in direct violation of college policies and federal, state, and local laws.
 2. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other on and off campus college activities, or other authorized non-college activities when the act occurs on college premises is prohibited.
 3. Physical abuse, verbal abuse, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person is prohibited.
 4. Inappropriate, discriminatory, or disrespectful language or conduct that is disruptive or intended to harass a member of the college community, including college faculty, administration, staff, students and guests is prohibited.
 5. Attempted or actual theft of and/or intentional damage to property of the college or property of a member of the college community or other personal or public property is prohibited.
 6. Any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization is prohibited.
 7. Failure to comply with direction of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself with ID to these persons when requested to do so is prohibited.
 8. Failure to exit a building during a fire drill is prohibited.
 9. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises is prohibited.
 10. Violation of college policies, rules, or regulations is prohibited.
 11. Violation of federal, state, or local law on college premises or at college-sponsored or supervised activities is prohibited.



12. Use, possession, distribution or manufacture of narcotics or other controlled substances, or other illegal substances except as expressly permitted by law smoking or ingesting a substance not intended for consumption hookahs/bongs/grinders/pipes/etc. are not allowed anywhere on campus, as the college deems it drug paraphernalia.
13. Use, possession, distribution or manufacture of alcoholic beverages, except as expressly permitted by the law and college regulations, along with, possession of an open container or consumption of alcoholic beverages in any area (other than individual rooms of students of legal age) is prohibited. Additional residence life policies regarding alcohol are found in the campus housing handbook.
14. The possession, use, or display of 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), 2x4s, pipes, bricks, rocks, and vehicles) is strictly prohibited on campus or while conducting college 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.
15. Unauthorized use of equipment or vehicles on campus property, including but not limited to, bicycles, skateboards, hover boards, drones, longboards, scooters, inline skates, segues, carts, automobiles, etc, are used at the individual's own risk, and as a means of transportation only (use of these devices on surfaces not intended for wheeled transportation, such as stairs and handrails, is not permitted). Individuals using these devices must yield for pedestrians at all times, must operate these devices at a reasonable speed, and are responsible for any injury to themselves or others, as well as any damage caused to campus property. Individuals using these devices may not use or operate them in areas where this activity is prohibited, such as inside any building or in areas where such signs are posted.
16. Obstruction of the free flow of pedestrian or vehicular traffic on college premises or at college-sponsored or supervised functions is prohibited.
17. Conduct that is disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace of college premises or at functions sponsored by, or participated in by, the college is prohibited.



18. Participation in a campus demonstration or fixed exhibit that infringes on the rights of others, disrupts community or college functions, intentionally obstructs or interferes with the freedom of movement, ignores the student free expression statement, or otherwise violates college policy or local, state, or federal laws.
19. Theft or other abuse of computer time is prohibited, including, but not limited to:
 - Entry into a file to use, read, or change the contents, or for any other purpose
 - Transfer of a file
 - Use of another individual's identification or password
 - Use of computing facilities to interfere with the work of another student, faculty member, or college official
 - Use of computing facilities to send obscene, threatening, or abusive messages
 - Use of computing facilities to interfere with normal operation of the college computing system
20. Abuse of the Student Disciplinary System is prohibited, including, but not limited to:
 - Failure to obey the summons of the disciplinary board or college official
 - Falsification, distortion, or misrepresentation of information before a disciplinary body
 - Disruption of, or interference with, the orderly conduct of a conduct proceeding
 - Institution of a conduct proceeding knowingly without cause
 - Attempting to discourage an individual's proper participation in, or use of, the conduct system
 - Attempting to influence the impartiality of a member of the disciplinary system prior to, and/or during the course of, the disciplinary proceedings
 - Harassment, verbal or physical, and/or intimidation of a member of a conduct body prior to, during, and/or after a disciplinary proceeding
 - Failure to comply with the sanction(s) imposed under the student code of conduct
 - Influencing or attempting to influence another person to commit an abuse of the conduct system
 - Using the conduct system for the purpose of harassing, threatening, or retaliating against another person
21. Making or attempting to make an audio or video recording of any person(s) on college premises in bathrooms, showers, bedrooms, or other premises—where there is an expectation of privacy—with respect to nudity and/or sexual activity,



without the knowledge and consent of all participants who were subject to such recordings is prohibited.

