Policy IO1.01: Formalization of Policies

Policy Type: Institutional Organization Initial Policy Approved: April 22, 2016 Current Revision Approved: April 22, 2016 Procedure Effective Date: April 22, 2016

I. Requirements:

East-West University records various aspects of policies to provide structure and transparency for internal and external users. All information related to a policy is considered part of the substantive content of the policy. East-West University records the following information about University policies:

- Header Information: Policy category or type, date of initial approval, date of current revision approval, and date of revision to related procedures.
- Requirements: The central provisions, demands, or restrictions of the individual policies.
- Background and Guidelines: Any further explanations necessary for the proper application of the policy.
- Procedure: A description of any processes necessary for implementation or enforcement of the policy.
- Policy Owner: The executive or manager responsible for directly managing review, revision, and enforcement of the policy.
- Related Documents: Any forms, charts, tables, or other related documentation referenced by a policy or necessary for application of the policy must be compiled in an appendix (to the current or another policy) and referenced here.
- Definitions: Any terms of art or specific institutional usage applied in or necessary for the application of the policy are explained here.
- Revision History: A chronological record of changes made to the policy, including description of the changes, and approval processes used.

As of May 1, 2016, all legacy policies have been placed into a format recording all the above types of information. Initial policy approval date for legacy policies has been recorded as May 1, 2016 for future document control purposes, but does not imply that those policies were not in force prior to that date.

II. Background and Guidelines:

- Rationale for Formalization – In order to develop consistency in operations by enforcing document control to ensure application of current policies and keeping an ongoing record of changes to policy, the University has undertaken to provide a consistent format for all policies. All existing policies have been recorded in this format and assigned a current approval date, and compiled in an official Policy Manual. The Manual allows individual policy owners to stay abreast of developments in all areas of the organization, and predict the impacts of policy changes.
- Process for Formalization – East-West University began its policy review process by collecting all legacy information on institutional and departmental policies from official sources and internal policy owners. Overseen by the Provost, each policy was reviewed in collaboration with affected stakeholders. Missing information required by this policy was collected, and each was recorded in a standardized format, and compiled in a Policy Manual. The compiled Manual was submitted for Board of Trustee approval in accordance with Policy IO1.02: Development and Oversight of University Policies.

III. Procedure:

- Any policy approved by the policy owner or an authorized institutional committee must be written in accordance with the Standard Policy Format in IO1.01 Appendix A and be immediately submitted to the Assistant to the Chancellor. The Chancellor is responsible for providing copies of all new and

revised policies to the Board of Trustees for review prior to the subsequent meeting of the Board of Trustees.

IV. Policy Owner

- Chancellor

V. Related Documents

- IO1.01 Appendix A: Standard Policy Format

VI. Definitions

- None

VII. Revision History

- Board Review and Approval: April 22, 2016

IO1.01 Appendix A: Standard Policy Format

Policy XX#.##: <POLICY NAME>

Policy Type: Initial Policy Approved: Current revision Approved: Procedure Effective Date:

I. Requirements

II. Background and Guidelines

III. Procedure

IV. Policy Owners

V. Related Documents

VI. Definitions

VII. Revision History

Policy IO1.02: Development and Oversight of University Policies

Policy Type: Institutional Organization Initial Policy Approved: April 22, 2016 Current Revision Approved: April 22, 2016 Procedure Effective Date: April 22, 2016

I. Requirements:

This policy governs the development and oversight of all formal University Policies. Individuals and departments must follow the procedures outlined in this policy regarding the approval of new University Policies or the revision/discontinuation of existing policies. The Chancellor has authority to assign ownership of policies to various individuals within the University. Ownership of academic policies will be assigned to the Provost in the role of chair of the Academic Policy Committee, unless the Provost agrees to delegate authority to an academic staff member.

Notwithstanding these provisions, a policy may be approved directly by the Chancellor or Board of Trustees if it is in an urgent need of the University to remain in compliance with the requirements of accreditors, regulatory agencies, or other laws.

The Chancellor shall provide copies of all approved policies to the Board of Trustees for review at their subsequent scheduled meeting. The Board of Trustees reviews and approves or rejects all policy changes.

The policy version in the Policy Manual maintained by the Chancellor's office and published on the University website will be considered the official version in the event that there is a discrepancy with a different published version of a policy.

Each University Policy will be reviewed and revised as necessary at least every five years.

II. Background and Guidelines:

University Policies are formal policies and procedures at East-West University that have institution-wide application. The University uses a standard policy format and a uniform approval process for University Policies to improve communication, promote administrative consistency and efficiency, and ensure compliance with pertinent regulations and various accreditation requirements.

III. Procedure:

Need to Develop New Policies

A new issue will be addressed in a formal University policy if it meets at least one of these requirements:

- The policy would govern formal processes and procedures that have institution-wide application or impact, and would increase the continuity or predictability of activities or operations.
- The establishment of a policy would increase the transparency of a process with external stakeholders, or provide other valuable information to the public.
- An official statement on (and consistent approach to) an activity or operation is required to secure accreditation or approval deemed desirable by University leadership.

Changes to Policy Requirements and New Policy Proposals:

- Proposals to change the requirements of existing policies or implement new policies must be submitted to the Chancellor's office.
- The Chancellor's office is responsible for distributing newly drafted policies, substantially revised policies, and policies recommended for discontinuation to the University community for review and

comment prior to final approval. The Chancellor will also identify the appropriate Policy Owner who will be responsible for collecting feedback and overseeing the revision process.
- The Chancellor may appoint a standing or ad hoc committee to assist with the policy review process. Membership of such committees should ensure representation by all departments affected by a proposed policy.
- The Policy Owner must submit a final policy proposal to the Chancellor's office in the Standard Policy Format described in Policy IO1.01.

Changes to Procedures:

- Changes to the procedures of existing policies, whether based on application of new technology or techniques, to accommodate organizational changes, or stemming from managerial experience and expertise, may be made at the discretion of the Policy Owner.
- The Policy Owner must submit an updated version of the policy to the Chancellor's office in the Standard Policy Format described in Policy IO1.01, as we as a concise explanation of the changes and reasons thereof, in order for the change to become effective.
- The Chancellor may determine that requested changes to procedures constitute significant modification of the policy and require that the proposal undergo the same review process as changes to policy requirements.

Academic Policy Review:

- The Faculty Council shall be the Academic Policy Committee.

