EAST/WEST™ UNIVERSITY

Student Handbook 2020-2021

NAME.....

ADDRESS.....

.....

CITY/TOWN.....ST.....ZIP.....
.

HOME PHONE.....

CELL PHONE.....

EMAIL.....

STUDENT NUMBER.....

EAST-WEST UNIVERSITY

816 SOUTH MICHIGAN AVENUE | CHICAGO | IL 60605

T: 312.939.0111 | F: 312.939.0083 | **www.eastwest.edu**

IN CASE OF EMERGENCY NOTIFY:

NAME.....

ADDRESS.....

.....

CITY/TOWN.....ST.....ZIP.....
.

HOME PHONE.....

CELL PHONE.....

EMAIL.....

OTHER IMPORTANT INFORMATION
Some data may be considered confidential and private, yet can be of vital importance in emergencies. Please use your discretion in entering the information.

PHYSICIAN.....

PHONE.....

BLOOD GROUP.....RH FACTOR.....

ALLERGIES.....

MEDICAL INSURANCE NO.....

OTHER MEDICAL DATA.....

.....

.....

.....

A MESSAGE FROM THE CHANCELLOR

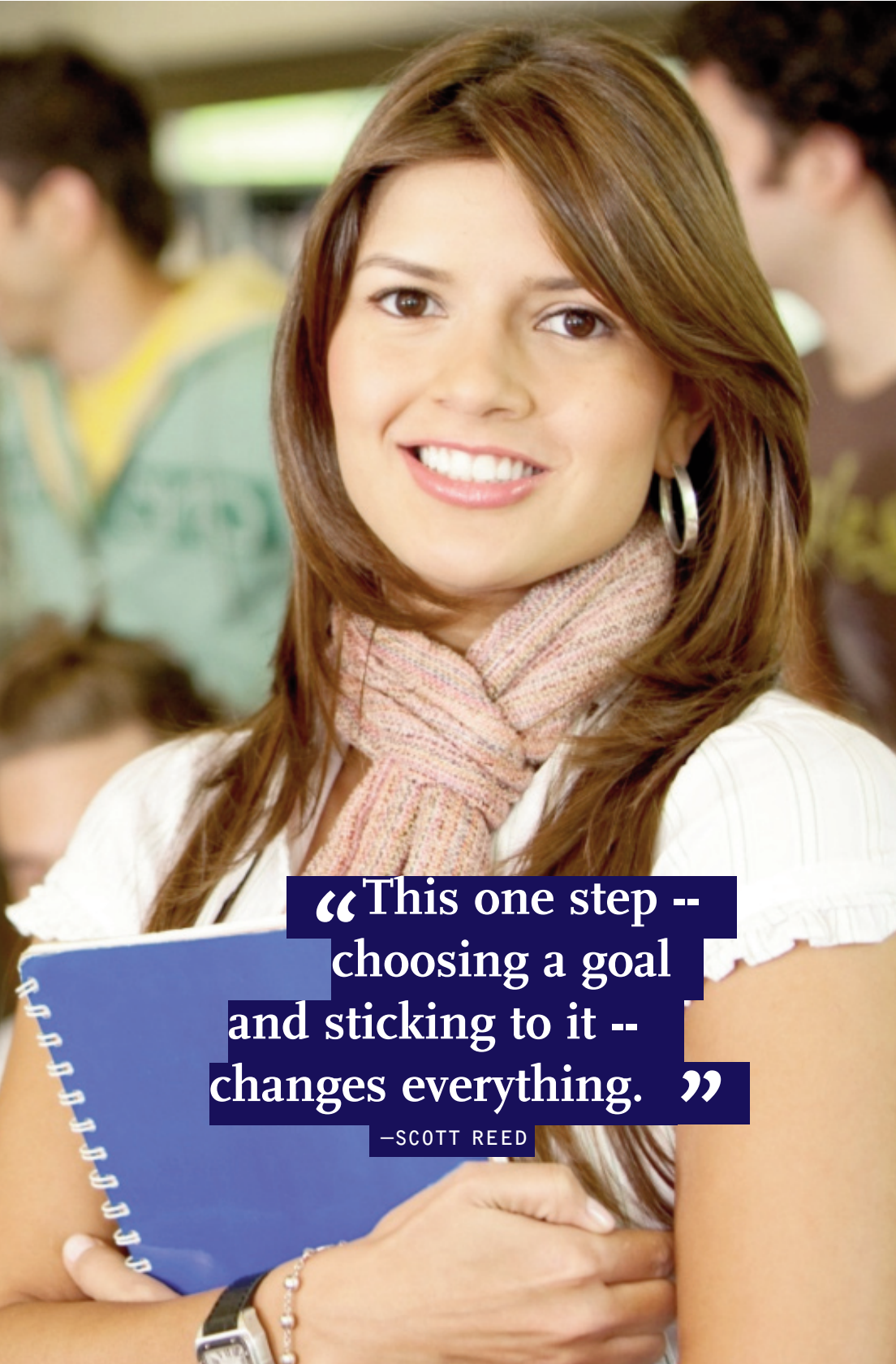
Welcome to East-West University. You are beginning one of the most challenging and rewarding journeys of your life. Having taken the first major step towards a distinguished career and destiny, you are now charting your life's work. May you achieve the best of success in the pursuit of higher education! Rest assured that the faculty and staff are desirous and capable of effectively assisting you in defining and reaching your career goals.

East-West University is dedicated to the pursuit of excellence by all and service to humankind with global, multi-cultural, and future-oriented perspective. Our policies, programs, and services reflect our mission and purposes. We ask you to carefully review this Student Handbook and the current Catalog to familiarize yourself with the University's expectations of its students and to significantly benefit from the services and programs provided for you here at East-West University. As your experience at East-West will tell you, this institution has top-of-the line programs, faculty, and educational resources to deserve listing in America's Best Colleges guide of the weekly U.S. News and World Report. Good Luck.

We are vigorously following all Covid-19 safety protocols to make sure that our students, faculty, and staff are protected and are able to study and work in a safe environment.

DR M WASIULLAH KHAN

Chancellor



“This one step -- choosing a goal and sticking to it -- changes everything.”