22. Postings or displays of information in a public manner is a direct violation of college policy. This includes but is not limited to: websites, social media or social messaging, and other sources on or offline.
23. Behavior or the threat of behavior that jeopardizes one's health or safety or the health or safety of others is prohibited.
24. Trespassing is prohibited. Please note in nearly every case of individuals on roofs of buildings, Salt Lake City Police will be notified.
25. Failure to disclose to the Dean of Students Office an arrest or citation resulting from an alleged violation of state or federal law is prohibited.
26. Violation of Westminster's policy on sexual assault, sexual and gender-based harassment, gender-based discrimination, and interpersonal violence (Title IX policy) is against code. See full policy and process at westminstercollege.edu/title-ix-policy.
27. Violation of Westminster's policy on preventing and addressing discrimination and harassment based on race, color, national origin, religion, disability, and other protected categories (Equal Opportunity policy) is against code. See full policy and process at westminstercollege.edu/life-at-westminster/student-life.

C. Violation of law and college discipline:

1. College disciplinary proceedings may be instituted against a student charged with violation of a law that is also a violation of the student code. For example, if both violations result from the same factual situation, without regard to pendency of civil litigation in court or criminal arrest and prosecution. Proceedings under this student code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
2. Students charged by federal, state, or local authorities with a violation of law, the college will not request or agree to special consideration for that individual because of their status as a student. However, if the alleged offense is also the subject of a proceeding before a disciplinary board under the student code, the college may advise off-campus authorities of the existence of the student code and how such matters will be handled internally within the college community. The college will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators.
3. Individual students, staff members, and faculty members, acting in their personal capabilities, remain free to interact with governmental representatives as they deem appropriate.

Article IV: Conduct Procedures



A. Charges

1. Anyone who reasonably believes that a student has violated college policies or may have engaged in misconduct may register a charge by contacting the conduct advisor to meet personally. Any charge should be submitted as soon as possible after the event or circumstances occurred. Upon hearing the complaint, the conduct advisor may request that the charge be put in writing and may conduct an investigation to determine whether the charges have merit.
2. If the conduct advisor reasonably believes the charge has merit, they will proceed as follows:
 - a. First conduct offense: The conduct advisor will refer the student to educational intervention which shall require satisfactory completion of at least two of three items (i) educational essay, (ii) informational course, and (iii) one or more engagement opportunities. The conduct advisor will provide notification to the student's parents and appropriate college officials (coaches, ROTC instructors, etc.) unless mitigating circumstances are involved (e.g. age, academic offense, etc.). Any applicable fee resulting from the offense (e.g. the cost of the informational course, a violation of the Utah Clean Air Act, etc.) shall be borne by the student. Educational intervention is not a disciplinary proceeding and no charging statement shall be prepared, hearing commenced, or sanction imposed. The determination of the conduct advisor to require educational intervention is final and not subject to the appeal process. Educational intervention shall not be made part of the student's permanent academic record. In the event the student fails to timely complete educational intervention, the conduct shall be deemed a second offense subject to applicable provisions below. Students who violate the student code of conduct face disciplinary sanctions based on the severity of the situation. Since a variety of factors must be considered when sanctioning, sanctions may be increased or decreased at the discretion of Westminster's conduct advisor. Factors affecting the imposition of sanctions included such issues as the severity of the incident, impact upon other individuals or the community, and prior conduct history. While each sanction is issued on a case by case basis, the sanctions section listed below provides a general list. The college reserves the right to impose sanctions outside of those listed in the list below.
 - b. Second or subsequent conduct offense: The conduct advisor shall prepare a written statement of the charges, which shall be delivered to



all parties, and shall commence disciplinary proceedings. Disciplinary proceedings shall be made part of the student's permanent academic record.

