

EAST-WEST UNIVERSITY
CHICAGO | ILLINOIS
CATALOG 2018-2019

The University Mission

- Pursuit of excellence by all through relevant, effective and convenient education.
- Equal educational opportunity for all racial, ethnic and socio-economic groups.
- Program offerings of liberal arts and sciences along with job and career related professional education geared to the service economy of modern times.
- Service to humankind with a global, multi-cultural and future-oriented perspective.

PURPOSE AND STATUS

This online academic catalog is the official source for East-West University academic programs and courses. Students are encouraged to utilize the catalog along with materials provided by the individual academic programs (and the advising worksheet) to plan their path to graduation.

The online academic catalog offers many features to assist students, including advanced search options, intuitive navigation,

and easier access to East-West University's main web pages. Students are encouraged to meet with their academic adviser at least once each term and reference the catalog under which they enroll as degree-seeking.

The online academic catalog will be published annually, allowing changes to programs and courses in order to be more visible for each new academic year. The current schedule of classes is available on East-West University's main web page.

The provisions of this catalog are not to be regarded as an irrevocable contract between the University and the student, nor an offer to enter into a contract. While every effort is made to ensure the accuracy of the information provided in this catalog, it must be understood that all courses, course descriptions, designations of instructors, curricular and degree requirements and other academic information described herein are subject to change or elimination at any time without notice or published amendment to this catalog. The University reserves the right to change any provision or requirement at any time. This right to change provisions and requirements includes, but is not limited to, the right to reduce or eliminate course offerings in academic fields to add requirements for graduation. Fees and all other charges are subject to change at any time without notice. Students should consult the appropriate academic or administrative department, or other service provider, for currently accurate information on any matters described in this catalog.

LOOKING FOR A DIFFERENT CATALOG?

Students are expected to meet the program and degree requirements under the catalog year in which they are first enrolled as degree-seeking, provided that they complete graduation requirements within a continuous period of no more than eight years. See Catalog Year and Degree Requirements for more information.

- 2013-2016 Academic Catalog (Archived) - Select from the drop-down menu in the top right corner of the screen.
- 2012 or earlier catalogs: Contact the Registrar's Office.

DIVERSITY AND INCLUSIVITY

East-West University strives to celebrate humanity in all its wondrous and complex variation. Because we value diversity, it is our mission to sustain a community where all may flourish, safe to embrace both shared experiences and differences. To this end, we treat all with respect and compassion. We respect, understand, and embrace the differences and similarities among our students, staff, faculty and the community we proudly serve. As a community, East-West University encourages the richness of diversity and values the dignity of all persons. We strive to foster an equal and positive learning environment that reflects the diverse nature of the people of Chicago, Illinois, the nation, and the world. We seek to connect East-West University campus culture and behavior to our commitment to inclusivity and diversity by cultivating an environment

of acceptance using open conversations to improve awareness and enhance harmonies and by hosting events and sponsoring activities that reflect our mission.

It is the policy of East-West University not to discriminate improperly against any matriculated student, employee or prospective employee on account of age, race, color, religion, ethnic or national origin, gender, sexual orientation, or being differently abled. Such policy is in compliance with the requirements of Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, and all other applicable federal, state, and local statutes, ordinances, and regulations. Inquiries concerning the application of any of these laws may be directed to the University Provost or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C. for laws, such as Title IX of the Education Amendments of 1972 and the Rehabilitation Act of 1973, administered by that department.

ACCREDITATION

East-West University (the University) in Chicago, Illinois, is accredited since 1983 by the Higher Learning Commission (HLC) of the North Central Association of Colleges and Schools.

For information on NCA accreditation, contact (800) 621-7440
230 South LaSalle Street, Suite 7-500,
Chicago, IL 60604-1411

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Academic Calendar 2017-2018

Fall Quarter 2017	September 25 - December 7
New Student Orientation	Friday, September 22
Last day to withdraw without penalty	Friday, September 22
Last day for proficiency testing	Friday, September 22
Classes begin	Monday, September 25
Late registration	Monday, September 25 - Friday, September 29
Last day to change schedule	Friday, September 29
Midterms	Wednesday, October 25 - Thursday, October 26
Last day to withdraw from a class (W grade recorded)	Friday, November 10
Thanksgiving break (University closed)	Thursday, November 23 - Sunday, November 26
Final examination period	Wednesday, December 6 - Thursday, December 7
Winter break (for students)	Saturday, December 9- Sunday, January 7
Winter break for staff (University closed)	Wednesday, December 20 - Monday, January 1
Winter Quarter 2018	January 8 - March 22
New Student Orientation	Friday, January 5
Last day to withdraw without penalty	Friday, January 5
Last day for proficiency testing	Friday, January 5
Classes begin	Monday, January 8
Late registration	Monday, January 8 - Friday, January 12
Last day to change schedule	Friday, January 12
Martin Luther King Jr. day (University closed)	Monday, January 15
Midterms	Wednesday, February 7 - Thursday, February 8
Last day to withdraw from a class (W grade recorded)	Friday, February 23
Final examination period	Wednesday, March 21 - Thursday, March 22
Good Friday (University closed)	Friday, March 30
Spring break (for students)	Saturday, March 24 - Sunday, April 1
Spring Quarter 2018	April 2 - June 14
New Student Orientation	Friday, March 30
Last day to withdraw without penalty	Friday, March 30
Last day for proficiency testing	Friday, March 30
Classes begin	Monday, April 2
Late registration	Monday, April 2 - Friday, April 6
Last day to change schedule	Friday, April 6
Midterms	Wednesday, May 2 - Thursday, May 3
Apply for graduation	Monday, May 7 - Friday, May 11
Last day to withdraw from a class (W grade recorded)	Friday, May 18
Major field assessment test(required for all seniors and optional for juniors) -	Friday, May 18

Memorial day (University closed)	Monday, May 28
Final examination period	Wednesday, June 13 - Thursday, June 14
Graduation ceremony	Saturday, June 16
Summer break (for students)	Saturday, June 16 - Sunday, July 1
Summer Quarter 2018	July 9 - August 30
Last day to withdraw without penalty	Friday, July 6
Classes begin	Monday, July 9
Late registration	Monday, July 9 - Tuesday, July 10
Last day to change schedule	Friday, July 13
Midterms	Wednesday, August 1 - Thursday, August 2
Last day to withdraw from a class (W grade recorded)	Friday, August 10
Final examination period	Wednesday, August 29 - Thursday, August 30

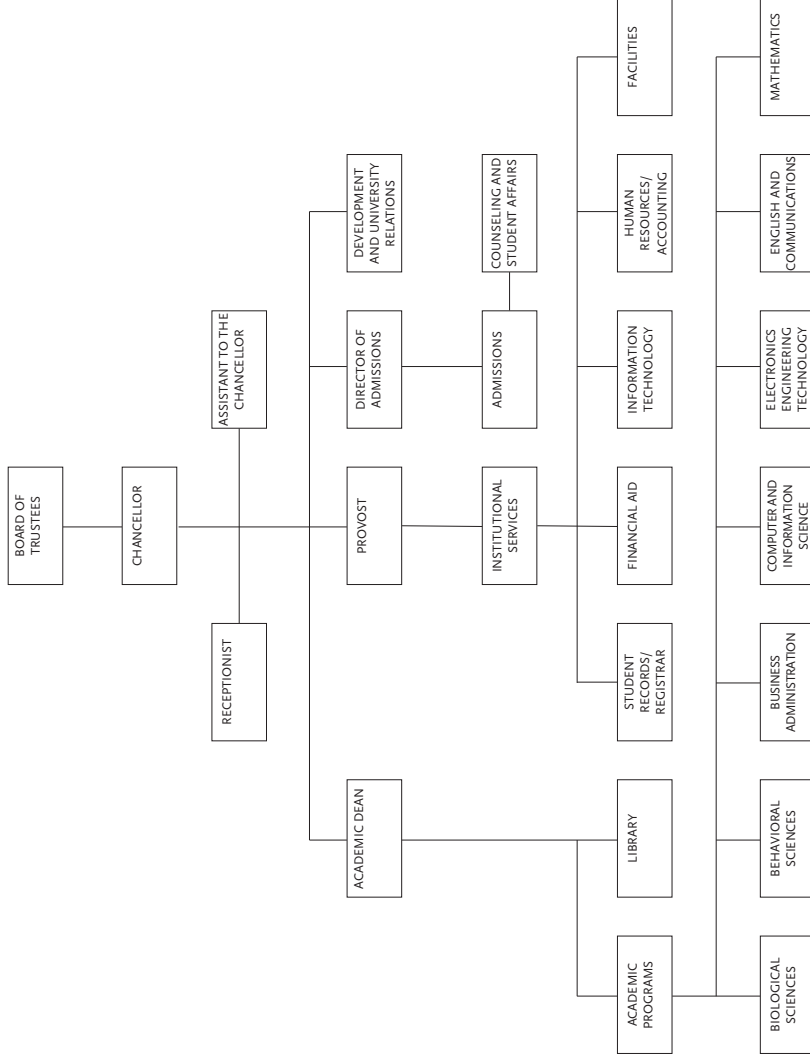
Academic Calendar 2018-2019

Fall Quarter 2018	October 1 - December 13
New Student Orientation	Thursday, September 27
Last day to withdraw without penalty	Friday, September 28
Last day for proficiency testing	Friday, September 28
Classes begin	Monday, October 1
Late registration	Monday, October 1 - Friday, October 5
Last day to change schedule	Friday, October 5
Midterms	Wednesday, October 31 - Thursday, November 1
Last day to withdraw from a class (W grade recorded)	Friday, November 16
Thanksgiving break (University closed)	Thursday, November 22 - Sunday, November 25
Final examination period	Wednesday, December 12 - Thursday, December 13
Winter break (for students)	Saturday, December 15 - Sunday, January 13
Winter break for staff (University closed)	Monday, December 24 - Friday, January 4
Winter Quarter 2019	January 14 - March 28
New Student Orientation	Friday, January 11
Last day to withdraw without penalty	Friday, January 11
Last day for proficiency testing	Friday, January 11
Classes begin	Monday, January 14
Late registration	Monday, January 14 - Friday, January 18
Last day to change schedule	Friday, January 18
Martin Luther King Jr. day (University closed)	Monday, January 21
Midterms	Wednesday, February 13 - Thursday, February 14
Last day to withdraw from a class (W grade recorded)	Friday, March 1
Final examination period	Wednesday , March 27 – Thursday, March 28
Spring break (for students)	Saturday, March 30 - Sunday, April 7
Spring Quarter 2019	April 8 - June 20
New Student Orientation	Friday, April 5
Last day to withdraw without penalty	Friday, April 5
Last day for proficiency testing	Friday, April 5
Classes begin	Monday, April 8
Late registration	Monday, April 8 - Friday, April 12
Last day to change schedule	Friday, April 12
Good Friday (University closed)	Friday, April 19
Midterms	Wednesday, May 8 - Thursday, May 9
Apply for graduation	Monday, May 13 - Friday, May 17
Last day to withdraw from a class (W grade recorded)	Friday, May 24
Major field assessment test(required for all seniors and optional for juniors) -	Friday, May 17
Memorial day (University closed)	Monday, May 27