—SCOTT REED

Academic Calendar 2020-2021

Fall Quarter 2020	September 28 - December 10
New Student Orientation	Friday, September 23
Last day to withdraw without penalty	Friday, September 25
Last day for proficiency testing	Friday, September 25
Classes begin	Monday, September 28
Late registration	Monday, September 28 - Friday, October 2
Last day to change schedule	Friday, October 2
Midterms	Wednesday, October 28 - Thursday, October 29
Last day to withdraw from a class (W grade recorded)	Friday, November 13
Thanksgiving break (University closed)	Thursday, November 26 - Sunday, November 29
Final examination period	Wednesday, December 9-Thursday, December 10
Winter break (for students)	Saturday, December 12 - Sunday, January 10
Winter break for staff (University closed)	Monday, December 21 - Friday, January 1
Winter Quarter 2021	**January 11 - March 25**
New Student Orientation	Friday, January 8
Last day to withdraw without penalty	Friday, January 8
Last day for proficiency testing	Friday, January 8
Classes begin	Monday, January 11
Late registration	Monday, January 11 - Friday, January 15
Last day to change schedule	Friday, January 15
Martin Luther King Jr. day (University closed)	Monday, January 18
Midterms	Wednesday, February 10 - Thursday, February 11
Last day to withdraw from a class (W grade recorded)	Friday, February 26
Final examination period	Wednesday , March 24 – Thursday, March 25
Spring break (for students)	Saturday, March 27 - Sunday, April 4
Spring Quarter 2021	**April 5 - June 17**
New Student Orientation	Friday, April 1
Last day to withdraw without penalty	Friday, April 5
Last day for proficiency testing	Friday, April 1
Classes begin	Monday, April 5
Good Friday (University closed)	Friday, April 2
Late registration	Monday, April 5 - Friday, April 9
Last day to change schedule	Friday, April 9
Midterms	Wednesday, May 5 - Thursday, May 6
Apply for graduation	Monday, May 10 - Friday, May 14
Last day to withdraw from a class (W grade recorded)	Friday, May 21
Major field assessment test(required for all seniors and optional for juniors) - Friday, May 14	
Memorial day (University closed)	Monday, May 25
Final examination period	Wednesday, June 17 - Thursday, June 18
Graduation ceremony	Saturday, June 20
Summer break (for students)	Monday, June 22 - Sunday, July 5
Summer Quarter 2021	**July 6 - August 27**
Last day to withdraw without penalty	Friday, July 3
Classes begin	Monday, July 6
Late registration	Monday, July 6 - Tuesday, July 7
Last day to change schedule	Friday, July 10
Midterms	Wednesday, July 29 - Thursday, July 30
Last day to withdraw from a class (W grade recorded)	Friday, August 14
Final examination period	Wednesday, August 26 - Thursday, August 27

East-West PERSPECTIVES

EAST-WEST UNIVERSITY'S MONTHLY LECTURE SERIES

The East-West Perspectives provide a forum for prominent academics, artists and achievers to engage in thoughtful dialog about the community.

The program consists of a reception with light refreshments at 5:30 p.m., followed by a 30-45 minute talk at 6:00 p.m. All are welcome. The events are free. Lectures are held on the third Tuesday of every month from **January** to **March**, **October** and **November**. The **April** and **May** events are held on the third Wednesday of the month.

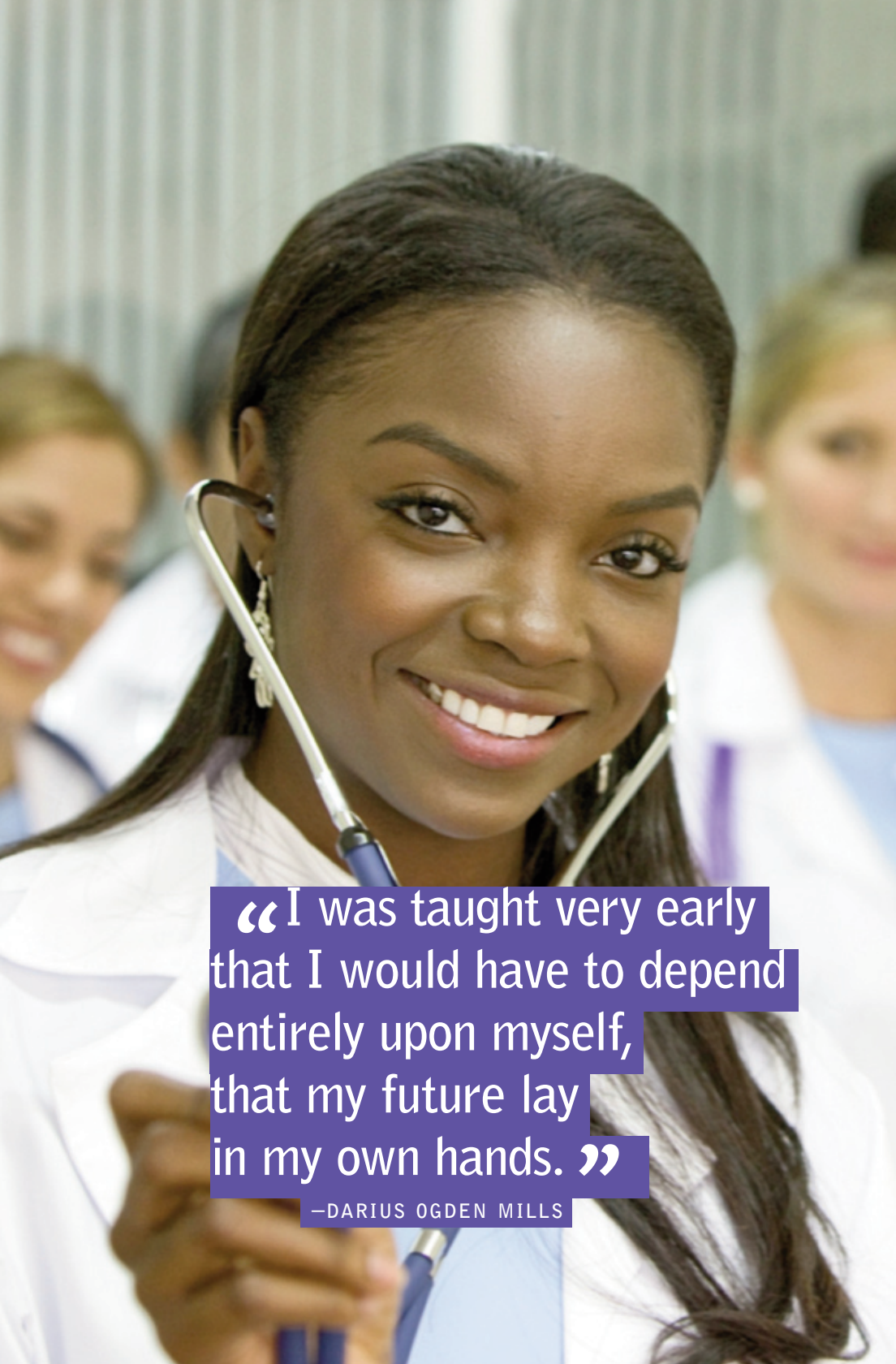
Riaz H. Waraich Auditorium | 4th Floor
East-West University
829 S Wabash Ave | Chicago | IL 60605
T 312.939.0111 | F 312.939.0083

www.eastwest.edu

East-West University is a private, not for profit and non-denominational institution of higher learning in Chicago's South Loop. East-West is accredited by the Higher Learning Commission of the North Central Association of Colleges and Schools (NCA), and provides affordable, quality higher education to students from all ethnic and socio-economic backgrounds.