Interpretation and Exceptions to Policy:

- The Chancellor is responsible for communicating, interpreting and ensuring the implementation of the University's operational policies. The Chancellor is also responsible for determining how to proceed when an issue is not directly addressed in the operational policies or whether conditions warrant an exception to an existing policy.
- The Provost is responsible for communicating, interpreting and ensuring the implementation of the University's academic policies. The Provost is also responsible for determining how to proceed when an issue is not directly addressed in the academic policies or whether conditions warrant an exception to an existing policy.
- Only the Provost may approve an exception to an academic policy. All policy exceptions must be in writing and placed in the student's official file. Documentation should include the following:
    - Name and title (or student ID) of the person requesting the exception
    - Date of the request
    - Description of the requested exception
    - Reason for the exception

IV. Policy Owner

- Chancellor

V. Related Documents

- IO1.01 Appendix A: Standard Policy Format

VI. Definitions

- Academic policies are defined as all policies that govern the actions of administrators, faculty, or students of the University in fulfilling the educational mission of the institution. In addition, any

process that has a direct impact on the quality of academic programs or provision of educational services is considered an academic policy.

VII. Revision History

- Board Review and Approval: April 22, 2016
- Revision, Addition of Procedure for 'Need to Develop New Policies': August 19, 2016

Policy IO1.03: Mission Statements

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: NA

I. Requirements

Statement of Mission

East-West University's mission is to enable:

- 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.

Statement of Vision

East-West University educates students to participate in a global society. A pioneer in diversity, the University opens doors of academic and intellectual opportunity to students of diverse backgrounds, ethnicities, and religions. Faculty members engage students in rigorous study and research, and students supplement their classroom experience with experience in professional environments.

Statement of Principles

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.

Statement of Core Values

- The University views education as a means to extend opportunity and improve the quality of life.
- The University believes in the equality of all human beings.
- The University seeks to promote a global and multicultural perspective.
- The University reaches out to students from under-served communities among others
- The University is dedicated to the pursuit of excellence in academics and personal character.
- The University has a commitment to community service and community engagement.
- The University promotes respect for diversity of opinion.
- The University maintains institutional integrity as part of the learning environment.
- The University promotes a sense of community between students, faculty, and staff.
- The University values fairness and flexibility.

Statement of Purposes

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

(1) **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 vocational 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.

(2) **To foster equal educational opportunity for all racial, ethnic, and socioeconomic 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.

(3) 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, legal 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.

(4) **To cultivate dedication to serve humankind with a global, multicultural 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

Statement of Constituency

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.

Statement of Diversity

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.

Statement of Public Service

East-West University is committed to public service as an integral part of its mission. Public service involves the application of the faculty member professional training and competence to issues and problems of significance to its constituencies and it is related to the objectives of the University's academic programs.

Statement of Institutional Learning Goals

The overall objectives of the University's academic programs leading to the degrees 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 various cultures.

II. Background and Guidelines

Accrediting and government agencies look to an institution's mission statements (which include its statements of vision, values, audience, stakeholders, etc.) to understand an institution's scope, purpose, organization, and intended students. Such agencies' evaluation of an institution considers and weighs its ability to and performance in achieving its stated mission, and approval of new programs, locations, etc., also takes into account the institution's stated purposes and goals.

Because students and other stakeholders evaluate how successful an institution is in light of its stated mission and purposes, it is essential to articulate the mission and purposes clearly and to ensure that all internal and external constituents know and understand what they imply.

The conduct and activities of the University personnel are evaluated in terms of relevance to the University's mission and purposes, so the truths and ideals it cherishes and teaches are demonstrated to the community, the nation and the world through the lives and achievements of its faculty, students, and graduates.

The policies of East West University regarding personnel administration aim at fulfilling the University's mission and purposes in the most effective and efficient manner.

III. Procedure

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

- A **mission statement** explains an institution's reason for existence, describing what it does and its overall intention. The mission statement supports the vision and serves to communicate purpose and direction to employees, students, vendors and other stakeholders. The mission can change to reflect an institution's priorities and its methods for accomplishing its vision.

- A **vision statement** describes the institution as it would appear in a future successful state — what it might look like 10 or 20 years from now if it were to achieve all of its strategic goals. An effective vision statement is inspirational and aspirational, and should challenge and inspire employees by creating a mental image of the future state that the organization wishes to achieve.
- A **values statement** describes what the institution believes in and how it will behave, creating a moral compass that guides decision-making and establishes standards against which actions can be assessed. A values statement defines the deeply-held beliefs and principles of the organization that are shared and acted on by leadership and employees.

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016
- Revision, reordering of policy, changes to statements of Core Values, Public Service, and Learning Goals: August 19, 2016

Policy IO1.04: Organizational Structure

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: NA

I. Requirements

The organization of the University is defined by the Corporate Charter and Bylaws of the University.

Custodianship of the University's core mission is vested in the Corporate Board of Directors. It is responsible for approving any changes to the official mission statements or corporate form or purposes of East-West University.

Oversight of the University's policies, operations, and academic program is entrusted to the University Board of Trustees. The Board approves strategic plans, budgets, changes in policy, and selects, reviews, and evaluates the Chief Executive Officer.

The Chancellor is the Chief Executive Officer of the University, and has ultimate authority over all employees of the University, including the selection, appointment, and review of the other officers. The Chancellor reports on the University's performance to the Board of Trustees, and is responsible for developing and presenting plans, budgets, and policies for approval.

II. Background and Guidelines

The authorities and responsibilities of the Boards and Chief Executive are thoroughly detailed in the Bylaws of the University, and this policy serves as a summary reference, not an exhaustive description.

III. Procedure

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy IO1.05: Academic Governance Structure

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: November 20, 2017 Procedure Effective Date: NA

I. Requirements

The Associate Provost serves as the Chief Academic Officer for the University and is responsible for oversight of academic policies and organization; programmatic excellence, assessment, and accreditation; faculty competence and development; and student academic achievement. The Associate Provost serves on the Administrative Core Group, and ensures the effective coordination of these responsibilities with other departments. The Associate Provost administers the academic budget, approving expenditures and reporting on budgetary performance to the Chief Financial Officer.

The Associate Provost oversees the Academic Programs through supervision of the Program Directors. The Associate Provost also oversees the library and learning resources of the University.

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The Program Directors serve as the academic leaders for discipline specific programs. Program Directors are responsible for leadership, curricula, compliance with academic and accreditation standards, faculty development and management, and programmatic student outcomes.

The Associate Provost and Program Directors make up the Faculty Council, which acts as the deliberative body for changes to the academic policies and programs of the University. The functions and responsibilities of the Faculty Council are described in Policy IO3.02 Faculty Council.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016
- Formal designation of Associate Provost as CAO with corresponding changes to responsibilities: November 20, 2017.