Final examination period	Wednesday, June 19 - Thursday, June 20
Graduation ceremony	Saturday, June 22
Summer break (for students)	Monday, June 24 - Sunday, July 7
Summer Quarter 2019	July 8 - August 29
Last day to withdraw without penalty	Friday, July 5
Classes begin	Monday, July 8
Late registration	Monday, July 8 - Tuesday, July 9
Last day to change schedule	Friday, July 12
Midterms	Wednesday, July 31 - Thursday, August 1
Last day to withdraw from a class (W grade recorded)	Friday, August 9
Final examination period	Wednesday, August 28 - Thursday, August 29

LOOKING FOR	ROOM	CALL (312)
Academic Advising and Counseling	The L Lounge/E102	939-0111 ex. 2102
Admissions	Admissions Office/W830	939-0111 ex. 1830
Alumni Services	Development Office/W819	939-0111 ex. 1819
Academic Program Director	Receptionist/W800	939-0111 ex. 1800
Building Management	Management Office/W610	312-427-9580
Book Store	Bookstore/SLC Lobby	312-450-3752
Career Services	W813	939-0111 ex. 1813
Chancellor	Chancellor's Office/W804	939-0111 ex. 1804
Computer Services	Computer Services/E210	939-0111 ex. 3620
Co-op Education	Co-op Office/W410	939-0111 ex. 1410
Credit by Examination	Associate Provost's Office/SLC 5th Floor	939-0111 ex. 3501
Development and Grants Office	Development Office/W819	939-0111 ex. 1819
Financial Aid	Financial Aid Office/W806	939-0111 ex. 1806
General Information	Receptionist/W800	939-0111 ex. 1800
Human Resources	Business Office/W808	939-0111 ex. 1808
Instructors	Receptionist/W800	939-0111 ex. 1800
International Students Services	Admissions Office/W828	939-0111 ex. 1828
Library Services	Library/SLC 5th Floor	939-0111 ex. 3500
Lost and Found	Security Office/SLC Lobby	939-0111 ex. 3100
Donation	Development Office/W820	939-0111 ex. 1820
News and Notices	Public Relations Office/W821	939-0111 ex. 1821
Payment	Business Office/W811	939-0111 ex. 1811
Publications	Publications Office/W821	939-0111 ex. 1821
Public and Media Relations	Public Relations Office/W821	939-0111 ex. 1821
Registration	Registrar's Office/W802	939-0111 ex. 1802
Scholarships and Awards	Financial Aid Office/W806	939-0111 ex. 1806
Security	Security Office/SLC Lobby	939-0111 ex. 3100
Student Activities	The L Lounge/E102	939-0111 ex. 2102
Student Housing	SLC/6th Floor	939-0111 ex. 3606
Student Success Center	Success Center/W3rd Floor	939-0111 ex.1301
Transcripts	Registrar's Office/W802	939-0111 ex. 1802
Tutoring	Tutorial Lab/SLC 5th Floor	
Veteran's Information	Financial Aid Office/W806	939-0111 ex. 1806
ACADEMIC INFORMATION	ROOM	CALL (312)
Behavioral and Social Sciences	SLC/5th Floor	939-0111 ex. 3501
Biological Sciences	E407	939-0111 ex. 2407
Business Administration	W816	939-0111 ex. 1816
Computer and Information Science	E212	939-0111 ex. 2212
Electronics Engineering Technology	E301	939-0111 ex. 2301
English and Communications	E403	939-0111 ex. 2403
Islamic Studies	W800	939-0111 ex. 1800
Mathematics	E206	939-0111 ex. 2206
Office Administration	W816	939-0111 ex. 1816
Provost	W803	939-0111 ex. 1803

East-West University Organizational Chart



THE UNIVERSITY

The University

FOUNDING AND LEGAL AUTHORIZATION

In December 1978 a diverse group of visionaries began to plan a new, urban, non-denominational institution of higher learning in Chicago. These founders recognized a need to expand educational access in the city, and had a unique vision for doing so. East-West University was incorporated in Wisconsin as a non-profit corporation on February 22, 1979, and was legally recognized by all three states (Wisconsin, Illinois, and Indiana) that make up the greater Chicago metropolitan area. The Internal Revenue Service awarded East-West University 501(c)3 status, making it tax-exempt and eligible to receive tax-deductible charitable gifts.

The University received approval and operating authority from the Illinois Board of Higher Education in May 1980, and the University's first class began on September 15, 1980. The Illinois Student Assistance Commission certified the University in June 1980, and the United States Department of Education did so in July of 1981, making the University students eligible for all types of financial aid. In November 1981 the University was authorized by the United States Citizenship and Immigration Service (now a part of the Department of Homeland Security) to enroll non-immigrant students from other countries and certify student visa applications.

East-West University is listed in all comprehensive higher education directories and guides. The University has been regionally accredited by the Higher Learning

Commission since December, 1983, and is currently on probation, preparing for a review in November 2016.

PHILOSOPHY

East-West University represents a unique development in the annals of higher education institutions in the city of Chicago and its suburbs. The University is established primarily to preserve and extend and to integrate and transmit knowledge of human beings concerning themselves, the universe, and their Creator. It strives to develop in its graduates the wisdom derived from human heritage, the spirit of inquiry that leads to discovery, and the sense of dedication which spends itself in the service of humankind. It inspires the students to pursue natural and supernatural truths and imbibe the urge to live a fuller and more fruitful life. It is both comprehensive and pluralistic in terms of clientele, academic programs, educational delivery systems, research and publication projects, and sources of financial support.

MISSION

- Pursuit of excellence by all through relevant, effective and convenient education.
- Equal educational opportunity for all racial, ethnic and socio-economic groups.
- Program offerings of liberal arts and sciences along with job and career related professional education geared to the service economy of modern times.
- Service to humankind with a global,

multi-cultural and future-oriented perspective.

PURPOSES

The following are the purposes in support of the University's philosophy and mission:

To Provide Relevant, Effective and Convenient Education:

The founders of East-West University believe there will always be a need for colleges and universities which offer relevant, diversified, and attractive academic programs at convenient times and places, which employ effective modes of educational delivery, and which adopt a policy of low tuition and opportunities to seek financial aid. To meet the needs of students coming from different racial, ethnic, cultural, and socioeconomic backgrounds, the academic programs of East-West University encompass many aspects of human life. They include both liberal and professional education as well as studies related to the arts, family, and practical living so intellects are sharpened, perspectives broadened, and effectiveness in life and in vocations increased.

To Foster Equal Educational Opportunity for All Racial, Ethnic and Socio-Economic Groups:

The principle of equality of educational opportunity and of human worth is the centerpiece of all academic and fiscal planning of East-West University.

To Offer Programs in Liberal Arts and Sciences Along With Job and Career Related Professional Education Geared to the Service Economy of Modern Times:

Higher education plays an important part in the trend towards increasing consumption of

professional services. Indeed, it is virtually the only source of personnel for such services. The production of services uses few raw materials and is remarkably clean in its environmental effects. Services, particularly of the professional type such as health care, business and engineering professions, entertainment and recreation, the arts, religion, government and education at all levels, are uniquely related to human welfare and to the development of human beings. They touch profoundly the lives of individuals and determine the range of personal opportunity.

To Cultivate Dedication to Serve Humankind With a Global, Multi-Cultural and Future-Oriented Perspective:

Also worthy of serious thought is a global, multi-cultural, and future-oriented perspective of higher learning that is often neglected in universities and colleges. We are living in an increasingly interdependent and interconnected world in which exponential growth is causing a serious shrinkage of space and resources. Astonishing advances in scientific and technological innovations transgress, indeed in some cases obliterate, national boundaries. National interest can no longer be defined and attained in isolation from the global interest. If humankind is to survive in this fast changing world, we need a profound reshaping of higher education, so an international intellectual community can be created which has the ability to adapt to an uncertain future and which can innovate, improvise, and solve problems with no precedent. As its name connotes, East-West University strives to meet these goals in its educational, research, and informational programs. Its international faculty resources focus on building bridges of harmony and

cooperation among nations and people of the East and of the West for a better understanding of the human family

THE LOCALE AND CONSTITUENCY OF THE UNIVERSITY

The locale of East-West University is the City of Chicago and its suburbs extending beyond the State of Illinois into the States of Wisconsin and Indiana – one of the largest metropolitan areas of the world. Not only is this area the merging point of the eastern and western United States, but it has become a confluence of the distinctive features of the western world and the eastern world communities. Almost 22% of the population of the City of Chicago, over half a million people, are either foreign-born or native-born of foreign or mixed parentage. About 36% of Chicagoans, 5 years and over, speak a language other than English at home. There are literally hundreds of thousands of west and east Europeans, Italians, Greeks, Turks, Africans, Arabs, Iranians, Pakistanis, Indians, Southeast Asians, Chinese and Japanese, as well as African-Americans, Hispanic-Americans, Latin-Americans and others living here together – an incredibly rich and vital constituency worthy of pride for any great university.