LOOKING FOR	ROOM	CALL (312)
Academic Advising and Counseling	The L Lounge/E102	939-0111 ex. 2102
AdmissionsAdmissions	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	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 Student Outreach Counselor	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	
Mathematics	E207	939-0111 ex. 2207
Office Administration	W816	939-0111 ex. 1816
Provost	Provost's Office/W803	939-0111 ex. 1803



“I was taught very early that I would have to depend entirely upon myself, that my future lay in my own hands.”

—DARIUS OGDEN MILLS

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 taxexempt and eligible to receive taxdeductible 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 nonimmigrant 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.

MISSION

East-West University is dedicated to the pursuit of excellence by all through relevant, effective and convenient education, and service to humankind with a global, multi-cultural and future oriented perspective. it is both comprehensive and pluralistic in terms of clientele, academic programs, educational delivery systems, research and publication projects, and sources of financial support.

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 13 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 East-West University (EWU). Recreational facilities include a 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.

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 in accordance with the provisions of its Articles of incorporation, its 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 director or Trustee of the University. The Board of Trustees has direct accountability 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 the 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 exofficio 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 theUniversity.
- Preparation of reports on the state of the University required by various agencies.
- Managing the University's relations with other educational agencies and institutions.

CONFIDENTIALITY AGREEMENT AND FERPA POLICY STATEMENT
The use of all systems and databases which are provided by East-West University is granted exclusively for the purpose of performing all customary functions associated with the process of teaching and learning. (faculty, administration, staff, students) for East-West University. Any unauthorized, unwarranted, or illegitimate use of the systems, databases, resources, may result in disciplinary action commensurate with severity of infraction and may include termination of employment, criminal prosecution, and/or civil action.

JEANNE CLERY DISCLOSURE OF CAMPUS SECURITY AND CAMPUS CRIME STATISTICS ACT
East-West University takes seriously its responsibility to ensure a safe and secure learning environment. EWU is justifiably proud of our low incident rate as reflected in our latest incident statistics. Staff, faculty, and student are encouraged to stay informed about safety and crime on campus. As provided by the Crime Awareness and Campus Security Act of 1990, now known as the Jeanne Clery disclosure of Campus Security Policy and Campus Crime Statistics Act, East-West University staff/faculty/students are entitled to request and receive a copy of the Campus Crime Statistics Report which includes statistics for the previous 3 years concerning reported crimes that occurred on and around the campus. This report also includes institutional policies concerning campus security, such as policies on alcohol and drug use, crime prevention, sexual

assault, and other matters. A copy of this Report is located throughout the University. The Report can also be accessed and printed from the University website www.eastwest.edu.

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.

Students should contact their advisor if they

- need to select courses and register.
- need to drop or add a class or otherwise adjust their schedule.
- are having difficulty in a course.
- are trying to decide on a major.
- have questions about degree requirements. need to withdraw from school.
- have a question about an academic or university policy.

Students who are not sure where to go for advising should contact the Records Office on the eighth floor of the West Building.

ACADEMIC DISHONESTY

The University considers student plagiarism to be a serious offense. Plagiarism is defined as the unauthorized use or close imitation of the language and words of another author and the representation of this material as one's own original work. For the first account of plagiarism, a zero is given for the assignment. The instructor is required to meet with the student regarding the first plagiarism charge. A second account of plagiarism results in the student failing the course.

The faculty member is required to notify the student as well as the Records Office immediately following the decision to assign an 'F' grade. in cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

STUDENT ATTENDANCE

All students are required to attend their classes and are expected to 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.

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 or Academic dismissal status by the Academic Progress Committee.

1. An Academic/Financial Aid Warning period is an 11 week quarter. during the warning period, the student is eligible for financial aid.
2. At the end of the Warning 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 he 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 2/3rd 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 Warning or Academic dismissal status.

1. An Academic/Financial Aid Warning period is an 11 week quarter. during the warning period, the student is eligible for financial aid.
2. At the end of the Warning 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 18 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. 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.

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. The Academic Progress Committee will implement Academic Probation, Academic Timely Probation, or Academic dismissal status 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 an Academic Plan to ensure future success.

The student will be on Academic Probation for one quarter only. if the Academic Plan is being followed successfully, the Academic Probation will continue. The student is eligible for financial aid for each quarter that Academic Probation is extended. if the student does not meet the requirements of the Academic Plan, the student will be Academically Dismissed.

Students who have been Academically dismissed 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 three consecutive quarters. during this time, the student must attend another college or university and demonstrate academic progress at that institution for at least three consecutive quarters prior to applying for readmission at East-West University. Students interested in readmission should speak with the Counseling and Student Affairs Office.

Academic Probation after Readmission
A readmitted student will be placed on Academic Probation. Student must meet Satisfactory Academic Progress after the probationary term or meet the conditions of the Academic Plan while on Academic Probation after Readmission. Student will be dismissed permanently if he/she does not satisfy one of the requirements.

ACADEMIC PROGRESS COMMITTEE:
The Academic Progress Committee (APC) monitors the Academic Progress Policy of the University which includes Academic Progress, Timely Completion, and Academic Forgiveness. it is appointed by the Provost, and includes additionally at least one member of Counseling and Student Affairs, one member of the Registrar's Office, and one faculty member.

ACADEMIC FORGIVENESS
A student who applies for readmission to the University after three years or more have elapsed may submit an Academic Forgiveness Request form and, by appeal to the Academic Status Committee and with approval of the Academic Provost or designate, be forgiven their cumulative GPA at the point of dismissal. Once forgiveness has been granted, the cumulative GPA will be based only on East-West University courses taken after readmission.

To be eligible for forgiveness, the student must first have been readmitted and earned at least 12 credit hours with a 2.0 average or higher on the hours earned after readmission. The Forgiveness Policy is permitted only once per student. With forgiveness, the following changes will be made to the student's academic record:

a) All grades earned at East-West University prior to reentry are excluded from the calculation of the GPA;
b) Credit hours earned for courses prior to reentry with the grade of at least "C' are retained;
c) Credit hours earned for courses prior to reentry with a grade of 'd' are not retained;
d) Each grade that is subject to this policy will remain on the official transcript, but will be noted as 'forgiven.'

Once granted academic forgiveness, a student may be required to seek assistance from the Counseling and Student Affairs Office and/or meet periodically with a program/academic advisor.

This policy applies to the academic record only, and will in no way affect financial indebtedness to the university.

ACTIVITIES
East-West University provides its students with a variety of curricular and extra-curricular activities. Various clubs afford students opportunities to socialize with other students of similar interests. The University makes ample use of social media such as Facebook and Twitter. Many events are organized in collaboration with student leaders and student organizations are planned throughout the year to enrich the social and cultural lives of students, faculty and staff. Bulletin board notices, monthly calendars, posters, published announcements and the East-West University website give details of upcoming events.