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

B. Hearings

1. Upon receipt of a charging statement, each party may respond in writing to the charge, but is not required to do so.
2. The conduct advisor shall set a place and time for a hearing after any defending student has been notified.
3. Hearings shall be conducted by a conduct body according to the following guidelines:
 - a. The admission of any person to the hearing shall be at the discretion of the conduct body and/or its conduct advisor.
 - b. In hearings involving more than one accused student, the chairperson of the conduct body, at their discretion, may permit the hearings concerning each student to be conducted separately.
 - c. The complainant and the accused have the right to be assisted by any advisor they choose—at their own expense. The complainant and/or the accused is responsible for presenting their own case, and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a conduct body.
 - d. The complainant, the accused, and the conduct body shall have the privilege of presenting witnesses. All cross-examination shall be conducted by the conduct body.
 - e. The pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a conduct body at the discretion of the chairperson.
 - f. All procedural questions are subject to the final decision of the chairperson of the conduct body.
 - g. The conduct body shall determine (by majority vote if the conduct body consists of more than one person) whether the student has violated each section of the student code that the student is charged with violating.



- g. Loss of Federal Student Aid: Should this occur, a student may request to regain eligibility no less than six months after the sanction occurs. The request must be in writing to the dean of students.
- h. Residence Hall Expulsion: permanent separation of the student from the residence hall.
- i. College Suspension: Separation of the student from the college for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
- j. Deferred Suspension: An opportunity for a student to demonstrate an ability to comply with the student code of conduct. Should a violation occur while serving a deferred suspension, the student is immediately suspended.
- k. College Expulsion: permanent suspension of the student from the college.

2. The following sanctions may be imposed upon groups or organizations:

- a. Sanctions listed above in Section C1 (a–k)
- b. Privileges, including college recognition, are lost for a specified period of time

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

4. A student who is found responsible for violating the student code of conduct, but withdraws or graduates from Westminster before imposition or completion of a sanction may be subject to (1) temporary withdrawal or permanent revocation of any degree awarded, (2) having the sanction imposed as a condition of re-enrollment at Westminster, or (3) both.

D. Interim Suspension

- 1. In certain circumstances, the vice president of student affairs and dean of students or a designee may confiscate property, impose a college or residence



hall suspension, or take any other reasonable action prior to the hearing before a conduct body.

2. Interim suspensions may be imposed only (1) to ensure the safety and well-being of members of the college community or preservation of college property; (2) to ensure the student's own physical or emotional safety and well-being; or (3) if the student poses a definite threat or disruption of, or interference with, the normal operations of the college.
3. During the interim suspension, the student shall be denied access to the residence hall and/or to the campus (including classes) and/or all other college activities or privileges for which the student might otherwise be eligible, as the vice president of student affairs and dean of students or a designee may determine to be appropriate.

E. Appeals

1. A decision reached or a sanction imposed by the conduct body or the conduct advisor may be appealed by accused students or complainants to an appellate board within five (5) school days of the decision. Such appeals request shall be in writing and shall be delivered to the student affairs coordinator. An appeal is not a rehearing. It is a written review of the original hearing.
2. Except as required to explain the basis of new evidence, a request for an appeal will only be considered for one or more of the following:
 - a. To consider new evidence—sufficient to alter a decision—or other relevant facts not brought out in the original hearing, due to such evidence and/or facts not being known to the person appealing at the time of the original hearing
 - b. To determine whether the original hearing was conducted fairly in light of the charges and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the student code was violated; and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations
 - c. To determine whether the decision reached regarding the accused student was based on substantial evidence—whether the facts in the case were sufficient to show that a violation of the student code had more likely than not occurred



d. To determine whether the sanction(s) imposed were appropriate for the violation of the student code that the student was found to have been committed

e.