LOCATION AND CAMPUS FACILITIES

The Chicago campus facilities of East-West University consists of the East building located at 816 South Michigan Avenue, the West building at 819 South Wabash Avenue, and the Student Life Center (SLC) located at 829 South Wabash Avenue, in the South Loop of the downtown area. The three buildings are connected by an enclosed walkway. Michigan Avenue is one of the most imposing thoroughfares in America. Grant park and

Lake Michigan are located to the east of the campus and the towering buildings to the west and the north form a setting that is attractive and memorable. The architectural grandeur and beauty of downtown Chicago is world-renowned. Chicago's Museum Campus, comprising the Adler Planetarium, the Field Museum of Natural History, and the Shedd Aquarium, is a short walk to the southeast of the campus. The Chicago Public Library Cultural Center, Millennium Park, the Art Institute, Buckingham Fountain, Orchestra Hall, Soldier Field, theaters, the financial district, federal and state office buildings, and fine restaurants are all within easy walking distance.

STUDENT LIFE CENTER

The Student Life Center provides academic and recreational facilities, meeting and conference rooms, informal gathering places, a restaurant and 70 apartments for college students affiliated with a promising institution of higher learning: East-West University (EWU). Recreational facilities include the full-size basketball court, a cardio and strength training fitness center as well as a yoga room.

Academic facilities include the University library, tutoring center, an open computer lab and two classroom spaces, one traditional and another computer lab-based. Conference facilities include the Riaz H. Waraich Auditorium for lectures, Conference Rooms East and West for small group meetings as well as the 17th Floor Multipurpose Room and terrace for receptions.

The Student Life Center provides free open wireless on all main floors (floors 1-6) for members of the University community.

Student housing called Flats at East-West University is located on floors 7-16 of the Student Life Center. Apartments are furnished with a bed, desk, desk chair, dresser, wardrobe as well as a refrigerator, freezer and microwave. Utilities are included within the license agreement (including cable TV, Internet, heat, water, garbage, and electricity). Other amenities available to residents include lounges, on-site laundry, vending machines and bicycle storage. License agreements are valid for 9 months (late September-mid June). Summer housing is also available. Applications are available online at www.theflatsstudenthousing.com. The Flats Student Housing Office can be contacted at 312.939.0112 or theflats@eastwest.edu.

STUDENT POPULATIONS

East-West University serves all those who are desirous and capable of undertaking higher education. The student populations that the University is specifically committed to serve include among others: students who are seeking quality education to pursue excellence in their lives; students from low-income families who are motivated to enroll with the help of state and federal tuition grants, loans, and institutional scholarships; active employees of business and industrial concerns who want to enroll in conveniently offered programs with the help of financial assistance or employer provided tuition reimbursement; mature and experienced persons who have acquired competencies needed for a successful life and are now seeking to earn a degree; students from various ethnic and immigrant communities; and foreign students.

CHARACTERISTICS OF THE INSTRUCTIONAL SYSTEM

The more important characteristics of the University's instructional system are the following:

- Courses are offered in the day and evening to fit time preferences of the majority of students.
- The instructional methods are reviewed periodically, so students have the benefit of effective learning settings.
- Academic support services help instructors incorporate technological and pedagogical innovations and resources in their teaching.
- Students and faculty are encouraged to adopt the spirit and practice of learned inquiry and contribute to research and publications as far as possible.
- The existence of administrative core group, faculty council and curriculum committee ensures participatory academic governance.
- The University's annual schedule is comprised of three quarters of 11 weeks each and a summer session which varies in duration.
- Research and publication programs, institutes and centers of different area studies and national and international level conferences and symposia organized on a continuing basis over time are other salient features of the University's educational delivery system.
- Small class sizes.

The University's organization includes students, faculty, staff, administrators, directors and trustees, and interested community members working together in a closely integrated manner and interacting in

university governance. The receptiveness to each other's evaluation in terms of expectancies and commitments made creates a high level of accountability in the development and implementation of plans related to the instructional system.

STUDENT BILL OF RIGHTS

All students enrolled at East-West University may rightfully expect that the faculty and administrators of the University will maintain the conditions which facilitate learning. Students are encouraged to exercise their right to free inquiry in a reasonable and peaceful manner.

STATEMENT OF ACADEMIC FREEDOM

As an essential element of living up to the philosophy, adhering to the mission, and pursuing the purposes of East-West University as stated in its publications, the University endorses in principle the Statement of Academic Freedom adopted by the American Association of University Professors in 1940, inclusive of later amendments. More specifically:

- a. Teachers are entitled to full freedom in research and in the publication of the results, subject to adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- b. Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching matter which has no relation to their subject.
- c. College and university teachers are citizens, members of a learned profession, and officers of an educational institution. When

they speak or write as citizens, they should be free from institutional censorship or discipline, but their special position in the community imposes special obligations. As scholars and educational officers, they should remember that the public may judge their profession and their institution by their utterances. Hence they should at all times be accurate, should exercise appropriate restraint, should show respect for the opinion of others, and should make every effort to indicate that they are not speaking for the institution.

The institutional policies and regulations applicable to any and all of the above areas are discussed in East-West University publications and provide the interpretative and legal basis for institutional actions.

GOVERNANCE AND ADMINISTRATION Board of Directors of the Corporation

Ultimate custodianship of the University's interests is vested in a seven-member Corporate Board of Directors, which includes the founders of the University Corporation. The board functions as a Foundation Board in accordance with the provisions of its Articles of Incorporation, by-laws, and all pertinent statutes. Directors may attend meetings of the Board of Trustees as non-voting observers.

Board of Trustees

The operation and development of the University and the regulation and management of its affairs are governed by the 13-21 member Board of Trustees. Nominations to membership of the Board of Trustees may be made by any current Trustee of the University. The Board of Trustees has direct responsibility for the operations of the University through its powers to appoint and

supervise the Chancellor of the University. Other functions of the Trustees include mobilizing resources and building assets of the University on a continuing basis, approving policies and strategic plans, and the annual budget for the University's operation and development. The incumbent trustees of the University represent a wide variety of backgrounds, demonstrate exceptional professional caliber, and bring a wide experience of community involvement and public interest work.

The Chancellor

The Chancellor is the Chief Executive Officer of the University and an ex-officio member of the Board of Trustees and of all Committees of the Board. Among the Chancellor's responsibilities are:

- Supervising the day-to-day operation of the University in accordance with the policies approved by the Board of Trustees.
- Enforcement of University rules and regulations.
- Management of fiscal matters.
- Appointment, supervision, evaluation and removal of all academic and administrative personnel of the University.
- Initial approval and presentation to the Board of Trustees of the policies and procedures of all academic and administrative committees and councils of the University.
- Preparation of reports on the state of the University required by various agencies.
- Managing the University's relations with other educational agencies and institutions.

Administrative Organization

The organizational structure of the University integrates relationships and functions of employees in a way designed to support the institutional mission. The organizational chart illustrates this organizational structure and fundamental accountability, authority, and responsibility relationships.

A team decision-making approach ensures extensive communication among top and midlevel executives and the faculty, improving the quality of decisions, facilitating team allegiance, and educating team members concerning the intricacies of each major operating unit of the University. It also provides peer regulation of performance expectations and timeliness. Key decision-making groups are comprised of selected members of the administrative and academic staff of the University and include:

- The Administrative Core Group, which oversees University management issues, and makes or reviews recommendations to the Chancellor and the Board of Trustees.
- The Faculty Council, which adopts and revises academic policies, programs, curriculum, and faculty personnel policies.
- The Curriculum and General Education Committee, which makes recommendations to the Faculty Council on all curricular matters and the General Education program.
- The Standing Committee on University Planning, which creates, tracks, and adjusts the strategic plan.
- The Development and University Relations Committee, which coordinates the functions of the offices

of development, grantsmanship, public relations, and publications.

- The Student Success Committee, which works to enhance student persistence, retention, and graduation.

The General Assembly of the University consists of all full-time members of the academic and administrative staff and the Chancellor. It meets at least twice a year for planning retreats. It makes policy recommendations for action by the Chancellor for purposes of the University's efficient operation and development. It may also appoint advisory committees on academic programs, and recommend policies regulating student work, fiscal resources, administrative organization, and other aspects of institutional governance.

**ADMISSION AND
REGISTRATION
INFORMATION**

Admission and Registration Information

ADMISSION REQUIREMENTS

East-West University welcomes applications for admission from all who are desirous and capable of undertaking college-level education. The University's programs require seriousness of purpose, high motivation, and emotional maturity.

East-West University has rolling admissions; applications for admission are reviewed and processed all year round. Students can begin their studies at the University either in the fall quarter, which normally starts at the end of September, or the winter quarter, which begins in early January, or the spring quarter, which begins in April, or the summer session which begins in early July.

The following are requirements for all applicants seeking an associate or a bachelor's degree:

- Graduation from an accredited high school, G.E.D. or high school equivalent.
- Official transcript from an accredited high school and/or college.
- ACT or SAT examination results.

In addition to the above requirements, applicants seeking individual courses should be aware that other requirements might apply depending on the course/program of study. Special consideration will be given to those who may not meet the above requirements on a case-by-case basis.

THE ADMISSION PROCESS

A student applying for admission at East-West University must:

- Submit a completed East-West University application for admission and the non-refundable application fee.
- Submit a high school diploma or the G.E.D. certificate.
- Submit official copies of transcripts from all previously attended schools, colleges and universities.
- Submit completed FERPA form.
- Submit ACT or SAT test results.
- Meet with a University admissions counselor.
- Take the University placement tests in English and mathematics, if applicable. These tests are administered free of charge. Students with at least 12-quarter hours of college level transfer credits or equivalent in English and mathematics with grades of C or better from an accredited institution may be exempted from these tests.