EWU is located in the heart of the Museum and Theater districts of Chicago, and the University encourages students to enjoy the cultural opportunities offered by an urban University. The Shedd Aquarium, Adler Planetarium, Field Museum and The Art institute as well as many galleries and theaters are within a short walk of the University. The city of Chicago holds many

major festivals in Grant Park, just a few steps away from the University's front door. The Taste of Chicago, Blues Fest, Jazz Fest, Lollapalooza, World Music Festival, Viva! Chicago and Gospel Fest are just a few.

ALCOHOL, DRUGS, CONTROLLED SUBSTANCES DRUG FREE ENVIRONMENT

East-West University prohibits every member of the University community, which includes administration, faculty, staff, students, and service contractors, to use, possess, dispense, distribute or manufacture any controlled substances or illegal drugs in the workplace. This applies to all employees, clients, contractors, and visitors. EWU is obligated to provide a drug-free, safe, healthful and secure workplace for all employees.

SMOKE FREE ENVIRONMENT

East-West University campus is a smoke free environment. Smoking and the use of tobacco in any form is prohibited in all areas of the University campus. This applies to all employees, clients, contractors, visitors, and the student body.

CONTROLLED SUBSTANCES

Consistent with state and federal law, East-West University maintains a workplace free from the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance. This requirement is mandated by the drug- Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensation, possession or use of controlled substances, illicit drugs and alcohol are prohibited on any property under the control of and governed by the East-West University Board of Trustees, at any site where work is performed by individuals on behalf of the University, or at/during any event officially sponsored by the University. This policy applies to all university employees and students.

ANNOUNCEMENTS

All announcements, flyers and posters need to be approved by the department of Public Relations before they are placed on specific bulletin boards. Only University posters are allowed to be posted on walls. Students wishing to advertise an event or item in the School newspaper may also submit them to the Office of Public Relations in room W818 or by e-mail to pr@eastwest.edu

BOOKSTORE

The University is served by the East-West University Bookstore, an independent contracted vendor. it is located on the first floor of the Student Life Center. Hours of business are posted on the store entrance. School supplies, textbooks and University 21 promotional materials are available. Select text books and other required materials may be available on a rental basis. The tel. number is: 312-450-3752

CANCELLATION OF CLASSES

The cancellation of classes or closing of the University due to inclement weather conditions or emergencies will be announced on WGn/720 AM, WBBM/780 AM radio stations as well as local television channels 2 (CBS Chicago), 5 (nBC Chicago), 7 (ABC Chicago) and 9 (WGn) and at East-West University's homepage at www.eastwest.edu. if you do not see announcements on those channels, COME TO SCHOOL. You can also contact the University at 312.939.0111 for more information.

CAREER ASSESSMENT, PLACEMENT AND PLANNING

Students interested in career assessment and planning should contact the Office of Counseling and Student Affairs in the L Lounge East Building. Career Assessment Tests and workshops are provided during the school year. Placement assistance is also provided to students and alumni of East-West University.

CELL PHONE USE

Cell phones must be turned off during any class period or exam. if a cell phone is used during exam, the student runs the risk of failing the exam. The instructor reserves the right to assign a penalty for cell phone use in class.

COOPERATIVE EDUCATION PROGRAM

East-West University's Cooperative Education Program provides students with opportunities to enroll in work experiences in two different academic terms. Through this program students can strengthen their resumes and can graduate with experience related to their majors. Cooperative Education represents an opportunity to develop academically, personally and professionally. Students who complete the Cooperative Education Program successfully often receive offers for permanent positions from their employers upon completion of their cooperative education assignments. Students interested in cooperative education should contact their academic advisor.

The program is open to degree-seeking students with a minimum GPA of 2.5. Bachelor's degree students can earn up to eight hours of academic credit toward their majors for cooperative education work; associate degree students can earn up to four hours of credit. One credit is awarded for every five hours of work per week over an eleven week period (four credit hours per 20 hour week). Cooperative education classes are counted as elective courses unless a major requires cooperative education.

Associate degree students must have completed 48 credit hours in order to be eligible for the Cooperative Education Program; bachelor's degree students must have completed 92 credit hours.

DROP/ADD

Students wishing to drop a class may do so within the first seven weeks of the quarter by completing the drop/add form obtained from the Records Office. Classes may be added only during the first week of the quarter. Students must consult their advisor before dropping or adding a class. dropping or adding a class may have financial and academic implications.

if a student missed the deadline to withdraw with a "W" grade because of special circumstances (such as serious illness), he/she must submit a written request to the Records Office along with applicable documentation (such as a physician's written statement). A withdrawal from classes is not guaranteed if the withdrawal deadline for that quarter has passed. Late withdrawals are considered only for the current term.

EMERGENCY

in case of fire or any other emergency, do not panic. Use the back and front stairs (not the elevators) to exit the University. The front and back alley doors are the exit to safety. The University fire alarm system will sound which is the signal to exit the building as calmly and orderly as possible. Emergency exit routes are posted throughout the University.

In the case of a major campus emergency, the University Public Relation Office, under the direction of the Chancellor of the University will publicize warning information through the appropriate media. Closing of the University campus will only occur under severe and extreme circumstances. Every effort will be made to maintain classes and keep the campus open.

However, severe weather conditions or emergency situation may result in the university closure or a delay in opening

may occur. Employees as well as students are expected to make an effort to come to the campus during periods of inclement weather. Making a decision to close the university or delay its opening will be based on the best available information about current and forecasted conditions from reliable public and private sources. Every effort will be made to notify the employees of the decision by all methods of communication.

FINAL GRADE APPEAL

The procedure detailed below should be followed for appeal of final grades. The student shall first request a conference with the instructor, explain the reason for the appeal, and seek a resolution. The request must be made no later than ten (10) working days after the start of the next quarter.

Please note that in matters relating to grades the instructor's judgment is normally deemed final and conclusive. Students may appeal the professional judgment exercised by an instructor in assigning a grade only under the following circumstances:

1. Grades resulting from deviations in the instructor's established and announced grading procedures
2. Errors in application of grading procedures
3. Modification of grades for nonacademic reasons
4. Gross error in judgment by the instructor

if the student is not satisfied with the instructor's resolution to the grade appeal, the student shall request to meet with the Program director. This request must be made in writing within five (5) 23 working days of the date of the meeting with the instructor. The written request should specify the student's reason for appeal and provide supporting evidence where appropriate. The Program director shall conduct an investigation, prepare a written report of his/her findings and deliver or mail a copy to the student and Provost of the University within ten (10) working days of the student conference.

if the student desires to appeal the findings and decision of the Program director, the student must file an appeal with the Office of the Provost within ten (10) working days from the date of delivery or mailing of the decision of the Program director. The Provost will make a determination within ten (10) working days and deliver or mail a copy to the student. Appeals for grades other than final grades should be directed to the instructor.