The appellate board will first determine if the student or student organization has grounds for appeal based on the criteria above. It is the sole responsibility of the appealing student to provide information to support the grounds for an appeal. If an appeal is upheld by the appellate board, the matter shall be remanded to the original conduct body and conduct advisor for reopening of the hearing to allow reconsideration of the original determination and/or sanction(s).

3. In cases involving appeals by students accused of violating the student code, review of the sanction by the appellate board may result in more severe sanction(s) for the accused student. Following an appeal, the conduct advisor may—upon review of the case—reduce, increase, or keep the sanctions originally imposed.
4. In cases involving appeals by persons other than students accused of violating the student code, the appellate board may—upon review of the case—reduce or increase the sanctions imposed by the conduct body or the conduct advisor or remand the case to the original conduct body and conduct advisor.
5. Students who file an appeal will typically be notified of the decision within fifteen (15) school days of the appeal review. However, the Dean of Students Office reserves the right to extend this timeline as needed to complete the appeal. Students have the opportunity to submit one appeal per conduct case.

Article V: Interpretation and Revision

- A. Any question of interpretation regarding the student code shall be referred to the vice president of student affairs, dean of students, or their designee for final determination.
- B. The Student Code of Conduct shall be reviewed every three (3) years under the direction of the vice president of student affairs or their designee acting in their capacity as conduct advisor.
- C. Family Educational Rights and Privacy Act (FERPA)



FERPA: A federal law regarding the privacy of student records which identifies the obligations of educational institutions—primarily in the areas of release of and access to these records. Any educational institution that receives funds under any program administered by the US secretary of education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the secretary of education withheld. FERPA is intended to ensure students have the rights to inspect and review their education records, to amend their education records as appropriate, and to control access to their educational records which are maintained by an educational institution.

In compliance with FERPA, Westminster College has adopted the following Education Records Privacy policy to protect the privacy of education records maintained by the institution. The policy will be published annually in the student handbook and may be amended from time to time to conform to any changes in the governing law. Students will be informed of this policy and any amendments through their Westminster College email account. In addition, the policy will reside on the Westminster College website (westminstercollege.edu).

Definitions:

Student

Student applies to all individuals attending the institution and includes those enrolled in continuing education, individuals auditing courses, and people participating in distance learning educational experiences.

In Attendance

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

School Official

A school official is any person employed by the college in an administrative, supervisory, academic, research or support staff position, a person elected to the board of trustees, a student serving on an official college committee, or a person employed by or under contract to the college to perform a specific task.

Legitimate Educational Interest



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

Education Record

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

Directory Information

A subset of educational records defined by FERPA as "...information contained in an education record of a student which would not generally be considered harmful or an invasion of privacy if disclosed."

Education records do not include:

- Sole possession records: i.e., records/notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person except a temporary substitute for the maker of the record. (Personal possession records might include notes an instructor makes while providing career/professional guidance to a student)
- Medical treatment records: includes but are not limited to records maintained by physicians, psychiatrists, psychologists and social workers
- Employment record: records other than student worker records i.e. a record of an individual whose employment is not contingent on the fact that he or she is a student, provided the record is used only in relation to the student's employment
- Law enforcement records: created and maintained by Westminster's Campus Security Office for safety and policy enforcement considerations. Such records are not given to other officials of Westminster College but may be given to other public safety agencies for law enforcement purposes
- Alumni records: post-attendance records, i.e., information about a person that was obtained when the person was no longer a student and do not relate to the person as a student. This would include annual giving reports and private



- donations
- Parent's financial records: Students do not have the right to inspect financial information submitted by or about their parents unless this information is part of a student aid application form, which the student has signed
 - Records containing information about more than one student (however, the institution must permit access to that part of the records which pertains only to the inquiring student)