IMMUNIZATION

As required by the Illinois Department of Public Health, full-time students born on or after January 1, 1957, and enrolling or continuing at East-West University must present proof of immunization as described in Illinois Public Act 85-1315, title 77: Public Health, part 694 as amended.

TRANSFER STUDENTS AND CREDIT BY EXAMINATION

East-West University welcomes students who wish to transfer from other schools, colleges and universities. Applicants must follow the regular admission procedure. Transfer students should contact the admissions office for further details.

East-West University considers granting transfer credit for the following:

- College level courses in which a student has earned a C grade or better taken at regionally accredited or state approved institutions of higher learning in the United States.
- College level courses in which a student has earned a D grade can be applied towards General Education courses only.
- 92 credit hours of credit will be awarded upon review if the student earned an associate degree from an accredited institution upon review.
- Foreign transcripts evaluated at the student's expense by an outside agency designated by the University.
- Credits from independent study courses approved by the National University Extension Association.
- Proficiency examinations such as the College Level Examination Program (CLEP), DANTES, or an East-West University proficiency examination in program-specific courses.
- Military service school courses.
- Assessment of knowledge gained from experience, independent study, or other non-traditional approaches to education in accordance with the University procedures.

Such transfer credits will be applied to the requirements of a degree program if students complete their residency requirement and the remaining coursework in their major and minor fields of study. Credit for transfer courses completed more than ten years before the time of admission may be denied. No credit for the course work completed at another institution will be accepted if the same or equivalent course is taken at East-West University. Credit hours earned at colleges which operate on a semester basis will be multiplied by 1.5 in order to convert them to quarter hours.

PRIOR LEARNING ASSESSMENT

East-West University recognizes the growing geographic and career mobility of modern post-industrial society. The University also recognizes that the traditional timetable for higher education is not appropriate for everyone, particularly working adults who may have already acquired relevant, useful, and verifiable competencies from nonacademic experiences — career employment, special training, volunteer work or community service, recreation and travel, military experience, or self-directed study.

To meet the need of such students, the University offers an option for Prior Learning Assessment within each of its existing degree programs. Prior Learning Assessment (PLA) is a process through which learners identify areas of learning from their past experiences, demonstrate that learning through appropriate documentation, and submit their materials related to specific course objectives so that they can be assessed and possibly awarded academic credit. PLA will reduce the repetition of relevant, course-related material for learners with prior learning (or with prior degrees). PLA can reduce the time required to earn a degree.

Prior Learning Portfolio Development is a process that East-West University provides for students to document their prior learning. East-West University makes no promises to prospective students regarding credit for prior learning until this Portfolio evaluation has been conducted. In PLA200, Prior Learning Assessment (a course designed in accordance with the principles established by the Council for Adult and Experiential Learning), each student prepares and submits a collection of documents that establish and support a claim that he or she has the particular skills, knowledge, values, attitudes, understandings, achievements, experiences, competencies, training, and certifications that will align with specific EWU course outcomes. The portfolio developed in the PLA200 course should not only describe the relevant experience but should also identify the particular learning outcomes. Students will also offer a critical self-assessment of what college-level learning has been acquired through selected non-traditional experiences.

Once the Prior Learning Portfolio is completed and submitted, faculty evaluators appraise it for the evidence demonstrating that those skills are tied to the outcomes of specific EWU courses. Faculty evaluators who are subject matter experts will determine if the Prior Learning is acceptable for credit.

PLA provides a method to help encourage non-traditional learners to pursue a degree. It can help them make the transition to higher education, permit them to avoid redundant courses that cover what they have already learned, and shorten their time to graduation.

East-West University assesses fees for the evaluation of Prior Learning Assessment

Portfolios based on the evaluation services performed by faculty experts. Quarter credits awarded to students through Prior Learning Assessment are posted to the student's record after payment of a reduced tuition charge of \$250/quarter credit.

INTERNATIONAL STUDENTS

The University welcomes students from all over the world. Any student who is not a citizen or permanent resident of the United States or its territories will be considered an international student. All international students transferring from another U.S. institution or coming directly from abroad are encouraged to contact the International Student Advisor as soon as they decide to study at East-West University. In addition to the standard requirements, international student applicants must complete the following steps before they are accepted for admission and before a U.S. immigration form I-20 is issued:

- Submit the East-West University international application for admission with the non-refundable processing fee.
- Submit a financial affidavit of support from a parent, guardian, sponsor or government agency.
- Submit original and English translation of official transcripts from secondary school through college level.
- Submit the Test of English as a Foreign Language (TOFEL) results for students from non-English speaking countries.

Upon arrival at the University, the students are required to take the University placement tests, unless they can demonstrate TOFEL score of at least 520 (score of 200 on the computer based test) or they are transferring at

least 12-quarter hours of college level credit in English with grades of C or better from a U.S. institution.

- Submit a transfer release form for transferring students to East-West University. Transfer release forms are obtained from the International Student Advisor of East-West University.

International students arriving from abroad should immediately contact the University to arrange for classes and other necessary matters. For additional information, please consult the International Student Advisor. The University will issue an I-20 form upon the receipt of all necessary documents and associated fees. For employment authorization, the I-20 will be endorsed only after the student completes one full year of study (three quarters). Likewise, a transfer I-20 will be issued only after one full year of study at East-West University.

Effective Fall 18 quarter, you are allowed to take vacation in **Summer Quarter**. Due to extenuating circumstances, i.e. illness in family, emergency leave can only be approved by the International Student Advisor with proper documentation. It is mandatory that proper permission is granted so you can maintain your F1 status.

HONORS PROGRAM

Acceptance into the program will be based on a composite of grade point average and ACT scores. In addition to the coursework, the Honors program will offer special benefits and activities for its students, such as priority registration, an Honors Webpage, social functions, and internship opportunities. To complete a degree from the Honors program a student must maintain a 3.25 GPA. Students

who complete the Honors program will have a special designation on their diplomas as well as their name added to a special honors plaque at the University.

RE-ENTERING STUDENTS

Students who interrupt their studies at East-West University for more than one full academic year must complete a readmission form at the Counseling and Student Affairs Office. Such students will be subject to the most current program and degree requirements.

FINANCES: TUITION AND FEE STRUCTURE

The tuition and fees listed are applicable for 2017-18 academic year.

Tuition and Fees

2019

Application for admission fee (non-refundable)*	\$40.00
Application for admission fee for foreign students residing in the U.S (non-refundable)*	\$40.00
Application processing fee for students abroad (non-refundable)*	\$300.00
Registration fee per quarter (non-refundable)	\$15.00
Late registration fee applied during the first week of a quarter (non-refundable)	\$200.00
Tuition per quarter hour	\$670.00
Tuition per quarter for students taking 10 to 16 credit hours (Full-time status requires at least 12 credit hours.)	\$6,700.00
Laboratory fee per course	\$200.00
Change of schedule fee	\$20.00
Non-refundable fee per quarter hour for proficiency examination	\$250.00
Prior learning assessment fee per quarter hour of credit earned by student	\$250.00
University services fee	\$435.00
Replacement fee for student ID	\$10.00
Graduation fee**	\$250.00
Diploma replacement fee	\$125.00
Transcript fee (3-5 business days)	\$5.00
Urgent next-day request transcript fee	\$10.00
Urgent same-day request transcript fee	\$20.00
Returned check fee	\$50.00
Mailing fee out of U.S.	\$100.00
Airport pick-up fee	\$100.00
Credit card processing fee on total payment	3.5%
Check processing fee	\$10.00
Collection agency fee on total debt	25%

* These fees are payable once and include the costs of processing the application.

** Graduation fees provide for the diploma, cap and gown, and commencement exercises. It is payable at least one month before graduation.

NOTE: Tuition and fees for 2018 - 2019 will be announced later.

PAYMENT OPTIONS

Students must pay all tuition and fees due and payable at the time of registration for every quarter under one of the following two options:

Option one: Single payment of full tuition at the time of registration or prior to the beginning of the quarter.

Option two: one-half of the tuition to be paid at the time of registration, one fourth of the tuition plus an additional charge of \$30.00 four weeks after classes begin, and the remaining one fourth plus an additional charge of \$30.00 seven weeks after classes begin.

Failure to pay all charges by the eighth week of the quarter might result in the student's dismissal from all classes and the loss of academic credit for the quarter, unless the student makes arrangements with the Business Office. Interest will be charged on outstanding balances.

The Director of Financial Aid will verify in writing if the student is eligible to receive financial assistance, which will be credited to student's account when received by the University.

In extenuating circumstances, the student may make special payment arrangements directly with the Business Office.

No student having any unpaid account will be issued an official transcript, letter of verification or diploma. Furthermore, students will not be allowed to register for any new quarter until all accounts for the preceding quarter are adjusted with the Business Office. Students who are eligible to participate in the

various financial aid programs available from the U.S. Department of Education and other government agencies are responsible for the timely submission of all forms, applications and documentation required by those agencies. If a student fails to submit the necessary materials by the proper deadlines and therefore is deemed ineligible for financial aid, the student then becomes solely responsible for making payments due to the University.

FINANCIAL AID AND SCHOLARSHIPS

The Student Financial Aid Office is responsible for administering and coordinating aid funds from federal, state, private and University sources. The primary goal of the Student Financial Aid Office is to provide adequate financial assistance to applicants who, without such aid, would be unable to attend East-West University. Through grants, part-time employment and scholarships, students are provided monetary assistance to meet the basic cost of their educational program.

A variety of financial aid is available to qualified students attending East-West University. Programs, policies and application procedures are defined in the East-West University Financial Aid Narrative, which may be obtained from the Student Financial Aid Office. Questions concerning financial aid should be directed to this office.