IO1.06: CEO Annual Review

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Annual Review is initiated and scheduled by the Chair of the Board of Trustees, to whom the CEO is responsible.

The Annual Review interview is conducted by the Chair of the Board of Trustees with another Trustee present, designated by the board. That director is present simply to provide the objectivity of a witness. The interview may be conducted remotely by the Chair, in which case the observing Trustee should be physically present.

The review includes a Pre-Interview Review, an Interview with the CEO, and the preparation of a Post-Interview Report to be shared with the remainder of the Board.

II. Background and Guidelines

The description of this process as an annual review and not a performance appraisal is intended to suggest a two-way conversation, in contrast to a performance appraisal in which the CEO is more of an object than a conversation partner.

III. Procedure

Pre-Interview Review

1. Review the job description. What is the CEO asked to do?

2. Review the written summary of previous reviews.

3. Schedule the annual review with the CEO in a comfortable setting, free of interruptions. Inform him/her how you plan to proceed, maybe even giving in advance a copy of the outline you plan to use. There should be no surprises. The interview should be scheduled for a minimum of 90 minutes, allowing for spontaneous discussion that might ensue.

4. Invite comment from the board in an executive session. Note both commendations and concerns.

5. Invite comment from senior staff who report to the CEO. Get a general sense of the rapport the CEO has with staff, and identify any concerns or issues from within the institution.

Interview with the CEO

1. Invite the CEO to reflect on the past year, especially regarding:

   - Highlights
   - Disappointments
   - Staff support
   - Relationship with the board
   - Level of satisfaction in his/her position

2. Next, as board Chair, reflect on the past year.

- State both accomplishments and disappointments from the board's perspective.
- Openly discuss areas in which improvement is needed, but do it constructively, thoughtfully, sensitively.
- Invite response and be interactive.

3. Show personal interest in the CEO but respect his/her privacy. You might make a general inquiry about the following and allow the CEO to decide at what depth to respond.

   - Children and family
   - Hobbies
   - Health and last physical examination results
   - Plans for a leave or studies to upgrade skills
   - Future plans

4. Take some time to anticipate and discuss together, what the next year will require by way of executive leadership. Identify priorities and challenges which you both anticipate.

Post-Interview Report

1. The Chair of the Board of Trustees must prepare a written summary of the interview, covering both affirmations and areas where adjustments are needed. The summary should be specific about areas where performance needs to be improved.

2. Provide the summary to the CEO, giving 10 days either to accept the summary or to make his/her own statement, after which all written statements will be shared with the board in executive session.

Full Board Review

1. The full Board of Trustees will review the Post-Interview Report, any statement from the CEO, and make all necessary decisions regarding retention, compensation, and special directives and advice to be given to the CEO.

IV. Policy Owners

- Chair of the Board of Trustees

V. Related Documents

VI. Definitions

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO1.07: Responsibility to the Board of Trustees

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Board of Trustees is the ultimate authority over the institution, and has the right to full and transparent access to all University information. The Board shall follow the procedures of this policy for requesting information outlined in this policy.

No employee or officer of the University shall intentionally or through negligence provide false information to the Board, or attempt to obstruct its oversight role in any way. Employees and officers shall comply with any board request made in accordance with the procedures of this policy.

II. Background and Guidelines

The role of the Board of Trustees is not to engage in micromanagement of the University, and primarily supervises the institution through appointment and oversight of the Chancellor. To effectively perform this function, the Board needs full transparency of University operations. It is the role of the Chancellor to provide full and complete reporting on institutional activity to the Board. However, the Board also has a responsibility to the institution to evaluate whether the information provided is sufficient on which to base its decisions, and to demand additional information when appropriate.

III. Procedure

Individual Trustee Requests

A Trustee's primary contact to request information or data about the University is the Chancellor. The Chancellor is responsible for responding to any inquiry from a Trustee and providing the information. A Trustee can also request information to be provided by any other employee of the University, but such requests should be made through the Chancellor.

A Trustee also can request information or data on any student issue directly from the Registrar, as outlined in the institution's disclosure without consent policy. The registrar will provide a formal response to each such request. In accordance with FERPA, student records requested and reviewed by the Trustees are not tracked in records accessible to students in order to avoid discouraging any review the Board deems wise.

A Trustee can request any officer or employee of the University to appear at the next scheduled Board meeting for questioning by the full Board.

Full Board Requests

The Board of Trustees may act as a whole by majority vote to request information directly from any officer or employee of the University.

The Board of Trustees may act as a whole by majority vote to require any officer or employee of the University to prepare a report on a matter the Board deems significant, and present that report at the next scheduled Board meeting.

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

VII. Revision History

- Initial Review and Approval: August 19, 2016

Policy IO2.01: Conflict of Interest

Policy Type: Institutional Organization Initial Policy Approved: August 14, 2015 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

It is in the best interest of East-West University to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This conflict of interest policy is designed to help directors, trustees, officers, and employees of East-West University identify situations that present potential conflicts of interest and to provide East-West University with a procedure to appropriately manage conflicts in accordance with legal requirements and with the goals of accountability and transparency in East-West University operations. (This policy supplements the existing Conflicts of Interest policy for Directors and Trustees contained in Article 11 of East-West University's corporate By-Laws by providing an annual mechanism for Directors and Trustees to disclose possible conflicts of interest.)

II. Background and Guidelines

In this policy, a person with a conflict of interest is referred to as an "interested person." For purposes of this policy, the following circumstances shall be deemed to create a Conflict of Interest:

- A director, trustee, officer, or employee (or a family member of any of the foregoing) is a party to a contract, or involved in a transaction with East-West University for goods or services.
- A director, trustee, officer, or employee (or a family member of any of the foregoing) has a material financial interest in a transaction between East-West University and an entity in which the director, officer, employee or volunteer, or a family member of the foregoing, is a director, officer, agent, partner, associate, employee, trustee, personal representative, receiver, guardian, custodian, or other legal representative.
- A director, trustee, officer, or employee (or a family member of the foregoing) is engaged in some capacity or has a material financial interest in a business or enterprise that competes with East-West University.

Other situations may create the appearance of a conflict, or present a duality of interests in connection with a person who has influence over the activities or finances of the University. All such circumstances should be disclosed to the board or staff, as appropriate, and a decision made as to what course of action the organization or individuals should take so that the best interests of the University are not compromised by the personal interests of stakeholders in the University. Conflicts of interest could arise in the following circumstances

- Being employed by, or acting as a consultant to, a competitor or potential competitor, supplier or contractor, regardless of the nature of the employment, while employed with East-West University.
- Hiring or supervising family members or closely related persons.
- Accepting gifts, discounts, favor or services from a customer/potential customer, competitor or supplier, unless equally available to all employees.