The Right to Inspect and Review Educational Records

Where to Find Education Records

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

Types of Records	Location of Records	Custodian of Records
Academic Records (includes all undergraduate and graduate admissions records except those programs with separate admissions procedures below)	Office of the Registrar, Bamberger Hall Second Floor	Registrar
Admissions—Nursing	School of Nursing, Health, Wellness, and Athletics Center Third Floor	Dean of the School of Nursing and Health Sciences
Admissions—Education	School of Education, Malouf Hall First Floor	Dean of the School of Education
Career Center and Internship Records	Career Center in Shaw Student Center	Director, Career Center
Disciplinary and Student Conduct	Student Life in Shaw	Dean of Students



Records	Student Center	
Financial Aid Records	Financial Aid Office, Bamberger Hall Second Floor	Director of Financial Aid
Disability Records	Disability Center, Giovale Library	Director of Disability Services
Student Tuition Account Records	Accounts Receivable Office, Bamberger Hall First Floor	Accounts Receivable Manager

Procedure to Inspect and Review Education Records

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

Right of the College to Refuse Access

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

- The financial statement(s) of the student's parents
- Letters and statements of recommendation for which the student has waived their right of access
- Records connected with an application to attend Westminster College if that application was denied
- Education records containing information about more than one student, in which case Westminster will permit access only to that part of the record which pertains to the inquiring student



- Those records which are excluded from the FERPA definition of education records

Right of the College to Refuse to Provide Copies

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

- The student has unpaid financial obligations to the college
- There is an unresolved disciplinary or academic dishonesty action against the student
- The student lives within commuting distance of Westminster and the request is for documents other than the official transcript (student can physically come and inspect records)
- The education record requested is an exam or set of standardized test questions

The Right to Amend Education Records

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

Procedures for Amending Records

- A student must submit a request in writing to the appropriate Westminster College official or records custodian, specifying the part of the record to be amended and indicating clearly why he or she believes it is inaccurate, misleading, or in violation of his or her privacy rights.
- Westminster College has the right to comply or not comply with the request. The college official will inform the student in writing of the decision, normally within five workdays. The decision will include a summary of the information presented and reasons for the decision.
- If the decision is not to amend the record, the student has the right of appeal by hearing. Students must make the request for a formal hearing in writing to the college provost within five school days of the denial. The provost will then appoint a hearing officer and inform the student of the date, place, and time of his or her hearing, normally within ten school days. At the hearing, the student may present evidence relevant to the issues raised and may be assisted or represented by one or more persons of his or her choice.
- Decisions of the hearing officer are considered final by the college and will be rendered in writing to all relevant parties. If the decision is to amend the records based on the evidence presented by the student, then the records will be



amended by the appropriate college official and students will be so informed. If the decision is not to amend the record, students have the right to place in the education record a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

The Right to Control Access to Educational Records

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

Disclosure of Education Records or Release of Records Without Consent

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

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



- At Westminster College, all subpoenas are first reviewed by the Office of General Counsel.
- To an alleged victim of any crime of violence or the results of a disciplinary action regarding the alleged perpetrator of that crime with respect to that crime
- To anyone requesting the final results of a disciplinary hearing against an alleged perpetrator of a crime of violence or non-forcible sex offense (Foley Amendment)
- To the Immigration and Naturalization Service (INS) for purposes of the Coordinated Interagency Partnership Regulating International Students
- To military recruiters who request "Student Recruiting Information" for recruiting purposes only (Solomon Amendment)
- To the Internal Revenue Service (IRS) for purposes of complying with the Taxpayer Relief Act of 1997
- To appropriate parties to protect the health and safety of students and other persons or to assist in resolving an emergency
- To anyone in response to requests for directory information (see below)

Directory Information

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

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

- Student name, address, email, and telephone numbers(s)
- Student ID
- Hometown of students and parents
- Class standing (senior, junior, etc.)
- Enrollment status
- Major field of study
- Degrees and/or certificates earned including conferral dates
- Dates of attendance
- Names of previous institutions attended
- Awards and honors



- Participation in officially recognized co-curricular activities
- Height and weight of members of athletic teams as required by the sport
- Photograph*
- Expected date of graduation
- Age