FEDERAL AND STATE GRANTS

Illinois Student Assistance Commission Monetary Award Program (MAP)

This program is administered by the Illinois Student Assistance Commission (ISAC) and assists Illinois residents who attend an approved Illinois college. Awards are based on information reported on the Free Application of Federal Student Aid (FAFSA). ISAC rules limit eligibility to dependent students whose parents are Illinois residents and to self-supporting or independent students who have resided in Illinois for 12 continuous months prior to September 1 of the award year for which the grant is made. The maximum amount of an award for 2017-2018 academic year is \$4,720.00.

Federal Pell Grant (FPELL)

The Federal Pell grant is a federally funded program. Eligibility requires that an applicant has not received a bachelor's or professional degree and is a U.S. citizen or permanent resident and demonstrates financial need. The amount of the award is based on the student's prior-prior calendar year income and asset information provided on the FAFSA. The maximum amount of an award for the 2017-2018 academic year is \$5,920.

Federal Direct Loan Program

There are two types of Federal Direct Loans – Subsidized and Unsubsidized. Subsidized federal direct loans are based on financial need and University policies. Repayment is deferred until the student graduates or ceases to enroll at least half-time, and the government pays the interest while he/she is enrolled in school. Unsubsidized federal direct loans are not based on need. A student may borrow the cost of education minus all other financial aid

received, including any subsidized federal direct loan, according to University policies. However, the student must pay the interest while he/she is enrolled, or it may be accrued and capitalized. Repayment of the principal is deferred until after the student graduates or ceases to enroll at least half-time.

Federal PLUS Loan

PLUS loans enable parents with a good credit history to borrow money to help pay education and housing expenses for their dependent undergraduate students.

The interest rate is set on July 1 and varies annually. Housing loan funds are only available for the Flsats at the Student Life Center (SLC), 829 S. Wabash Avenue, Chicago, IL 60605.

Federal Direct Loan maximums vary according to academic level. Students apply for all direct loans by filling out the FAFSA. For specific information students should contact the Student Financial Aid Office.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a federally funded program. The purpose of this grant is to provide additional aid to students who exhibit exceptional financial need. To become eligible, the student must file the FAFSA and have a valid Student Aid Report (SAR) on file indicating eligibility for a Federal Pell grant. The amount awarded to a recipient depends on financial need, the amount of other aid received, and the availability of funds at East-West University.

Federal Work Study Program (FWSP)

The FWSP provides salaries for jobs for

students with demonstrated financial need and who maintain satisfactory academic progress. Students awarded FWSP funds can earn money to help pay education expenses. Students can work either on- or off-campus. Off-campus jobs will be with private, non-profit organizations or public agencies that encourage community service work. Students awarded Federal Work Study are paid at least the current federal minimum wage or higher, depending on the type of work performed. Students are paid by the hour and receive a paycheck biweekly. Federal Work Study students are not permitted to work more than

20 hours per week during the academic year and cannot work during their scheduled class times. Students apply for Federal Work Study by filing the FAFSA.

EAST-WEST UNIVERSITY FUNDED SCHOLARSHIP PROGRAMS

All scholarship awards are subject to availability of funds. Only full-time students (taking a minimum of 12 credit hours per quarter) are eligible for one of the following scholarships except the Merit Scholarship which can be combined with one additional scholarship.

Scholarship	Maximum Award (upto)	Fall 2016	Winter 2017	Spring 2017
Institutional Academic Scholarship	\$6,030	\$2,010	\$2,010	\$2,010

**To be eligible for the above scholarship, a student must complete his/her degree program (Associate and/or Bachelor's) and maintain a quarterly and cumulative GPA of 2.0 or higher and pass designated course with a "C" or better.. A student must continue as full-time without interruption until graduation. Students may carry the cumulative scholarship balance, interest free, from quarter to quarter in the same academic year. The entire amount of the cumulative scholarship will be credited to the student's account upon completion of each academic year.*

Scholarship	Maximum Award (upto)	Fall 2016	Winter 2017	Spring 2017
Continuing Education Scholarship	\$5,025	\$1,675	\$1,675	\$1,675

Obtain sponsorship by employer and maintain quarterly GPA of 2.5 or higher.

Graduation Incentive Scholarship	\$1,200	\$400	\$400	\$400
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Maintain quarterly GPA of 2.0 or higher.

Merit-5 Scholarship	\$1,500	\$500	\$500	\$500
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Maintain quarterly and cumulative GPA of 3.5 or higher.

Merit-3 Scholarship	\$1,000	\$333	\$333	\$334
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Maintain quarterly and cumulative GPA of 3.0 or higher.

HIGH SCHOOL SCHOLARSHIP Merit Based Awards

All East-West University Scholarships will not exceed the direct cost of attendance (tuition) when combined with federal grant awards such as the Pell Grant and Illinois MAP Awards.

GPA	ACT 17-18 SAT 800-899	ACT 19-21 SAT 900-999	ACT 22-36 SAT 1000-1600
3.5 - 4.0	\$4,500	\$6,000	\$7,000
3.0 - 3.49	\$3,000	\$4,500	\$6,000
2.5 - 2.99	\$1,500	\$2,000	\$2,500

Recipients of High School Merit Based Awards must maintain a cumulative GPA equivalent to, or exceeding, the transfer GPA of acceptance at EWU. The cumulative GPA will be evaluated quarterly.

TRANSFER MERIT SCHOLARSHIP

GPA	Transfer Merit
3.5 - 4.0	\$3,500
3.0 - 3.49	\$2,500
2.0 - 2.99	\$2,000

Recipients of Transfer Merit Based Awards must have a minimum of 30 earned credit hours and maintain a cumulative GPA equivalent to, or exceeding, the transfer GPA of acceptance at EWU. The cumulative GPA will be evaluated quarterly.

NEED BASED SCHOLARSHIP Freshman and Transfer

GPA	EFC 0-2000	EFC 2001-4000	EFC 4001-5273
3.75 - 4.0	\$4,000	\$3,500	\$3,000
3.5 - 3.74	\$3,500	\$3,000	\$2,500
3.0 - 3.49	\$3,000	\$2,500	\$2,000
2.0 - 2.99	\$2,500	\$2,000	\$1,500

ACADEMIC PROGRESS SCHOLARSHIP Freshman and Transfer

Need Based Awards for freshmen and transfers using a combination of high school or transfer GPA and Expected Family Contribution (EFC). Recipients of Need Based Awards must maintain a cumulative GPA equivalent to, or exceeding, the transfer GPA of acceptance at EWU. The cumulative GPA will be evaluated quarterly.

Class Year	Maximum Award	Fall 2016	Winter 2017	Spring 2017
Sophomore (45+)	\$1,500	\$500	\$500	\$500
Junior (90+)	\$2,000	\$666	\$667	\$667
Senior (135+)	\$2,500	\$833	\$833	\$834

Maintain quarterly GPA of 3.0 or higher.

HOW TO APPLY

Students are required to submit financial aid applications on an annual basis. Priority consideration for receipt of financial aid and scholarship funds administered by the Student Financial Aid Office shall be given to students who submit all required documentation by the assigned deadline. The following forms, depending on the individual's status, are required to process the financial aid:

- Free Application of Federal Student Aid (FAFSA).
- Federal income tax returns with all schedules and W-2 forms for the prior year. Dependent students must submit their tax returns and the returns of their parents or guardians.

Independent students, as defined by the US Department of Education, must submit their tax returns and their spouse's if applicable. Tax returns must be signed or have the preparer's sections completed.

- Income Certification Statements – Students or parents on public aid or social security are required to submit the income statements from corresponding offices.
- Non-tax Filer Verification Statement – Students and/or parents who did not file the tax return are required to sign a statement and have it attested by the local IRS office.
- Verification Worksheet – Students selected for verification identified by the star on the Effective Family

Contributions are required to submit this worksheet with proper signature.

- Citizenship/Residency Verification – A copy of the Resident Alien Card or citizenship documents must be submitted to the Student Financial Aid Office.
- Student Certifications – Students must fill out information concerning statement of educational purpose, the statement of registration status and the certification of the Anti-Drug Abuse Act.
- Immunization records.
- Copy of Social Security Card.
- A picture ID.

WHO CAN APPLY

To be eligible to receive federal assistance, a student must:

- Be enrolled for 8-16 credit hours in a degree-seeking program.
- Have a high school diploma or G.E.D. certificate.
- Be registered with the Selective Service if required to do so
- Be a U.S. citizen, U.S. national (including natives of American Samoa or Swain's island), U.S. permanent resident who has an I-151 or I-551 or I-551-C, refugee, indefinite parolee and/or humanitarian parolee, Cuban-Haitian entrant, conditional entrant, or non-citizen with a temporary resident card (I-688). Supporting documentation may be required to verify residency or citizenship status.
- Maintain satisfactory academic progress.
- Not be in default of any loan or owe a repayment on a Federal Pell Grant, FSEOG, or state grant.

DETERMINING FINANCIAL AID

The number and amount of financial awards and payments are subject to availability of institutional, federal, and state aid funds. The Student Financial Aid Office will help the student determine the type of aid available and applicable. Several types of aid may be combined or packaged to meet the student's computed financial need. Need is determined by subtracting the expected family contribution from the student's total educational expenses. The parents' contribution is calculated on the basis of their income and assets as well as a consideration of family size, number of family members currently in college, retirement allowances, tax paid, and other allowable factors. The student is also expected to make a calculated contribution toward college expenses from income, savings and other assets. A federal need analysis, called Federal Methodology approved by the U.S. Congress, is used to evaluate a family's financial circumstances. A student who meets the independent student definition is evaluated on the basis of his or her (and spouse's, if applicable) financial circumstances.

WHEN TO APPLY

Financial aid applications must be submitted each academic year. Students are encouraged to apply early (after October 1st). The Student Financial Aid Office attempts to provide currently enrolled East-West University students with information about applying for financial aid, but ultimately it is the student's responsibility to contact the Student Financial Aid Office regarding application procedures. For specific application deadlines, contact the Student Financial Aid Office.