Accepting gifts, entertainment or other favors from individuals or entities can also result in a conflict or duality of interest when the party providing the gift/entertainment/favor does so under circumstances where it might be inferred that such action was intended to influence or possibly would influence the interested person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of East-West University.

III. Procedure

Policy Assurance

Each director, officer, employee and volunteer shall be provided with and asked to review a copy of this Policy and to acknowledge in writing that he or she has done so. This policy shall be reviewed annually by each member of the Board of Directors and Board of Trustees. Any changes to the policy shall be communicated to all East-West University staff.

Annual Disclosure Process

Annually each director, trustee, officer, and employee shall complete an East-West University Conflict of Interest Disclosure Form identifying any relationships, positions or circumstances in which s/he is involved that he or she believes could contribute to a Conflict of Interest. Such relationships, positions or circumstances might include service as a director of or consultant to another nonprofit organization, or ownership of a business that might provide goods or services to East-West University. Any such information regarding the business interests of a director, officer, employee or volunteer, or a Family Member thereof, shall be treated as confidential and shall generally be made available only to the Chair, the Executive Director, and any committee appointed to address Conflicts of Interest, except to the extent additional disclosure is necessary in connection with the implementation of this Policy.

Disclosure of Conflicts by Decision-Makers

Prior to board or committee action on a Contract or Transaction involving a Conflict of Interest, a director, trustee, or committee member having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Such disclosure shall be reflected in the minutes of the meeting. If directors or trustees are aware that staff or other volunteers have a conflict of interest, relevant facts should be disclosed by the director or trustee or by the interested person him/herself if invited to the board meeting as a guest for purposes of disclosure.

Disclosure of Voluntary Recusal

A director, trustee, or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.

Disclosure of Conflicts by Non-Decision-Makers

Interested Persons who are not members of the Board of Directors or Board of Trustees of East-West University, or who have a Conflict of Interest with respect to a Contract or Transaction that is not the subject of Board or committee action, shall disclose to their supervisor, or the Chair, or the Chair's designee, any Conflict of Interest that such Interested Person has with respect to a Contract or Transaction. Such disclosure shall be made as soon as the Conflict of Interest is known to the Interested Person. The Interested Person shall refrain from any action that may affect East-West University's participation in such Contract or Transaction.

Confidentiality of Disclosures

Each director, officer, employee and volunteer shall exercise care not to disclose confidential information acquired about individuals or the University in connection with disclosures of conflicts of interest or potential conflicts.

Determination of Conflict Status

In the event it is not entirely clear that a Conflict of Interest exists, the individual with the potential conflict shall disclose the circumstances to his or her supervisor or the Chair or the Chair's designee, who shall determine whether full board discussion is warranted or whether there exists a Conflict of Interest that is subject to this policy.

Exclusion of Interested Parties from Review

A person who has a Conflict of Interest shall not participate in or be permitted to hear the board's or committee's discussion of the matter except to disclose material facts and to respond to questions. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside the meeting.

Exclusion of Interested Parties from Voting Processes

A person who has a Conflict of Interest with respect to a Contract or Transaction that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote.

The person having a conflict of interest may not vote on the Contract or Transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of East-West University has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.

Personal Use of Knowledge of University Affairs

Directors, trustees, officers, and employees shall not disclose or use information relating to the business of East-West University for their personal profit or advantage or the personal profit or advantage of their Family Member(s).

IV. Policy Owners

- Chancellor

V. Related Documents

- Policy IO2.01 Appendix A: East-West University Conflict of Interest Disclosure Form

VI. Definitions

- An **Interested Person** is any person serving as a director, trustee, officer, or employee of East-West University or a major donor to East-West University or anyone else who is in a position of control over East-West University who has a personal interest that is in conflict with the interests of East-West University.
- A **Family Member** is a spouse, parent, child or spouse of a child, brother, sister, or spouse of a brother or sister, of an Interested Person.
- A **Material Financial Interest** in an entity is a financial interest of any kind, which, in view of all the circumstances, is substantial enough that it would, or reasonably could, affect an Interested Person's or Family Member's judgment with respect to transactions to which the entity is a party.
- A **Contract or Transaction** is any agreement or relationship involving the sale or purchase of goods or services, the providing or receipt of a loan or grant, the establishment of any other type of financial relationship, or the exercise of control over another organization. The making of a gift to East-West University is not a Contract or Transaction.

VII. Revision History

- Initial Approval: August 14, 2015 (Board Policy)
- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy IO2.01 Appendix A: East-West University Conflict of Interest Disclosure Form

Name: _____

Position and Title: _____

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest between East-West University and your personal interests, financial or otherwise.

Use the numbered boxes below to specify other nonprofit and for-profit boards you (or an immediate family member) sit on, any for-profit businesses for which you or an immediate family member are an officer, director, or majority shareholder, and the name of your employer(s) and any businesses you or a family member own.

☐ I have no conflicts to report.

☐ I have the following actual or potential conflicts of interest to report.

1.

2.

3.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the East-West University Conflict of Interest Policy.

Signature: _____ Date: _____

Policy IO2.02: Responsibility for Loss or Damage

Policy Type: Student Services Initial Policy Approved: May 1, 2016 Current Revision Approved: June 6, 2016 Procedure Effective Date: NA

I. Requirements

The University is not responsible for personal injury on the premises of the University caused by individuals not in the employ of the University, and not due to the negligence of University security personnel.

The University is not responsible for the loss of personal property on the premises of the University, whether by accident or theft.

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.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Chancellor

V. Related Documents

- Student Handbook.

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy IO2.03: Academic Freedom

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: NA

I. Requirements

The East-West University Board of Trustees confers upon the Faculty the freedom, power, and responsibility to develop a free and distinguished university and to promote the welfare of mankind through teaching, research, and public services.