FINANCIAL AID

The Student Financial Aid Office (SFAO) is responsible for administering and coordinating aid funds from federal, state, private and University sources. A variety of financial aid is available to qualified students attending EWU. Questions concerning financial aid should be directed to this Office located on the eighth floor of the West building.

TYPES OF FINANCIAL AID AVAILABLE FINANCIAL AID AND SCHOLARSHIPS:

Please refer to the current financial aid brochure or the academic catalog for specific tuition, grants, scholarship or loan information.

GRADING SYSTEMS

The student's performance in a course is evaluated through standardized and teacher-developed tests, classroom performance in exercises and assignments, oral conferences, and/or other norm-referenced and criterionreferenced measures. A permanent record of the grade

in each course is maintained in the Records Office. Course outcomes are recorded on the official transcript by letter grades: A (excellent), B (good), C (average), D (lowest passing grade), F (failure), I (incomplete), W(withdraw) and AU(audit). A grade of W indicates official withdrawal from a course with the advisor's consent after the add/drop period and 100% credit/refund deadline. A student cannot withdraw from a class or classes after the seventh week of classes.

The grade of W is not counted in the computation of the grade point average. 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, excluding summer quarter, the incomplete will automatically be changed to F. 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 Audit (AU) is included on the permanent record. An audited course cannot be converted into any other grade or credit hours. Standard fees are charged for audited courses.

GRADE POINT AVERAGE

Both the grade point average during a 24 particular quarter and a student's cumulative grade point average are computed 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) which determine the quality points, 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.

EMAIL

Email is an official means for communication within East-West University. Students are expected to check their official EWU email account on a frequent and consistent basis in order to stay current with University communications. Students are also expected to use their EWU 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.

GRADUATION

Students entering EWU 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 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.

Prospective graduates 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. Associate degree candidates must complete all requirements before they are eligible to participate in the graduation ceremony.

DEGREE CHECK PROCESS

Students who have accumulated 60 hours toward an Associate's or 150 hours toward a Bachelor's degree may request a degree check from the Records Office. A final audit of all course work for a degree is required prior to graduation, to ensure that

all requirements have been completed accordingly. Students are welcome to request a degree check at any time, as long as they have met the minimum requirements stated above. Students who have been identified as nearing graduation will receive a copy of the graduation degree check in the mail prior to Winter quarter registration. in order to remain eligible for graduation, the application must be returned by the deadline specified in the Academic Calendar. To request a degree Check:

1. Sign up for a degree Check appointment in the Records Office. Call 312-939-0111 ext. 1802 or email records@eastwest.edu to make an appointment. no degree check appointments are scheduled for the first 3 weeks of the term, or during midterm and final exam weeks.
2. Print your current unofficial transcript from the Student Portal; bring it with you to your scheduled appointment.
3. At your appointment, you will receive a degree candidacy 25 application form to complete.
4. The Records Officer will then complete the General Education Check portion of your application, and provide you with a degree Check Form.
5. You will then be sent to your Academic/Faculty Advisor. When meeting with your Academic Advisor, you will bring the Graduation Application and degree Check forms with you. DO NOT leave these forms with your Advisor, expecting him/her to sign and process it for you. You are accountable for following through with all necessary signatures and steps required (refer to item #9). if your Advisor is unavailable at that time, you will be responsible for making an appointment to complete the graduation check process.
6. Your Academic Advisor will assess major coursework required, indicating whether requirements are completed or not. S/he will list courses that are currently in progress or those that remain to be completed. it is your responsibility to communicate with your advisor so that you fully understand the program requirements which remain to be completed.
7. Your Academic Advisor will make necessary notes/adjustments directly on the degree Check form, contingent on approval. These hand-written notes are official and will suffice.
8. Your Academic Advisor will also verify that the major program GPA requirement has been met with 2.0 or higher.
9. Once your Academic Advisor has completed your degree program check, you must return the degree Check and Graduation Application forms to the Records Office. One copy will immediately be provided to you, and one copy will be forwarded to your Academic Advisor. The original copy will be maintained on file in the Records Office. All students are encouraged to visit regularly with their Academic Advisor to chart progress toward graduation.
   Academic information can also be accessed via the Student Portal and the EWU website.

EVERY STUDENT GRADUATING FROM EAST-WEST UNIVERSITY MUST
Meet the academic requirements of the program in which they are majoring.

- Attain a 2.0 overall GPA.

- Complete all measures required by the assessment program.
- Fulfill the residency requirement.
- Clear all financial obligations to the University.

HONORS

East-West University has several programs to honor students that achieve academic success:

Honors List: Full-time students achieving a 3.5 GPA or better in any given quarter will be placed on the Honors list for that quarter. The names of students on this list are posted around campus, on the University website, in the East-West newsletter and in the Phantom Press newspaper.

Dean's List: Students maintaining a cumulative GPA of 3.5 or better qualify for the dean's List each quarter. The names of students on this list are posted around campus, on the University website and in the East-West newsletter and the Phantom Press newspaper.

Honor Society: Induction to the EWU Honor Society is the highest academic honor achieved at East-West University. Students qualify by being of Junior or Senior status and having continuously maintained a 3.5 GPA or better for their entire college career at the University. inductees are notified in June of each year. These students receive a variety of awards and honors for their achievements, including an awards dinner, an EWU Honor Society Pin, Honor posters around campus, special listing and photos on a special page of the University website, as well as in the East-West newsletter and the Phantom Press newspaper.

Graduation with Honors: Students who graduate with a final cumulative GPA (upon completion of all classes and the submission of all final grades) of 3.5 and above will have the following notation on their official transcripts:
GPA is 3.5 to 3.74: cum laude
GPA is 3.75 to 3.99: magna cum laude
GPA is 4.0: summa cum laude

IDENTIFICATION CARD

All students are required to carry their EWU ID card whenever they are on University property or attending University events. This card is meant to be maintained by the student for the duration of their time as a student at EWU. if lost, a replacement may be obtained through the office of the Registrar for a $10 fee. id cards are required for admission to all University events, UPass pickup, receiving monetary refunds, selling textbooks to the Bookstore and borrowing books and materials from the Library.

LIBRARY

The University Library is located on the 5th floor of the Student Life Center A valid EWU student id is required to access the library and use its resources. Hours of operation are Monday – Thursday 7:30 a.m. through 8:30 p.m. Friday 9:00 a.m. through 4:00 p.m. and, whenever regular classes are conducted, Saturday 10:00 a.m. to 2:00 p.m. Special hours for breaks and summer quarter will be posted on the Library doors, as will any changes in operating hours.