REFUNDS AND THE RETURN OF TITLE IV REFUNDS POLICY

If a student withdraws from the University, then the school or the student may be required to return some of the federal funds awarded to the student. The student may also be eligible for a refund of a portion of the tuition and fees paid to East-West University for the quarter. If the student received financial assistance from outside of the family, then a portion of the refund will be returned to the grant, scholarship or loan source from which the assistance was received. East-West University's refund policy exists for calculating the refund of institutional charges.

The federal "Return of Title IV Funds" formula dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and the student. The federal formula is applicable to a student receiving federal aid, other than Federal Work-Study, if that student withdraws on or before the 60% point in time in the quarter. The federal formula requires a return of Title IV aid if the student received federal financial assistance in the form of a FPELL grant, FSEOG, Federal Direct Student Loan (unsubsidized and subsidized) and Direct Plus (Parent) loan and withdrew on or before completing 60% of the quarter. The official withdrawal date is recorded by the Registrar on the administrative management system. Last day of student academic activity is considered as an unofficial withdrawal date in case student did not officially withdraw. If the student officially withdraws from all classes, Title IV Refund calculation will be done using ED express within 30 days of withdrawal. The percentage of Title IV aid to be returned is equal to the number of calendar days remaining in the quarter divided by the

number of calendar days in the quarter. Scheduled breaks of more than four consecutive days are excluded. The order of return will be Federal Direct Unsubsidized loan, Federal Direct Subsidized loan, Federal Direct Plus loan, FPELL, and FSEOG.

If the student did not receive all of the funds that were earned prior to withdrawing, a post-withdrawal disbursement may be due. If the post-withdrawal disbursement includes loan funds, the student must give permission before the funds can be disbursed. East-West University may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges. Permission is required to use the post-withdrawal grant disbursement for all other school charges if any. Students will be notified of post-withdrawal disbursement eligibility within 30 days of the date of withdrawal determination. The school must return the Title IV funds within 45 days of the date the school determines the student withdrew.

NOTE: If funds are released to a student because of a credit balance on the student's account, then the student may be required to repay some of the federal grants if the student withdraws.

REFUND POLICY

If a student wishes to withdraw, completely or partially, from courses for which the student has registered, the student must complete, sign and submit, personally or by mail, the prescribed forms to the Registrar's Office. Verbal withdrawals are not accepted. If a student officially withdraws from all courses before classes begin, all money paid to the University, except the nonrefundable fees, will be refunded within 30 days of said withdrawal. Full-time

students who partially withdraw to less than 12 hours before classes begin will have their tuition adjusted to the hourly rate. After classes begin, the following schedule is effective based on the date of complete official withdrawal:

- During the first week of classes 80% of the tuition and refundable fees will be credited to the student's account or refunded.
- During the second week of classes 50% of the tuition and refundable fees will be credited to the student's account or refunded.
- During the third week of classes 30% of the tuition and refundable fees will be credited to the student's account or refunded.
- Effective the first day of the fourth week of classes, no credit will be made for complete or partial withdrawal.

Cash refunds will be disbursed directly to the student only if all official charges to the student's account are paid in full.

All applicable refunds will be disbursed to the student within thirty days after receiving a withdrawal request. In the event of a student's death, all remaining charges on the student's account will be cancelled.

COUNSELING AND STUDENT AFFAIRS

The Office of Counseling and Student Affairs oversees extra-curricular activities and assists in creating co-curricular activities. Each of the East-West students is assigned an advisor from that office so there is always someone from the University available to help that student achieve academic, vocational, and career goals, select courses that will lead to progress towards a degree, and discuss university-related or

personal problems. Apart from academic advising, counseling is also available from the Student Success Center and the Financial Aid Office.

The staff of the Counseling and Student Affairs Office engage in the following activities:

- Meet with program directors regularly to ensure continuity for students.
- Counsel students who have not met the University's Satisfactory Academic Progress requirement and monitor their success.
- Participate in assigned University committees.
- Act as intermediaries between the student body and University personnel, explaining University policies and procedures to the former and bringing student opinions to the latter.
- Ensure that students are properly advised and are aware of all program requirements, including advising students who plan to transfer credits to East-West University.
- Coordinate registration activities.
- Enforce the Student Code of Conduct for the safety and protection of the University community.
- Organize activities to help students and alumni identify and secure employment, internships and cooperative education activities.
- Plan and coordinate the graduation ceremony.

ALUMNI SERVICES

University alumni are offered privileges to use the University library and computing facilities, audit courses upon payment of registration fees only, and use career services.

BOOKSTORE SERVICES

The bookstore at East-West University carries textbooks and other classroom assigned instructional materials. It also carries classroom supplies and University promotional items. Book rental services are also available.

CAMPUS SECURITY

The security of the campus and its occupants is the responsibility of the security staff. They monitor identification of all persons on campus. Students, faculty and staff should report injuries, thefts, accidents, items lost and found or any unusual circumstances to the security staff office.

COMPUTER SERVICES

All East-West University students have access to e-mail, the worldwide web and current academic and non-academic computer programs. The University maintains state-of-the-art computer laboratories both for instructional purposes and student work. Email is an official means for communication within East-West University. Students are expected to check their official East-West University account on a frequent and consistent basis in order to stay current with University communications on the Student Portal. Students are also expected to use their East-West University account for communication with instructors in their courses. The use of an outside email account for assignment submissions and faculty correspondence is discouraged as a University policy.

STUDENT ACTIVITIES

Co-curricular (outside of the classroom) activities are intended to provide students with the opportunity to be better prepared to fulfill the duties of citizenship in a democratic society and enrich their educational and

personal development. Such goals may be accomplished through cultural and social activities, the mentoring program, volunteer programs related to the instructional program, athletics and student government. The University encourages and supports the formation of student organizations and clubs that allow students to work together towards a common goal. The University administration must approve all organizations.

STUDENT PUBLICATIONS

The Phantom Press is the official student newspaper of the University, published periodically throughout the academic year. The University also supports and encourages other student publications.

TUTORIAL SERVICES

The University provides tutorial services in areas of Mathematics, Writing, Computer Science, Biology, and Electronics Engineering Technology at no cost to students. Additional tutorial services will be added as needed.

STUDENT POLICIES

All students enrolled at East-West University may rightfully expect that faculty and administrators of the University will maintain the conditions which facilitate learning. Students are encouraged to exercise their right to free inquiry and free speech in a reasonable and peaceful manner.

STANDARDS OF STUDENT CONDUCT

All persons shall respect and obey civil and criminal laws and shall be subject to legal penalties for violation of the laws of the city, county, state, or the nation. All persons shall obey the rules, regulations and policies of the University. Violation of such rules and regulations, which include but are not limited

to the following, may result in disciplinary action including probation, suspension and/or dismissal:

- Failure to display University ID while on campus.
- Unauthorized presence on or use of University property.
- Dishonesty such as cheating, plagiarism, or knowingly furnishing false information to the University administration or faculty.
- Forging, altering or misusing any University document or identification card.
- Willful disobedience to directions of University officials acting in the performance of their duties.
- Obstruction or disruption of classes, administration or any authorized University activity. Theft or deliberate damage to property belonging to the University, a member of the University community or a campus visitor.
- Smoking on the University campus.
- Assaulting, threatening, harassing or endangering the health or safety of any individual.
- Using, possessing or distributing alcoholic beverages on University premises or at functions authorized by the University.
- Using, possessing or distributing any illegal controlled substance on the University campus or at an activity authorized by the University.
- Being under the influence of alcohol or any illegal controlled substance on the University campus or at an activity authorized by the University.
- Possessing or using firearms, explosives, dangerous chemicals or

other objects that might be used as lethal weapons on the University campus or at functions authorized by the University.

- Discriminatory behavior while on the University campus or at an activity authorized by the University which is inconsistent with the University, city, county, state, or federal non-discrimination policies and statutes.
- Threatening or using physical force, obstructing or attempting to obstruct any student or instructor from attending or instructing classes at the University.
- Threatening or using physical force, obstructing or attempting to obstruct employees of the University from the performance of their duties.
- Dressing in blatantly inappropriate attire.

Violation of the above code stipulations may also lead to the termination of a student's federal, state, and institutional financial aid and/or scholarship. The Student Conduct Committee decides on most violations. Depending on the severity of the violation, immediate action may be taken by the Committee..

DISCIPLINARY ACTION

Students are required to abide by the rules, regulations and principles of the University as stated in the Student Handbook and other University publications. They are expected to conduct themselves at all times and in all places with propriety. A breach of University rules or conduct prejudicial to the interests of the University may require appearance before the Student Conduct Committee. This Committee is composed of faculty, administrative staff members and students.

All concerned parties will appear before the Committee and abide by the action taken. The Student Conduct Committee decisions can be arbitrated through the Office of the Provost or the Office of the Chancellor. All appeals must be submitted in writing. A student dismissed from the University for reasons other than academic work will be required to appear before the Student Conduct Committee for re-entrance. Additional information and details are available in the Student Handbook.

RESPONSIBILITY FOR LOSS OR DAMAGE

The University is not responsible for any personal injury or the loss of personal property on the premises of the University, whether such injury or loss occurs by theft, fire or otherwise. Students will be personally responsible for any damage caused by them to laboratory equipment, furniture, facilities or any other University property and will be charged for such damage. Charges of this kind will be treated as a regular fee and must be paid by the end of the term during which such damage was caused or assessed. Financial aid will not cover for the charges incurred.

DRUG FREE CAMPUS

East-West University adheres to, supports and is in full compliance with the requirements that maintain it as a drug-free institution of higher learning.

SMOKING POLICY

The East-West University campus is a smoke-free campus. Smoking is not permitted on the University campus and off-campus sponsored activities.