Academic freedom includes the right to:

- Discuss in the classroom any material which has a significant relationship to the subject matter as defined in the approved course description;
- Determine course content, grading, and classroom procedures in the courses they teach;
- Conduct research and to engage in creative endeavors;
- Publish or present research findings and creative works;
- Engage in public service activities; and
- Seek changes in institutional policy through established University procedures and by lawful and peaceful means.
- Academic responsibilities include the obligation to:
- Carry out assigned teaching, research, and public service duties in a professional manner and in keeping with University policy;
- To refrain from introducing matters which are not consistent with their teaching duties and professional competence and which have no significant bearing on the subject matter of the course as approved under University procedures;
- Pursue excellence and intellectual honesty in teaching, research, and other creative endeavors and in public service activities; and in publishing or presenting research findings and creative works;
- Encourage students and colleagues to engage in free discussion and inquiry; and to evaluate student and colleague performance on a scholarly basis;
- Work in a collegial manner with appropriate individuals and bodies to encourage the free search for knowledge; its free exposition, and the University's continuing quest for excellence; and
- Differentiate carefully their official activities as faculty members from their personal activities as citizens and, when the situation warrants, to make it clear that, when speaking as private citizens, they do not speak for the University.

II. Background and Guidelines

East-West University endorses academic freedom and responsibility as stated by the AAUP 1940 with amendments. East-West University adheres to the principles of academic freedom with correlative responsibilities as stated by the American Association of University Professors, the Association of American Colleges and other organizations:

- "Teachers are entitled to full freedom in research and in the publication of the results, subject to the adequate performance of their other academic duties; but research for pecuniary return should be based upon an understanding with the authorities of the institution.
- Teachers are entitled to freedom in the classroom in discussing their subject, but they should be careful not to introduce into their teaching controversial matter which has no relation to their subject. Limitations of academic freedom because of religious or other aims of the institution should be clearly stated in writing at the time of the appointment.
- 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 opinions of others, and should make every effort to indicate that they are not speaking for the institution."

"1940 Statement of Principles on Academic Freedom and Tenure with 1970 Interpretive Comments," AAUP Policy Documents and Reports, 1995.

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy IO2.04: Whistleblower Protection

Policy Type: Institutional Organization Initial Policy Approved: August 14, 2015 Current revision Approved: June 26, 2016 Procedure Effective Date: NA

I. Requirements

East-West University is committed to lawful and ethical behavior in all of its activities and requires its directors, trustees, officers, and employees (any "East-West University person") to conduct themselves in a manner that complies with all applicable laws and regulations. At any time an East-West University person has a concern regarding the propriety or legality of any action contemplated to be taken or that has been taken by East-West University or any other East-West University person, or believes that an action needs to be taken for East-West University to be in compliance with law or appropriate ethical standards, the East-West University person should promptly advise the Chancellor or the Provost. The Chancellor or the Provost will share any finance-related reports with the Chair of the East-West University Audit/Finance Committee. If management is unresponsive, if the complainant believes management will be unresponsive, or if management is itself the subject of the concern, the East-West University person should contact the Chair of the East-West University Board of Trustees to report his or her concerns.

Every effort will be made to investigate a report by an East-West University person as discreetly as possible. Because of the need to investigate the report, correct a problem, or prevent future problems, East-West University cannot, however, promise complete confidentiality.

No East-West University person will be discharged, threatened, or discriminated against in any manner for reporting in good faith what he or she perceives to be wrongdoing, violations of law, or unethical conduct.

II. Background and Guidelines

The purpose of this policy is to provide all board members, committee members and staff with guidelines for the reporting of unethical or illegal behavior by East-West University board members, committee members, staff, vendors, professional service providers, or affiliated organizations.

III. Procedure

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

VII. Revision History

- Initial Approval: August 14, 2015 (Board Policy)
- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy IO2.05: Nepotism

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current revision Approved: June 26, 2016 Procedure Effective Date: NA

I. Requirements

Nepotism is considered a form of conflict of interest. Nepotism includes members of the immediate natural or legal family including parents and grandparents, children and grandchildren, uncles and aunts and their children.

The use of these relationships to provide or promote unfair or illegal, material or non-material advantages with reference to promotions, salary adjustments, job opportunities, evasion of accountabilities, job privileges, engaging in favoritism, -(to list just a few examples but not limited to these,) - is prohibited and is a cause for disciplinary action including restitutions if applicable, and dismissals.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy IO2.06: Intellectual Property

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: NA

I. Requirements

While primarily a teaching institution, EWU does not discourage activities leading to enhancement of knowledge and or providing services which may qualify and/or be identified as forms of intellectual property which may or may not carry commercial value and may be eligible to be protected under patenting or copyright protection.

Intellectual property includes patented or unpatented inventions, copyrightable work, and tangible research property.

All agreements with employees regarding exceptions to this intellectual property policy must be approved by the Chancellor, with option to delegate.

Patents

If a result of activities performed on University time, as a part of contracted University activities or responsibilities, and/or with University resources, result of such activities will have to be communicated to the University and belong to the University unless otherwise agreed upon by the Chancellor and the Board of Trustees of the University.

Copyrights

The author will retain right and any obtained copyrights unless specifically contracted or commissioned with the University as a work-for-hire. In case of commissioned, contracted, collaborative projects (such as course development) the University retains the right to use and license.

Tangible Research Properties

Tangible research project property remains the property of the University unless otherwise specified (such as in case involving grants with state or federal agencies, for instance).

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

- **Inventions** include non-obvious useful processes, machines, manufactures. Patents are rights given by a government specifying person(s), a timeframe, disclosures of details, and exclusivity of use.
- **Copyrights** are based upon U.S. federal copyright definitions and laws and include fiction and non-fiction, literary works such as books, chapters of books, articles, instructional materials and exercises; computer programs; poetry, musical, dramatic, choreographic, pictorial, graphic, sculptured, painted, works; audio-visual works, and such like.

- **Tangible research properties** refer to products resulting from research projects regardless of format (biological, chemical, physical, and multi-media, sound).

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy IO2.07: Admissions Counseling Code of Ethics

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University's code of ethics for admissions advising serves both the interests of prospective students, in choosing the correct educational pathway, and the University, in demonstrating its highest commitment to the educational mission.

In every decision an Admissions Counselor makes that serves to suggest a program to a prospective student or to recommend admission of a prospective student to the University, the Counselor is foremost concerned that:

- Enrollment in the University will help the student meet his or her individualized goals.
- The student is willing and able to commit to pursuing a degree.
- The student understands the University's expectations, academic requirements, and code of conduct.
- The student understands all responsibilities and implications involved in financing the education.
- The student is likely to succeed in the academic program, help the University fulfill its mission and vision, and validate the credibility and academic integrity of its programs.

II. Background and Guidelines

The University depends on enrollments to sustain its operations and continue to serve its mission. A student who completes four years at the University provides as much support as four students who complete only one year each, while only requiring one-fourth of the investment to recruit. Clearly, the University's interests in student recruiting align with students in choosing to enroll only students who are likely to succeed in their studies.