The University library responsibilities enumerated below expresses allowance for institutional growth, diversification of its student body, its constituencies, program expansion, increased service demands for instructional support, changing needs as a result of changing technologies, and insistence on relevance, currency, and maintenance of best practices in the field of library and learning resources. Students should expect library services to include to

- provide specific materials, regardless of format, for students of all degree and non-degree programs and courses offered at East-West University;
- provide an effective library delivery system, complete with circulation, reserves, and electronic/internet components for all East-West 27 University students, staff, faculty, and administration;
- provide a convenient physical setting conducive to learning;
- provide the opportunity to pursue study and research beyond specific course and program requirements through information access, materials, and space;
- provide library instruction to students, faculty, and staff as a component of lifelong learning

LOCKERS

There are a limited number of lockers available on a quarterly basis in the lower level of the East building. Students wishing to use a locker must first fill out a registration card with the Security desk. Any lockers not registered will have the locks cut off and the contents removed at the end of each quarter. All lockers must be emptied at the end of each term. Lockers are the property of the University and may be inspected at the University's discretion. The University does not accept any responsibility for lost, damaged or stolen student property.

LOST AND FOUND

A lost and found drop-off and pick-up station is located at the Security desk in the first floor lobby of the East building. The owner, with proper identification, may claim a lost item within 30 days of the turn-in date.

PLAGIARISM

East-West University Plagiarism Policy:

The University considers student plagiarism to be a serious offense. Plagiarism is defined as the unauthorized use or close imitation of the language and words of another author and the representation of this material as one's own original work. For the first account of plagiarism, a zero is given for the assignment. The instructor is required to meet with the student regarding the first plagiarism charge. A second account of plagiarism results in the student failing the course.

The faculty member is required to notify the student as well as the Records Office immediately following the decision to assign an 'F' grade. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

REPEATED COURSES

A student may repeat a course to improve a grade. The grade achieved on the repeated course taken at East-West University is recorded on the academic record. While the grade from the first course remains on the academic record, only the course with the highest grade is used in computing the GPA. The repeated course will be marked (R) on the official transcript. if a student repeats a course for which he or she has received transfer credit, and earns any grade other than F or W at East-West University, the transfer course will be removed from the academic record.

If a student receives an F or W in a General Education course at EWU, this grade is maintained on the transcript regardless of transfer credits. Transfer courses can be used to fill the General Education Requirement, but they do not remove EWU General Education courses from the transcript.

Financial aid may not cover repeated courses. A financial aid recipient may only repeat a course in which a grade of d is earned if that course is within that student's major field of study. Some majors have additional and/or higher grade requirements. Students are responsible for meeting all grade requirements for their degree program. Courses that are failed or repeated for any reason are subject to a repeated tuition charge unless the concurrent classes cause the student to fall within the range of hours for the full time tuition rate.

RESIDENCY

To be awarded an Associate or Bachelor's degree from East-West University, a student must complete a minimum of 24 and 48 credit hours respectively at the University. Once this has occurred, the residency requirements for graduation are considered complete. At least half of the credit hours must be in the student's selected major. All degree requirements must be met.

SECURITY

The Officer at the front desk must clear all people entering the building. it is mandatory for the students to carry school-issued id as long as you are in the school. Students are required to schow school id on demand by the staff. no children are allowed on campus during school hours except for special events to which families are invited. Security cameras tape activity throughout the school at all times. These tapes may be used as evidence for any infractions of University rules and regulations as well as in cases of criminal activity.

SEXUAL HARRASSMENT

East-West University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible - an environment that supports career and educational advancement on the basis of job and academic performance. Sexual harassment subverts the mission of the University and offends the integrity of the University community. it is not tolerated at East-West University. Sexual harassment is a form of unlawful gender (sex) discrimination. it may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Title Vii of the Civil Rights Act of 1964, Title iX of the Educational Amendments of 1972, and the State of illinois statutes, make sexual harassment unlawful. The University and the law also prohibit retaliation against persons who complain about alleged sexual harassment or who cooperate in an investigation of reported sexual harassment.

This policy applies to all members of the University community - faculty, staff, and students. This policy also prohibits sexual harassment by third parties towards members of the University community.

Many kinds of behavior may fit within the preceding definition of sexual harassment. Speech and expressive conduct can also be sexual harassment. The following list of examples of sexual harassment is not exhaustive:

- Sexual assault
- Threats or insinuations which lead the victim reasonably to believe that granting or denying sexual 29 favors will affect her or his reputation, education, employment, advancement, or standing within the university
- Sexual advances, sexual propositions, or sexual demands which are not agreeable to both parties
- Repeatedly using sexually degrading words or sounds to describe a person

- Unwanted and unnecessary touching, patting, hugging, or other physical contact

Behavior of a sexual nature that is not sexual harassment may nonetheless be disruptive and could warrant discipline.

1. submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a course, program, or activity; or
2. submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a course, program, or activity; or
3. such behavior is so severe, persistent, or pervasive that a reasonable person would find that it:
   a. alters the terms or conditions of a person's employment or educational experience, or
   b. unreasonably interferes with an individual's work or performance in a course, program, or activity, thus creating a hostile or abusive working or educational environment.

Harassment based on gender that does not involve unwanted sexual attention is prohibited gender discrimination under the University's Anti-discrimination Policy.

A person's subjective belief alone that behavior is offensive does not necessarily make that behavior sexual harassment. The behavior must also be objectively unreasonable.

The determination as to whether behavior is sexual harassment must take account of the totality of the circumstances, including the nature of the behavior and the context in which it occurred. Sexually harassing conduct often involves a pattern of offensive behavior. However, a single incident may constitute sexual harassment depending on the severity of the conduct and on factors such as: the degree to which the conduct affected the student's education or the employee's work environment; the type and duration of the conduct; and the identity of and relationship between the alleged harasser and the student or employee.

First Amendment Protections
This policy shall not be interpreted to abridge First Amendment rights or to infringe academic freedom, as defined in the EWU Personnel Handbook under the section of Faculty Rights and Responsibilities, and the document entitled Academic Freedom for Students at East-West University.

Title IX Complaint Procedures
Reporting Sexual Harassment
A member of the University community who wishes to file a complaint about sexual harassment by 30 an employee or student of the University should take the following action:

- If the alleged harasser is a faculty or staff member, the complaint should be made, orally or in writing, to the alleged harasser's unit administrator with reference to Title IX.
- If the alleged harasser is the unit administrator, the complaint should be made, orally or in writing, to the unit administrator's superior with reference to Title IX.
- If the alleged harasser is a student, the complaint should be made to the department of Student Affairs with reference to Title IX.

The University can most effectively investigate and respond to alleged sexual harassment if the complaint is made as promptly as possible after the alleged sexual harassment occurs.

The University can only take corrective action when it becomes aware of problems. Therefore, the University encourages persons who believe that they have experienced sexual harassment to come forward with their complaints and seek assistance within the University. Faculty, staff, and students who believe that they have witnessed sexual harassment are encouraged to report the alleged harassment promptly. in addition, supervisors, managers, and other designated employees are expected to promptly report all allegations of sexual harassment initially to their immediate supervisor and with reference to Title iX.