**ACADEMIC
INFORMATION**

Academic Information

ADVISING AND COUNSELING

East-West University assigns each of its students an academic advisor so that there is always an experienced and knowledgeable guide to help the student achieve academic, vocational, and career goals; select courses that will lead to progress towards a degree; and provide a mature and trusted counselor with whom he or she can consult on university-related or personal problems.

Apart from academic advising, counseling is available from the Student Success Center and the financial aid staff as well.

DEVELOPMENTAL COURSES

The University offers courses in writing, reading comprehension, mathematics and freshman seminar for students who need additional work in preparing for college-level study. Incoming students may be required to take the University's placement tests in these areas. Those students who score below the designated cutoff points are then placed in the appropriate developmental courses which they must take in addition to the 92 or 180 credit hours needed to graduate with an associate or bachelor's degree respectively. These developmental courses do not count towards graduation requirements.

DEGREE REQUIREMENTS

92 credit hours is the established minimum graduation requirement for the Associate of Arts or Associate of Applied Science degree and 180 credit hours is the established minimum graduation requirement for the Bachelor of Arts or Bachelor of Science degree. Graduating student must have a cumulative GPA of 2.0 or better.

STUDENT CLASS STANDING

Class standing is determined according to the number of quarter hours earned by a student:

0-44 hours	Freshman
45-89 hours	Sophomore
90-134 hours	Junior
135 and above	Senior

Students with substantial college experience may be granted advanced standing after the proper assessment and evaluation of such experience by the appropriate faculty members and, in the case of foreign transcripts, a recognized outside evaluation agency. Students having foreign transcripts are responsible to pay such evaluation agency's fee. Information and forms are available in the Registrar's Office.

FULL TIME/PART TIME STATUS

Students attending 12 or more hours during a term are considered full-time. Those attending less than 12 hours during a term are part-time. Students are advised to take 16 credit hours of work per quarter if they wish to complete the associate or bachelor's degree in two years or four years respectively.

Each credit hour is based on the equivalent of one hour of classroom instruction and other required work each week for eleven weeks of the quarter. Courses which include laboratory experience may include additional contact hours but not additional credit hours. Students have an overload if they are registered for more than 16 credit hours each

quarter. Students who wish to register for an overload must be given permission by the relevant program director or academic advisor. Overload requires additional fees. The maximum load permitted is 20 credit hours.

PROFICIENCY EXAMINATION

East-West University recognizes that some students have acquired proficiency in college-level material outside the traditional college classroom. The College Level Examination Program (CLEP) provides these students with the opportunity to demonstrate their college-level learning through examinations that assess the knowledge and skills taught in common college courses. Students who pass CLEP examinations are awarded the number of credits suggested by the CLEP system. The academic credit awarded through CLEP is added in the number of credit hours earned, but not added to the quarter hours attempted, nor is it included in the grade point average.

The University may offer its own proficiency examinations for those courses for which CLEP examinations are not available. Credits earned through these examinations may be used to satisfy course requirements and credit hour requirements.

Students who wish to take proficiency examinations in these courses must follow these procedures:

- Consult with the program director to find if a proficiency examination has been approved for the specific course.
- Obtain permission from the program director to take the proficiency examination in that course.

- Complete the application form available from the Registrar's Office prior to the beginning of the quarter in which the proficiency examination is desired by the student.
- Pay the appropriate fee in advance.
- Take the examination on the prescribed date.

The academic credit awarded through the proficiency examination is added to the quarter hours earned but is not added to the quarter hours attempted, nor is it included in the grade point average. Proficiency examinations are subject to the following regulations:

- Proficiency examinations may not be taken to improve grades or remove failures in courses.
- A student may take a proficiency examination only once in each course approved for proficiency examination.
- Proficiency examination does not count towards fulfillment of residency requirement for an associate or bachelor's degree.
- Proficiency examinations are generally administered on the Friday before the start of every term (excluding summer).
- A student may be granted credit through proficiency examinations for a maximum of 20 credit hours.

A non-refundable fee is charged for each East-West University proficiency examination. If a course requires a laboratory demonstration, an additional laboratory fee may be charged.

Students may also take proficiency examinations in order to waive C1101

(Computer Technology and Applications) requirement. Such test will be administered by the Admissions Department. There is no charge for such proficiency examination.

INDEPENDENT STUDY

Under special circumstances, a student may take a course as independent study with the prior permission of the program director. The appropriate forms must be obtained from, and after completion must be submitted, to the Registrar's Office within the first week of the relevant term.

STUDENT ATTENDANCE

All students are required to attend their classes and do their academic work with punctuality and diligence. Students who miss any class or classes for any reason are entirely responsible for the classes missed, and it is the individual student's duty to contact the instructor(s) concerning any make-up work. Furthermore, failure to attend classes in which a student is enrolled will jeopardize financial aid awards.

Students can interrupt their educational program at East-West University without prejudice but are encouraged to notify their academic advisor in writing. Students absent from the University for more than one year must complete an Application for Readmission with the Counseling and Student Affairs Office.

ACADEMIC STANDARDS

East-West University adheres to the requirements and recommendations of the Illinois Board of Higher Education, the Higher Learning Commission of the North Central Association of Colleges and Schools and to the federal and state regulations governing student financial aid. Every

student must meet the specific performance criteria of each course as set forth by the University faculty before credit is given.

RESIDENCY REQUIREMENTS

A minimum of 24 and 48 credit hours of work completed in residence (at least half of which should be in the major) is required for students working towards an associate and a bachelor's degree respectively. Residency is defined as class work which is completed by a student at East-West University during a particular quarter. No extension courses, credit by examination, assessment of experiential learning, or developmental courses apply towards residency requirement.

MAJOR FIELD EXAMINATION

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's assessment program. This program assesses the competencies in the student's field of study.

GRADUATION PROCEDURES

Students entering East-West University for the first time are bound by the catalog of their year of entrance. If a student misses one academic year he/she will be considered as a re-entering student and is bound by the catalog of the year of re-entrance.

The graduation ceremony to award associate and bachelor's degrees is held annually at the end of the spring quarter. The date of graduation stated on the diploma will be the end of the quarter date in which the student completes the degree requirements.

Bachelor's degree seeking students who have earned 135 quarter hours or more and

associate degree seeking students who have earned 45 quarter hours or more will be notified during the summer by the Registrar's Office of their eligibility for graduation. The student must then contact during the fall quarter the appropriate program director who will complete a degree audit and will develop the graduation contract to be signed by the student. The contract will be submitted to the Registrar's Office for review and forwarded to the program director for approval.

Candidates for a bachelor's degree can participate in the graduation ceremony pending the completion of no more than 16 credit hours after they have fulfilled the residency requirement and have attained the required cumulative GPA of 2.0 by the end of the winter quarter preceding the ceremony and must register for the following quarter.

Candidates for an associate degree can participate in the graduation ceremony pending the completion of no more than 8 credit hours after they have fulfilled the residency requirement and have attained the required cumulative GPA of 2.0 by the end of the winter quarter preceding the ceremony and must register for the following quarter.

Only degree candidates may participate in the graduation ceremony. Every student graduating from East-West University must:

- Meet the academic requirements of the program in which he/she is majoring.
- Attain a cumulative GPA of 2.0.
- Pass all outcome measures required by the major field examination.
- Fulfill the residency requirement.
- Submit the Application for Graduation to the Registrar's Office by the

specified deadline.

- Clear all financial obligations to the University.

Graduating students who achieved cumulative GPA of 3.5, 3.75 and 4.0 will have their diplomas designated cum laude, magna cum laude and summa cum laude respectively.

DOUBLE MAJOR

A student interested in pursuing a double major in the same division must meet all requirements for both majors. One diploma will be awarded to a student completing two majors in the same division. Separate diplomas will be awarded to a student completing majors in two different divisions.

DEAN'S LIST

Full-time students who achieve a cumulative grade point average of 3.5 or higher qualify for inclusion in the Dean's list.

HONORS LIST

Full-time students who achieve a quarterly grade point average of 3.5 or higher qualify for inclusion in the Honors List.

SATISFACTORY ACADEMIC PROGRESS POLICY

All students at East-West University must meet the University's standards for Satisfactory Academic Progress (SAP). The following policy (effective Fa-16 quarter) applies to all undergraduate students, regardless of programs, in the completion of all coursework up to and including the bachelor's degree at the University. Students are expected to adhere to the guidelines of SAP for both Grade Maintenance (Qualitative) and Timely Completion

(Quantitative). Students work closely with their advisor to maintain good academic standing.

SECTION 1: Measurement of Grade Maintenance

To achieve satisfactory academic progress for Grade Maintenance, the student must achieve a cumulative C (2.0) grade point average (GPA) at the end of every quarter. When the student's cumulative GPA falls below 2.0, the student is placed on Academic/Financial Aid Warning, Academic/Financial Aid Probation or Academic/Financial Aid Dismissal.

1. An Academic/Financial Aid Warning or Academic/Financial Aid Probation period is an 11 week quarter. During the warning period or probation period.
2. At the end of the Probation period, if the student is not making Satisfactory Academic Progress, all financial aid will be terminated and the student is subject to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts his/her appeal based on mitigating circumstances. (See Appeal Process)
3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An Academic Plan will be provided to the student by an appropriate advisor (depending on the major) which includes the completion rate by quarter and the required GPA. If the student is meeting the requirements of the Academic Plan, financial aid eligibility will continue.
4. The student's progress in meeting the progress requirements of the Academic Plan will be evaluated every quarter.

SECTION 2: Measurement of Timely Completion

Credit evaluation for measurement of Timely Completion is calculated as follows:

- Grades of A, B, C, or D are earned credits for completion in a timely manner.
- Grades of F, W, or I are considered hours attempted, but no credit is earned.
- Developmental courses grades of A, B, C, or D are considered to be earned credit for completion in a timely manner.
- Incomplete grades are not earned credit until a passing grade is posted. An Incomplete grade will revert to an F if the work is not completed by the end of the following quarter.
- Repeated classes are considered hours attempted in all quarters, but are earned credit in the quarter the highest passing grade is posted.