III. Procedure

Admission Counselor Responsibilities to Prospective Students

Admissions Counselors are expected to respect the confidential nature of their communications with students, and honor all applicable laws and regulations with respect to such data. Counselors are also expected to provide complete and honest information regarding the institution:

- Clearly state policies, and assist students with their understanding of the various admissions decision options.
- Clearly state the requirements for the first-year and transfer admission and enrollment processes, including secondary school preparation, standardized testing, financial aid, housing and notification deadlines, and refund procedures.
- Not make commitments to students regarding transfer of credit, admission to a specific degree major, or any other decision subject to academic review post-admission.
- Counsel students to abide by the application requirements and restrictions when they file.

Admission Counselor Responsibilities to the University

East-West University depends on Admissions Counselors to identify, recruit, and enroll students who are likely to complete University programs. Counselors are evaluated not on the number of students they enroll. Rather, they are evaluated quantitatively on their diligence in performing their duties, and qualitatively on their ability to identify students who in fact complete programs. The specific job responsibilities of Admissions Counselors include:

- Meeting service and operational expectations regarding quantity and frequency of communication with prospective students.
- Ensuring that students understand all obligations of enrollment in the University, and are prepared to undertake those obligations.
- Ensuring that any special needs of prospective students in terms of preparation, support, or scheduling are understood and communicated to relevant internal constituencies.
- Recommending students for admission based on information that indicates a likelihood of academic success.
- Not making unethical or unprofessional requests of other Admission Advising professionals.

Advocacy of Prospective Student Interests

It is especially vital due to the University's open admissions policy (presuming that a prospective student meets the formal requirements) that Admissions Counselors advocate for prospective students based on their independent evaluation of the prospective student's interests. If information on a prospective student indicates that they are unprepared to abide the commitments of enrollment or successfully engage in academic studies, it is the responsibility of the Counselor to explain these concerns, and their basis, to the prospective student. If after discussion, the student is unable to assuage those concerns, it is the duty of the Admissions Counselor to recommend against enrollment.

For all students who desire to seek enrollment it is the duty of the Counselor to assist the prospective student in the assembly of all documents needed to support acceptance and eligibility for financial aid, but not to independently acquire documentation or complete any applications on their behalf.

Diligence in Communications with Prospective Students

East-West University has identified specific contact events in the admissions process, and identified objectives for Counselors to aim to achieve at each stage:

- Initial Call – Interview process to determine if student is good fit and to encourage moving forward with application and evaluation process if they are a fit.
- Initial Email – Email program information including application and evaluation steps to the prospective student.
- Follow-up Calls/Emails – Determine interest and ask for any missing documents; keep prospective student updated on all necessary deadlines.
- Mail Personalized Letters to Prospective Students – Encourage moving forward on application and evaluation process, and explain assessments of why the University is a good fit.
- Texting – If given permission, text to follow-up on interest or request missing documents for application/evaluation process and keep posted of deadlines.

Specific Case Guidance

East-West University has also identified specific situations involving key responsibilities of Admissions Counselors for which this policy provides additional guidance with regard to a prospective student (PS).

1. Not make unethical or unprofessional requests of other admission counseling professionals.

    - Do not contact another Admissions Counselor at the competitive school the PS and discuss their application.
    - Do not ask another Counselor here at East-West to recommend enrollment of a PS
    - Do not request preferential treatment from evaluation committee for PS to receive more transfer credit than that for which they are eligible.

2. Send and receive information about candidates in confidence by honoring all applicable laws and regulations with respect to the confidential nature of such data.

   - Do not give a household member info about a PS's application status (reasons for denial possibly)
   - Do not email a PS household member/employer detailed information about their application or degree plan/transfer credits

3. Clearly state policies, and assist students with their understanding of the various admissions decision options.

   - Do not guarantee that the PS will receive Prior Learning Assessment credit if they apply for it after enrollment.
   - Do not guarantee that a PS will receive transfer credit for a course before it's submitted to the academic department for evaluation.

4. Clearly state the requirements for the first-year and transfer admission and enrollment processes, including secondary school preparation, standardized testing, financial aid, and notification deadlines, and refund procedures.

   - Do not give a PS inaccurate information on refund policy to sway enrollment decision.
   - Do not tell a PS that they qualify for federal financial aid before they apply for FA.

Annual Certification

Admissions Counselors are required to sign an annual certification that they understand their ethical obligations.

IV. Policy Owners

- Director of Admissions

V. Related Documents

Policy IO2.07 Appendix A: Annual Admissions Counselor Certification

VI. Definitions

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO2.07 Appendix A: Annual Admissions Counselor Certification

I will observe fully the standards, rules, policies, and guidelines established by my institution, the Higher Learning Commission, the Illinois Board of Higher Education, and other legally authorized agencies.

I will adhere to high ethical standards in the conduct of my work, and to the best of my ability, will:

(1) Observe fully the rights of all applicants and commit no action that would be detrimental to any applicant's opportunity to enroll because of race, sex, color, creed, or national origin.

(2) Never knowingly make any false or misleading representation to any applicant nor use any coercive practices in presenting information.

(3) Enroll applicants only in the course or courses in which they have expressed their interest, provided they meet the qualifications and standards established by my institution for enrollment.

(4) Provide applicants only with information authorized by my institution regarding the occupational opportunities for graduates, and never make claims guaranteeing employment, job promotion prospects or income increases to an applicant.

(5) State accurately and clearly to prospective students the approvals, accreditation, business and employer recognition, and course acceptance accorded to my institution.

(6) Provide only full and accurate information on the transferability of academic credits and acceptance of degrees or credentials by other educational institutions, and disclose affirmatively the fact that the acceptance of credits and degrees is entirely the prerogative of the receiving institution and acceptance cannot be guaranteed.

(7) Provide prospective applicants only complete and accurate information on the total financial obligation they will be incurring prior to accepting their enrollment application.

(8) Provide students prior to enrolling complete and accurate information about financing options for students and answer any questions.

(9) Never use tuition assistance available from a governmental agency or other source as the primary inducement for enrollment.

(10) Refrain at all times from making any statement or inference that might falsely impugn the integrity or value of any other institution, method of training, or profession.

(11) Discharge faithfully, and to the best of my ability, all of the duties and obligations and procedures established by my institution for my position and know all of my obligations and obligations as an institutional representative.

(12) Reflect at all times the highest credit upon myself, my institution, and the field of distance education and always strive to enhance the reputation of my profession through my conduct as an institutional representative.