Complaints filed directly with the director of Counseling and Student Affairs will be investigated by that department before any student disciplinary proceedings are initiated. Reports of sexual assault and other crimes should be directed to the East-West University director of Security, regardless of whether the matter is also reported and being investigated as sexual harassment.
Sexual Harassment by Third Parties
The University prohibits sexual harassment by third parties towards members of the University Community when the third party has been brought into contact with the member of the University community through a University program or activity. Although individuals who are not students or employees of the University are not subject to discipline under the University's internal processes, the University will take prompt, corrective action to eliminate sexual harassment and prevent its recurrence in those circumstances.

If a University student believes that she or he has been sexually harassed in a University program or activity by an individual who is not a University employee or student, the student should report the alleged sexual harassment to the office of Counseling Affairs or the unit administrator (e.g., department chair or dean) responsible for that program or activity.

If a University employee (including a student employee) believes that he or she has been sexually harassed within the scope of his or her employment activities by an individual who is not a University employee or student, the University employee should initially report the alleged sexual harassment to his or her supervisor.

Options outside the University for Resolution of Sexual Harassment
Students may file complaints under Title iX with the Office for Civil Rights, U.S. department of Education in addition to the East-West University Office of the director of Student Affairs. Faculty and staff may file complaints under Title iX with the Office for Civil Rights, U.S. department of Education in certain circumstances or under Title VII with the Equal Employment Opportunity Commission.

Detailed descriptions concerning processes and procedures including timelines, confidentiality, reporting, resources, are available from the Office of the Chancellor.

SMOKING
Smoking is prohibited in all areas of the University campus.

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+ hours..... Senior

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

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 nondiscrimination 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 or scholarship. The Student

Conduct Committee decides on most violations. depending on the severity of the violation, immediate action may be taken by the Provost.

- Students found to be in possession of unauthorized firearms on campus will be expelled from the University immediately, permanently, and without recourse to appeal.

STUDENT CONDUCT COMMITTEE
The Student Conduct Committee is responsible to maintain, implement, and enforce the Student Conduct Code. It periodically reviews and updates its policies, procedures, and processes, as needed. Chaired by the Provost, its members are appointed on an triannual basis by the Provost and consist of the Facilities Manager, a member of the Office of Counseling and Student Affairs, and one faculty representative. It recommends disciplinary sanctions imposed on students violating University policies, including probations and expulsion. it meets as needed. Specific functions of the Student Conduct Committee include the following:

1. Carrying out student conduct standards as prescribed in the Student Handbook
2. Exercising full authority in recommending disciplinary actions including sanctions, probations, dismissals
3. Reviewing and revising student conduct standards when appropriate

STUDENT GRIEVANCE COMMITTEE
The Student Grievance Committee (SGC) is appointed by the Provost, is chaired by the Provost and includes a member of the Counseling and Student Affairs Office and a faculty member.

The SGC maintains, implements, and administers the Student Grievance policy. it also reviews and updates this policy as needed. The SGC addresses all cases involving students filing a grievance against an administrator, instructor, staff member or another student and which has not been resolved through the services of the Office of Counseling and Student Affairs.

The SGC meets on a case-by- case basis, considers evidences from involved parties, and presents its decision. Office of Counseling and Student Affairs enforces the decision as regulated by established policies and procedures. The Provost may appoint an ad-hoc substitute.

STUDENT GRIEVANCE POLICY
A student wishing to file a grievance against an administrator, instructor, staff member or another student, should submit a written account of the problem or incident to the director of Counseling and Student Affairs. Upon receipt, the director will investigate and respond to the student within five (5) working days. if the student is not satisfied with the outcome, further resolution can be pursued with the Provost who will respond within ten (10) working days. if the student is still not satisfied, they may contact the office of the Provost or the Chancellor of the University.

Complaints or concerns that are sent to a program director or unit head anonymously will not, in most cases, result in an investigation. However, if a student brings a concern to the program director or unit head and prefers that his/her name remain confidential, this request will be honored whenever possible.

STUDENT ORGANIZATIONS

Students desiring to form an organization must register with the Office of Counseling and Student Affairs. The University encourages the formation of academic and other forms of student organizations. A list of all student organizations is available on the University website.

STUDENT PORTAL

By logging into the Student Portal, students obtain secure access to their own academic and financial records. Through the student portal, students gain access to unofficial transcripts, a complete degree audit, copy of schedule, financial ledger and financial aid information, online registration and bill pay, personal online calendar, course materials, midterm and final grades and weekly news updates, as well as other university-related alerts. The Student Portal can be accessed both on and off campus by scrolling to the bottom of the EWU homepage and clicking on 'Student Portal.'

STUDENT SUCCESS CENTER

The Student Success Center assists in enabling students to effectively address such challenges as coping with stress, overcoming procrastination, assess academic difficulties, improve relationships, increase self-confidence, understand sexuality relative to academic environment, time management, general health issues as applicable to an academic environment, and similar concerns. during the academic year, regular hours are Monday, Wednesday, and Friday: 9:00 a.m. to 4:00 p.m.; Tuesday: 9:00a.m. to 7:00 p.m.; Thursday: 9:00 a.m. to 6:30 p.m. The Center is located in Room 319 West Building. Tel.: 312-939-0111 ext. 1301. Email: studentsuccessctr@eastwest.edu

SYLLABI POLICY

The student should expect to receive a syllabus for each of the classes into which she or he is enrolled at the latest by the second meeting of the class. East-West University has standardized course syllabi for the multiple-section 100 and 200 level courses. Syllabi are the responsibility of the faculty. The student should expect the syllabus to include:

- course identification: number and title
- instructor name and contact information
- course description
- course goals and expectations
- course attendance policies and other specifics as applicable
- course outcomes
- required and suggested texts and readings
- a clear and detailed description of the grading process
- course schedule by week or session

In addition the syllabus must include the statements on Plagiarism and Cell Phone Usage below, adopted by the Faculty Council in 2010:

TELEPHONES

Public phones are located in the lower level Student Center in the East building. Students are prohibited from using telephones in University offices. Cell phone use is banned from classrooms, laboratories, the library, and other designated areas.

TRANSFER STUDENTS

East-West University welcomes students who wish to transfer from other schools, colleges and universities. Applicants must follow the regular admission procedure. Special attention must be given to deadlines for transcript evaluation and desired entrance dates. 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.

All courses completed by a student at another institution to earn an accredited associate degree. 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. 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. Students must complete the 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 by a student at another institution will be accepted if he/she has taken or takes the same or equivalent course at East-West. Credit-hours earned at colleges which operate on a semester basis will be multiplied by 1.5 in order to convert them to equivalent quarter hours. For transfer students, academic progress is based on the total number of credit hours attempted at East-West University plus the transferred credit hours. Transfer credits will also affect the remaining number of terms a student has in which to satisfy East-West degree requirements. Grades earned at another institution will have no effect upon a student's grade point average at East-West.