To achieve Satisfactory Academic Progress for Timely Completion, the student must complete 67% of the cumulative hours attempted. Timely completion is audited quarterly. When a student is not in good standing for Timely Completion, the Academic Progress Committee will implement Academic/Financial Aid Probation or Academic Dismissal status.

1. An Academic/Financial Aid Warning or Academic/Financial Aid Probation period is an 11 week quarter. During the warning or probation period, the student is eligible for financial aid.
2. At the end of the Probation period, if the student is not making Satisfactory Academic Progress, all financial aid will

be terminated and the student is subjected to Academic Dismissal. The student has the opportunity to continue enrollment only if the Academic Progress Committee accepts his/her appeal based on mitigating circumstances. (See Appeal Process)

3. After a successful appeal, the student will be placed on Academic/Financial Aid Probation for the subsequent quarter. An Academic Plan will be provided to the student by an appropriate advisor (depending on the major) which includes the completion rate by quarter and the required GPA. If the student is meeting the requirements of the Academic Plan, Financial Aid eligibility will continue.
4. The student's progress in meeting the timely completion requirement of the Academic Plan will be evaluated every quarter.
5. The maximum hours attempted cannot exceed 150% of the hours stated in the catalogue for program completion, or Academic Dismissal may result. East-West University requires a minimum of 92 credit hours for associate and 180 hours for bachelor's degree completion. Hence, the attempted hours cannot exceed more than 138 or 270 hours for associate or bachelor's degree respectively.
6. Attempted hours will be counted towards maximum time frame even if the student does not receive Title IV aid. Grades from accepted transfer coursework are not included in the East-West University grade point average. Accepted transfer coursework is included in a student's calculation of completion rate and maximum time frame. Transfer credits are considered as hours attempted and hours earned.
7. Students have an option to change their major and/or pursue a second degree.

However, the existing SAP policy will still apply in both cases.

8. SAP policy applies to students enrolled in summer term.

Appeal Process

When mitigating circumstances (illness, injury, or life change) interfere with Satisfactory Academic Progress, the student shall have the opportunity to appeal. The appeal must include why he/she failed to make Satisfactory Academic Progress, and what has changed that will allow the student to achieve Satisfactory Academic Progress. Students will be given three chances to make an appeal. The first two appeals are done through the Counseling and Student Affairs department. If the appeals are approved, the student will be placed on Academic Probation 1 and 2. If the student does not meet the Academic Plan and does not make Satisfactory Academic Progress, the student will then have to apply for a 3rd and final appeal before the Academic Progress Committee. Supporting documentation will be required for 3rd appeal. The Academic Progress Committee will review Academic Probation 3 or Academic Dismissal taking into consideration eligibility for enrollment and the student's probability for success in the program. If the Committee approves the appeal, the student must follow the Academic Plan to ensure future success.

The student will be on Academic Probation 1, 2 or 3 for one quarter only. If the Academic Plan is being followed successfully, then Academic Probation 1, 2 or 3 will continue. The student is eligible for financial aid for each quarter that Academic Probation 1, 2 or 3 is extended. If the student does not meet the requirements of the Academic Plan, the student may be Academically Dismissed after Probation 1, 2 or 3.

Students who have been Academically Dismissed after Academic Probation 3 are ineligible to appeal their academic standing and must follow the Readmission after Dismissal process.

Readmission after Dismissal

Students who do not complete an appeal or whose appeal is denied must sit out from East-West University for at least one consecutive quarter. During this time, the student must attend another college or university and demonstrate academic progress at that institution for at least one consecutive quarter prior to applying for readmission at East-West University. However, a student is eligible for readmission after taking off for one academic year. Students interested in readmission should speak with the Counseling and Student Affairs Office.

A readmitted student will be placed on an Academic Plan and must meet their academic plan and fill out an Appeal for Reinstatement. Proof of successful completion of one quarter with a 2.0 (c) average from another school will be required at the time of readmission. A readmitted student will be eligible for financial aid.

EVALUATION AND GRADING

Student performance in a course is evaluated through standardized and instructor-developed tests, classroom performance in exercises and assignments, oral conferences, and/or other norm-referenced and criterion referenced measures. A permanent record of the grade in each course is maintained in the Registrar's Office. Course outcomes are recorded on the official transcript by letter grades:

- A (excellent)
- B (good)

- C (average)
- D (lowest passing grade)
- F (failure)
- P (pass)
- I (incomplete)
- W (withdrawal)
- AU (audit) GF (Grade Forgiveness)

A grade of W indicates official withdrawal from a course through the last day of the seventh week of classes. A student may not officially withdraw from any classes after the seventh week except in case of illness or serious injury causing incapacity before the end of the quarter. The grades of I, P, GF and W are not counted in the computation of the grade point average, but will be counted towards attempted hours.

A grade of I (incomplete) may be changed to A, B, C, or D if, within one quarter of the award of such a grade, the student satisfactorily completes all the course requirements. If the student fails to complete the work required within the following quarter (not including summer session), the incomplete will automatically be changed to F. Incomplete grade does not affect the measures of quantitative and qualitative progress.

Students may choose to audit a course. Under this option the student's obligation is to attend the course. Tests and other forms of evaluation are optional. No credit is earned, but an entry of AU (audit) is included on the permanent record. An AU cannot be converted into any other grade. Standard fees are charged for audited courses.

Both the grade point average during a particular quarter and a student's cumulative grade point average are computed by:

- Calculating quality points by multiplying the number of credit hours of a particular course by the numerical equivalent of the grade earned in the course (A=4.0, B=3.0, C=2.0, D=1.0, F=0.0),
- Adding all the quality points of all the courses taken by the student at East-West University in which grades from A to F were earned, and
- Dividing the total of quality points by the number of credit hours of all those courses.

PROCEDURE FOR RECORDING GRADES

Faculty members submit grades within 48 hours of the last day of the quarter. An instructor has one quarter to change incorrect grades. After the deadline is passed, a grade assigned by the instructor can be changed only by special petition to the Chief Academic Officer. An adjunct instructor cannot assign a grade of incomplete (I) to a student unless the instructor obtains consent from the Program Director.

GRADE APPEALS

Students contesting a grade must file a written appeal with the supporting documents to the Registrar's Office within one quarter of receipt of that grade.

REPEATING A COURSE

The policy for repeating a course to improve a previously earned grade includes the following provisions:

- The repeated course is subject to regular registration and financial policies.
- Both the earlier and the later grade will appear on the student's permanent

record and will appear on transcript.

- Only the higher grade will be calculated in computing the grade point average which will affect the qualitative and quantitative components of satisfactory academic progress.
- A grade earned at East-West University cannot be replaced by transferring the equivalent course from another college.
- A financial aid recipient may only repeat a course in which a grade of D is earned if that course falls in the major field of study.

SCHEDULE CHANGES

Courses may be changed with an additional charge. Change of schedule forms must be signed by the advisor and submitted to the Registrar's Office.

Students may withdraw from courses by submitting a withdrawal form to the Registrar's Office within the first seven weeks of a quarter. Dropped courses will be designated by a W on the student's permanent record.

A student who does not follow the appropriate procedure will receive an F grade for the course not completed.

Official withdrawal occurs only when a withdrawal form has been submitted to the Registrar's Office. Notification to an instructor or withdrawal by telephone is not sufficient to withdraw or cancel registration.

TRANSCRIPTS

Transcripts of the academic record show students' courses and grades, and for graduates, the degree, major or majors and academic honors. An official East-West University transcript may be issued to the

student, and mailed or faxed to a third party directly with consent of student. Applicable fees are listed under the tuition and fees structure.

Transcripts may be requested in person, in writing, or online at www.getmytranscript.org. For routine processing, transcripts are issued within five working days from the request. Same day and next-day processing of transcripts is also available. Transcripts will be issued upon clearance of all outstanding charges. The fee for all transcripts is nonrefundable.

PRIVACY OF RECORDS

East-West University complies fully with the Family Educational Rights and Privacy Act (FERPA) of 1974 as amended. Only East-West University faculty and staff, acting in the student's educational interest or performing University related functions, shall have access to student records.

No one outside the University shall have access to, nor shall the University disclose information from, student records without the written consent of the student except in accordance with the law.

Prior student consent is required to disclose student records to the parent of a dependent student as defined by Section 152 of the Internal Revenue Code of 1954.

A student may inspect information contained in his or her record with the exception of financial information submitted by parents or confidential recommendations related to admission.

A student may challenge the accuracy of the

University record with the appropriate University office.

East-West University can release certain information on a discretionary basis without prior student consent. Such information is never knowingly provided to any requester for commercial purposes. Requests to withhold information should be made in writing to the Registrar's Office.

COOPERATIVE EDUCATION PROGRAM

East-West University's Cooperative Education program provides the opportunity for students to gain valuable workplace experience while receiving college credit. As a result of this program, students can graduate with experience related to their majors.

Cooperative Education provides qualified students with the opportunity to develop academically, personally and professionally. The program is open to degree seeking students with a GPA of 2.5 or higher. Degree seeking students must have completed a minimum of 45 credit hours in order to be eligible for the Cooperative Education program.

Bachelor's degree seeking students can earn up to eight hours of academic credit toward their major for Cooperative Education work; associate degree seeking students can earn up to four hours of credit. Students are required to complete 100 documented hours of work for the employers to receive college credit. In addition, students must submit a journal/log documenting the activities, submit a reflective paper, and submit an employer evaluation.

Students interested in Cooperative Education should contact their academic advisor.

ACADEMIC PROGRAMS

The overall objectives of the University's academic programs leading to the degrees listed in the chart are:

- To encourage the acquisition and improvement of knowledge, attitudes, values and marketable skills required for intellectual excellence and job efficiency.
- To develop and strengthen open, accepting and understanding human relationships.
- To develop an appreciation of and interaction with the social experiences of all cultures.