_____ _____

Signature of Admissions Counselor Date

Policy IO2.08: Non-Discrimination

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University (EWU) is an affirmative Action, Equal Opportunity Employer. It provides equal employment opportunities (EEO) to all employees and applicants for employment. Committed to the principles of equal opportunity, non-discrimination and affirmative action. The programs, activities and facilities are available to all without regard to race, color, gender, religion, national origin, political persuasion, sexual orientation, marital status, disability, height, weight, veteran status, and age. As an equal opportunity employer, EWU recruits, hires, and promotes persons for all positions without regard to sex, race, and national origin, ethnic, religious or socio economic background, age, or physical handicap, and solely on the basis of a person's capability, qualifications, experience, and achievements. East-West University is strongly committed to a work environment in which all individuals are treated with respect and dignity.

Inquiries or complaints should be directed to the Chancellor's office.

II. Background and Guidelines

EWU commitment is guided by the policies adopted by the Board of Trustees and by federal and state laws and regulations that is applied to the University. These may include:

- Titles VI and VII of the Civil Rights Act of 1964 prohibiting discrimination in the provision of services and employment on the basis of race, color, religion, national origin or gender.
- The Title VII of the Civil Rights Act of 1964 (Title VII) "prohibits employers, except religious organizations from discriminating against individuals because of their religion in hiring, firing, and other terms and conditions of employment.
- Title IX of the Education Amendments of 1972 prohibiting discrimination against students and employees on the basis of gender.
- Age Discrimination Act of 1975 prohibiting discrimination on the basis of age in programs or activities receiving federal financial assistance.
- Age Discrimination in Employment Act of 1967 prohibiting discrimination in employment on the basis of age.
- Equal Pay Act of 1963 prohibiting discrimination in salaries on the basis of gender.
- Title VIII of the Public Health Service Act prohibiting discrimination in the admission of students in health personnel training programs on the basis of gender.
- Sections 503 and 504 of the Rehabilitation Act of 1973 prohibiting discrimination on the basis of disability in any program or activity receiving federal financial assistance and requiring the facilitation of the employment of individuals with disabilities.
- Section 402 of the Vietnam Era Veterans Readjustment Act of 1974 requiring affirmative action in the employment of disabled and Vietnam-era veterans.
- Retirement Equity Act of 1984 requiring pension equity.
- Americans with Disabilities Act of 1990 Title (ADA) prohibiting discrimination against individuals with disabilities.

III. Procedure

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO2.09: Social Media Policy

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

This policy for social media at East-West University must be followed by East-West employees and contractors interacting on behalf of East-West. This includes individuals who create or contribute to blogs, wikis, social networks, virtual worlds or any other kind of social media, both at eastwest.edu or on social media outlets using a university email addresses.

Employees should never publish, post, release or disclose:

- Non-public financial or operational information. This includes strategies, forecasts and dollar figures.
- Personal information regarding other employees or students.
- Anything to do with a legal issue, legal case or attorneys.
- Confidential information.

II. Background and Guidelines

If an individual signs up as a friend of East-West on Facebook, people can only see a photo and name, but not any other personal information. The same applies to LinkedIn. An individual can only see more information about the people with whom he or she is linked. MySpace and Twitter are different. Everyone can see everything. East-West University encourages employees not to link their MySpace or Twitter accounts to their East-West-related social media accounts.

Regardless, if posting from a social media account linked to an East-West account, or otherwise personally identifiable, the University recommends the following guidelines:

- **Follow University Values:** Guidelines for functioning in an electronic world are the same as the guidelines that dictate the values, ethics and confidentiality policies by which employees are expected to live every day.
    - Provide unique, individual perspectives on activities at East-West and in the world.
    - Post meaningful, respectful comments and do not post remarks that are off topic or offensive.
    - Always pause and think before posting. That said, reply to comments in a timely manner when a response is appropriate.
    - When disagreeing with others' opinions, remain appropriate and polite.
- **Disclose Affiliation:** If writing about school-related matters that are within student's area of job responsibility, a person must disclose his or her affiliation with East-West University. Using a false name and concealing a relationship is misrepresentation.
- **Clarify Opinions:** Unless authorized to speak on behalf of East-West University, an individual should make clear that any views expressed are his or her own.
- **Protect Oneself:** Individuals are advised to be cautious when sharing personal information online. Business and pleasure should not be mixed on social network services such as Twitter. Common sense should prevail, but if in doubt about the appropriateness of a Tweet or posting, East-West employees should seek approval from their supervisor before posting.
- **Act Responsibly and Ethically:** When participating in online communities, individuals are advised not to misrepresent themselves or their occupational titles.

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Initial Board Review and Approval: August 19, 2016

Policy IO2.10: Institutional Review Board

Policy Type: Institutional Organization Initial Policy Approved: November 17, 2017 Current Revision Approved: November 17, 2017 Procedure Effective Date: November 17, 2017

I. Requirements

The Institutional Review Board (IRB) is authorized to review and approve all research involving human subjects conducted under the University's auspices, regardless of funding source, including student research projects that utilize human subjects drawn from outside the class room. Dissemination of information concerning proposals will be limited to those who submit applications and to Federal regulators.

The IRB will enforce and comply with any additional requirements of federal regulation outlined by the federal Office for Human Research Protections in 45 CFR 46 but not explicitly addressed in this policy, including the enforcement of additional reporting requirements and approval conditions on researchers or other institutional staff. No requirements of this policy will be found to be abrogated or nullified due the fact that they impose additional requirements or responsibilities beyond those required by federal regulation.

II. Background and Guidelines

A. Principles and Purposes

East-West University acknowledges the value of conducting research using human subjects for the purposes of advancing basic knowledge and furthering undergraduate education. To assure adherence to state and federal regulations governing human subjects research, as well as to applicable standards of professional ethical conduct, the University accepts its responsibility to oversee the rights and welfare of human subjects involved in research conducted under its auspices. However, the primary responsibility for protecting human subjects remains with each individual who initiates, directs, or engages in this type of research.

The review of human subjects research at the University is a collaborative process intended to result in mutually acceptable research procedures which accomplish the investigator's scientific objectives while protecting the rights and welfare of research subjects. The IRB tries to be as flexible as possible and reviews each project as a separate case rather than imposing rigid requirements. Every attempt is made to take full account of all relevant factors that can affect the outcome of the review. The IRB understands its role as being primarily educational and encourages consultation at all stages of the research process.

B. Identifying Applicable Research

In-class "teaching" activities in which students are active joint investigators creating and utilizing their own research protocols, designs, and instruments are not properly labeled "research." To be classified as research, activities must meet the definition of research provided in 45 CFR 46:

> "Research means a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge. Activities which meet this definition constitute research for purposes of this policy, whether or not they are conducted or supported under a program which is considered research for other purposes. For example, some demonstration and service programs may include research activities."