TUTORS AND TUTORIAL LABS

The University provides tutors for English and Math courses. Tutors are also available for other academic areas. Please see the bulletin boards on the 5th floor of the Student Life Center (SLC) for the tutoring schedule. Computers, tutors and instructional software are available to students who would like assistance with Math or English. Service is by appointment. Walk-ins are accepted if facilities and tutors are available. Contact the Tutoring Coordinator for additional information. Other academic assistance may be obtained by contacting the instructor.

UNIVERSITY WEBSITE

The University website, www.eastwest.edu, contains current information on course schedules, catalog, faculty and staff directories, university calendar and much more. Additional student information, such as grade reports, GPA and other pertinent information is available via the website by using the student portal.

UPASS

The CTA has a special partnership with EWU to afford students a CTA UPass. With this pass, students may utilize all forms of CTA transportation at any time during school terms. This pass is paid for with part of the student's activities fee. The photo id required for the UPass is taken on specific dates at the beginning of each quarter. The UPass is not transferable and if a pass is reported as lost, it will be invalidated by the CTA. if the card is lost, it may be replaced for a fee of $50 payable to the CTA. Cards can only be replaced OnE TiME per school year. if a card is lost a second time students will lose the benefits of the UPass for the remainder of that school

year. Students must have a current EWU id card when using the U-Pass.

WITHDRAWALS/REFUNDS
if a student wishes to withdraw from all classes during a quarter (complete withdrawal) or from any particular courses (partial withdrawal), the student must complete, sign and submit, personally or by mail, the prescribed forms to the Records Office. Verbal withdrawals are not accepted. if a student officially withdraws from courses before classes begin, all money paid to the University, except the nonrefundable fees, will be refunded. Full time students who partially withdraw to less than 10 hours before classes begin will have their tuition adjusted to the hourly rate.

During the first three weeks of a quarter, any student who has attended but missed all classes for two consecutive weeks will be administratively dropped from the class roster and will be charged $50 for non- attendance in addition to regular tuition and fees. After classes begin, the following schedule is effective based on the date of complete official withdrawal:

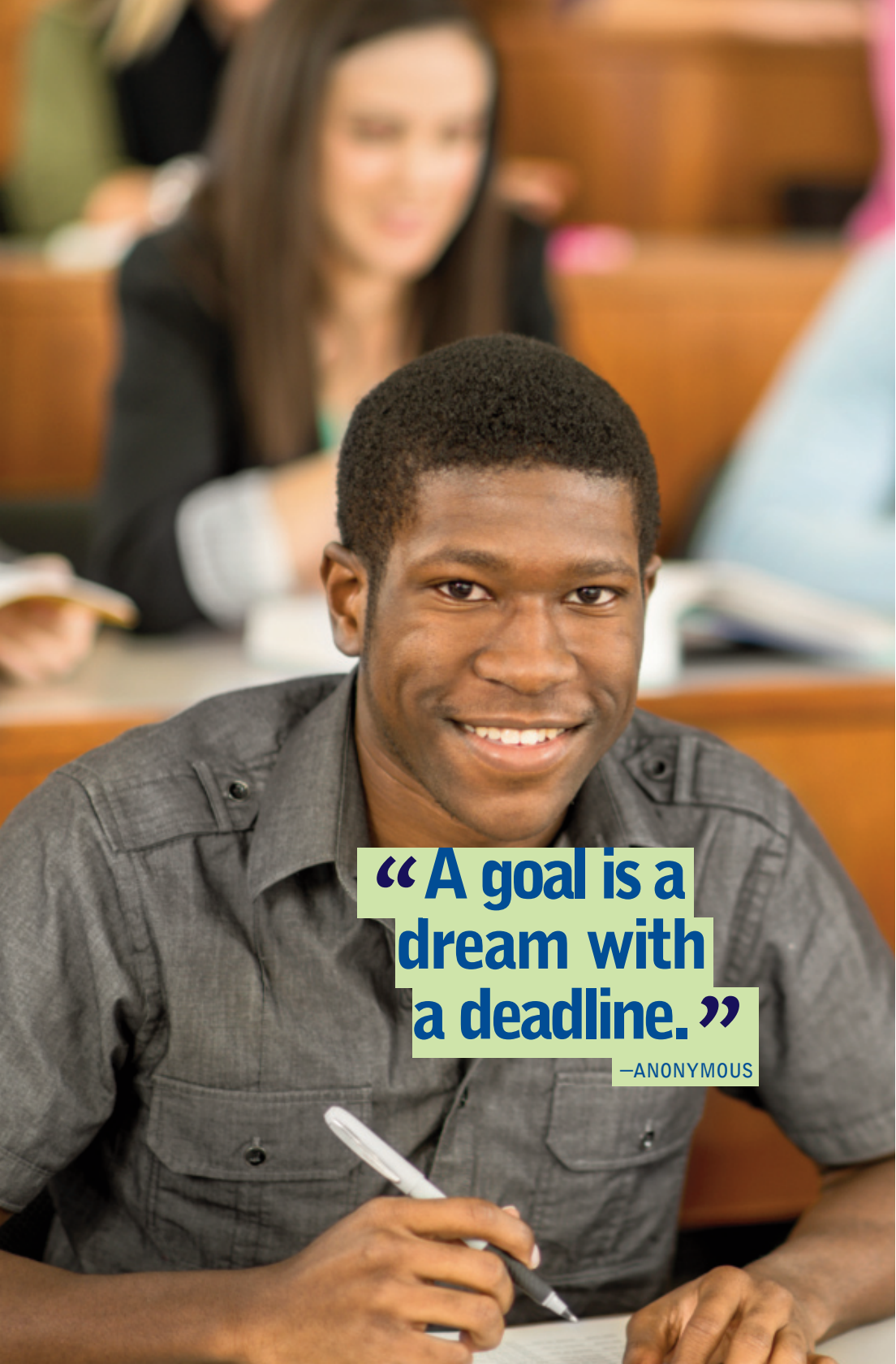
DURING THE FIRST WEEK OF CLASSES:
80% of the tuition and refundable fees will be credited to the student's account or refunded.

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. If illness or serious injury causing incapacity occurs to the student before the end of the eighth week of a quarter, full refund of any cash amounts paid except the non-refundable fees will be made upon the presentation of necessary evidence. in the event of death, all remaining charges on the student's account will be cancelled. All applicable refunds will be disbursed to the student within thirty days after receiving a withdrawal request. 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 or Plus Loan and withdrew on or before completing 60% of the quarter. 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.

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



“A goal is a dream with a deadline.”

—ANONYMOUS