Use of Student Photographs

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

Use of Directory Information

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

- The Psychology department wants to send a mailing to all social science and psychology majors to advertise an event coming up on campus
- The Office of Communications wants to send information about those who have made the Dean's List to hometown newspapers
- An outside agency wants to offer a fantastic scholarship opportunity to nursing students
- Graduating seniors would like their name in the commencement program

Examples of Requests for Information that Would Not Be Granted:

- A credit card company wants a directory of all our students so they can push their credit cards
- A local business wants student email addresses so they can solicit business via email
- A man appears in the Registrar's Office claiming to be a student's landlord, or uncle, or a friend and wants to know what class the student is attending right



now so he can find the student

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

Restricting the Release of Directory Information

According to FERPA, a currently enrolled student can request that the institution not release any directory information about him/her and the institution must comply with the request. To restrict the release of information, written notification must be returned to the Office of the Registrar at:

Westminster College/Registrar's Office
South 1300 East
Salt Lake City, UT 84105

1840

Directory Information will then be withheld indefinitely until the office of the registrar receives in writing a revocation of the request for nondisclosure.

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

Filing a Complaint Related to FERPA

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

Questions

Questions related to our Educational Records Policy should be directed to the Office of the Registrar at 801.832.2180.

D. c

1. Americans with Disabilities Act and Section 504 of the Rehabilitation Act of 1973.



These laws guarantee students with disabilities access to educational opportunities. This means the college must provide reasonable accommodations for qualified disabled students. The director of disability services can be reached at 801.832.2289 or at jkatz@westminstercollege.edu.

2. Clery Act

To maintain a safe and secure environment for its employees, students, and visitors, Westminster College (College) 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 College to gather and report specified crime statistics occurring on or near the College and to provide other safety and crime information to the College community. This policy and related procedures set forth guidelines intended to facilitate the College's compliance with the Clery Act.

3. 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.

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

5. Academic Honesty

Westminster College operates on the assumption that all academic work is the honest product of each student's own endeavors. The faculty and staff at Westminster expect such integrity from the students, and violations are cause for disciplinary action, including suspension, probation, loss of credit, or



expulsion from the college. Academic dishonesty includes, but is not limited to, cheating, plagiarism, and furnishing false or misleading information to any faculty or staff member.

Cheating on examinations includes, but is not restricted to, copying from another student's exam paper, using unauthorized notes during an examination, arranging for a substitute to take an examination, or giving or receiving unauthorized information prior to the exam.

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

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

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

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

6. Behavior Intervention

If a student exhibits behavior or engages in conduct that threatens or impacts their safety or well-being or the safety or well-being of others, the dean of students or designated agent will intervene and take action as they believe is necessary to protect the student; other people; or the faculty, staff, and property of the college. Such action may include, but is not limited to, referring the student to counseling, requiring the student to leave the residence halls, requiring the student to leave school, and notifying law enforcement. Further, the college reserves the right to notify a student's parents/guardians, with or without the permission of the student and regardless of the student's age or



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

7. 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 College will respond to report of missing residential students.

8. Parental Notification of Alcohol/Substance Abuse and Emotional Issues

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

9. Policy on Weapons and Non-Weapons Intended to Cause Harm

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), 2x4s, pipes, bricks, rocks, and vehicles) is strictly prohibited on campus or while conducting college 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.

10. Damage to Personal Property



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

11. Computing Resources, Network, and Email Use Policy

Westminster College 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 college 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 student code of conduct.

12. Sexual Assault, Sexual and Gender-Based Harassment, Gender-Based Discrimination, and Interpersonal Violence (Title IX Policy)

Westminster College is committed to providing a safe and non-discriminatory learning and working environment for all members of the Westminster community. The College 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 College



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”).

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

Westminster College is committed to providing a safe and non-discriminatory environment for all members of the college community. The College 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 College also prohibits complicity, false reporting, and retaliation under this policy.

14. Smoking on Campus

Westminster College is committed to working toward a cleaner and more sustainable environment by reducing air pollution on campus. We abide by the Utah Clean Air Act. Smoking (including electronic cigarettes) is prohibited in all facilities, buildings, offices, residence halls, apartments, and any other enclosed spaces on campus. Although people may smoke outside on campus, they are not permitted to smoke within 25 feet of any building entrance, exit, or window.

Because smoking negatively impacts the health of others, smokers must refrain from smoking in areas through which non-smokers must pass; they must extinguish their cigarettes or move away when asked to do so by any visitor, employee, or student. Individuals are subject to state-mandated fines, college fines, and other disciplinary action. Employees and students are encouraged to hold each other accountable and may report any violations to the Dean of Students Office.

15. On Campus Demonstrations & Fixed Exhibits

The college recognizes that the right to freely express oneself and the right to have access to divergent viewpoints 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

Westminster College recognizes the right of students and other members of the college community to express their views by peaceful protest against actions and opinions with which they disagree. The college also stresses a concurrent obligation to maintain a campus atmosphere conducive to academic work, to preserve the dignity and seriousness of college ceremonies and public exercises, and to respect the rights of all individuals. The following regulations are intended to reconcile these objectives.

Those organizing demonstrations must meet with dean of students or their designee prior to the event (preferably 48 hours or as far in advance as possible). This meeting will allow for event planning, space or facility reservations, and coordination with Campus Security.

Campus demonstrations may be conducted only when such demonstrations:

- Are conducted in such a manner as to respect the rights and welfare of others;
- Do not actively disrupt scheduled class meetings, teaching, administration, or disciplinary procedures and/or other university functions or authorized activities;
- Do not interfere with the rights of others to demonstrate;
- Protestors may be assigned to particular locations on campus;
- Occur within the hours of normal operations for the facility or space in which they occur (if applicable);
- Are not conducted during final exams;
- Do not take place indoors with the exception of the Shaw Student Center;
- Do not take place in any space that has been concurrently reserved by other members of the College community or guests;
- Do not impede the free flow of pedestrian or vehicular traffic, block thoroughfares, or obstruct campus building entry or exit points;
- Do not exceed the occupant capacity for any campus space, and demonstrators may not obstruct any emergency exit routes;



- Do not utilize amplified sound in a manner that substantially interferes with classes or other events in progress and not used inside any building at any time;
- Do not use camping and other temporary structures;
- Use of masks, helmets, and open flames is prohibited; and
- The College retains the right to control the use of all College 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 college holidays. The sponsoring party is responsible for any damage to college property resulting from the exhibit.

Accountability

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

6. WESTMINSTER COLLEGE PERSISTENCE RATES

Persistence Rates for Full-Time 2018 First-Year Cohort



A. Cohort

First-Year Students

Number of first-time, degree-seeking undergraduates (traditional and non-traditional) entering fall or spring: **432**

Number of allowable exclusions (students who entered the armed forces, church missions, or U.S. foreign aid services) **6**

Final number in cohort (1a minus 1b) **426**

B. Persistence

Number of cohort who re-enrolled the following fall 340

Number in cohort on leave (expected to return) **6**

C. Persistence Rate

First-Year Students

Number in cohort who re-enrolled the following fall divided by the final number in cohort (340/426) **80%**

Transfers

Number in cohort who re-enrolled the following fall divided by the final number in cohort (114/146) 88 %

D. Graduation Rate

First-Year Students **4yr: 52%, 5yr: 66%, 6yr: 58%**

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

- Complete 31 credits each year (including May Term and/or summer)
- Meet regularly with your advisor (your Learning Community faculty)
- Register early for each semester for the best selection of courses and times



- Join a club or get involved on campus
- If you're going to work, get a job on campus if you can and limit it to no more than 20 hours/week
- Ask for help when you need it

College is supposed to be rigorous. Everyone is going through this together and this handbook is full of resources to help you be successful.