(see https://www.hhs.gov/ohrp/). Certain courses that teach research techniques (e.g., Experimental Psychology or Methods of Social Research) involve procedures that approximate research but do not meet the definition of research.

"Human Subjects Research" involves the collection of data from or about living human beings. It does not include research utilizing published or publicly available documents or data sets or research on elected or appointed public officials or candidates for public office.

> NOTE: In-class activities teaching students how to create research instruments are not research, although the instruments the students create could possibly be used for future research. Designing and creating practice questionnaires, interview schedules, and experimental protocols are part of a process of learning how to do research as defined above and are not activities subject to committee oversight. However, if student investigators wish to try tools created on respondents or subjects who are not part of the research-tool-creating teams, then their activity may qualify as research, and require review. When this "research" activity moves outside a classroom setting it becomes necessary to determine whether the activity falls inside or outside of the range of activities qualifying for exemption from committee oversight.

C. Student Research

All student investigators must have a supervisor (usually a faculty member) who is responsible for insuring that the student investigators comply with all procedures of the approval process. Students' faculty supervisors must sign their proposals, certifying that the projects are under their supervision.

Class projects that require the collection of data from sources outside of the classroom setting may be reviewed as one proposal, at the discretion of the instructor. If the entire class is not using the same procedure, each student or group of students using a different procedure must submit the required information for their phases of the project, but the class project will still be considered as one proposal.

Students should design research projects, which are eligible for expedited review. Approval for such projects take very little time. Students are not, however, prohibited from conducting research in the full review category. They are advised that additional time may be required to obtain approval from the full IRB. In all cases of student research, it is the instructor's responsibility to ensure that student’s use only approved ethical research procedures.

To expedite the approval of external class projects, instructors can obtain approval before the semester begins under two circumstances:

1. if all of the students are using the same procedures (e.g., a class survey) and the instructor has established the research procedures before the term starts, or
2. if the instructor submits a list of alternative procedures for approval, and the students will choose one from the list.

Projects conducted as instructional demonstrations where research subjects are not solicited from outside the classroom generally do not need to be reviewed. Care should be taken, however, to protect the rights and welfare of students who act as classroom research subjects.

III. Procedures

A. Institutional Review Board Membership

The IRB consists of 5 members appointed by the Chancellor with the advice of the Faculty Council as follows:

- 2-3 faculty members, selected from different programs and serving staggered 3-year terms.
- 1 non-University member for a 1-year term.
- 1-2 representatives of an administrative department other than the faculty

The IRB shall follow the guidelines set forth in federal policy 45 CFR 46. The IRB shall include IRB shall include at least one member whose primary concerns are in scientific areas and at least one member whose primary concerns are in nonscientific areas. A majority of the committee's members must have had prior experience conducting

research with human subjects. The IRB shall not consist entirely of one gender. No committee member may participate in the review of research for which he or she is either a principal investigator or faculty supervisor.

The IRB may invite individuals with competence in special areas to assist in the review of issues which require expertise beyond or in addition to that available on the IRB. These individuals may not vote with the IRB

The committee shall select one member to serve as its Chair for a one-year term. The chair's term may be renewed for up to three consecutive terms.

B. Planning Consultation

A person who plans to conduct research involving human subjects should consult with the IRB or its designee as early in the research design phase as is reasonably possible before formal approval is requested. A project's potentially problematic aspects can be identified early and various design alternatives considered. At this time, disposition can also be made regarding the proposed project's eligibility for exempt status. Suggestions can be offered which will help facilitate project approval.

C. Review Process

The principal investigator initiates the review process by completing a formal application (See attached sample). If the PI is a student, the application must be signed by a supervising faculty member. The applicant should respond to all questions in the form of a brief (2-3 pages), typed statement. Copies of all research instruments including survey forms, observation protocols, consent forms, etc., should be attached to the application. It is essential to attend closely to the following issues: informed consent, voluntary participation, confidentiality and/or anonymity of data sources, and debriefing, when required. Rationales explaining each should be included.

1. Determining IRB Jurisdiction

Initial determination as to whether a research project should be considered human subjects research should be made by the project investigator (PI). The PI should consult with the IRB for advice concerning this question. Final authority for making this determination rests with the IRB or its designee.

As a rule, research utilizing local campus data gathered solely for internal institutional consumption does not require review (e.g., course evaluations, routine institutional research projects, or personnel evaluations conducted for administrative purposes). If, however, there exists any probability that the results of such research will be disseminated in any way to any external group, organization, government body, or communications medium, then the research must receive prior committee approval.

2. IRB Review

The review of human subjects research applications is confined solely to questions concerning procedures affecting the rights and welfare of the subjects. The review of such applications does not imply evaluations of the content or scientific merit of the project, unless subjects are found to be "at risk."

Full review normally takes two weeks. Expedited review normally takes three class days. The committee will provide written responses to all applications, and they must be received by the PI before data collection can begin.

If an investigator is unhappy with the outcome of the review, he or she may appeal the decision to the full IRB, after consulting with the chair of that committee.

D. Standard of Review

Certain categories of research activity involving minimal or no risk to human subjects do not require full committee review and approval. With the exception of projects excluded under the definition of human subjects research, such projects must be reported to the committee to enable it to meet its federally mandated obligations.

Once determination has been made that a proposed activity constitutes human subjects research subject to review, it will be reviewed under one of two categories, Expedited Review or Full Review. The relevant procedures are described below. Each researcher makes an initial determination regarding the appropriate review category, although the IRB or its designee may require review under the other category. The researcher may request a higher level of review than that required.

1. Exempt Category

Determination of exempt classes of research is based on the following:

Some research is explicitly exempt from the regulations requiring IRB review. Examples include educational testing and survey procedures where no identifying information will be recorded that can link subjects to the data, and disclosure of the data could not reasonably place the subjects at risk of civil or criminal liability or be damaging to the subjects' financial standing, employability, or reputation; and research that involves the use of existing data, documents, or specimens, where no identifying information will be recorded that can link subjects to the data.

Student and faculty research activities which meet the criteria outlined above are exempted from IRB committee oversight beyond the need to certify to the committee that:

- The research involves the use of existing data, documents, or specimens, where no identifying information will be (or has been) recorded that can link subjects to the data. (It is not necessary to report to the committee the use of published documents or data sets that meet this criterion.)
- Their activities produce and/or record no identifying information that can link subjects to the data. (Investigators certify to the committee that their research design meets this criterion and submit an abstract of their design substantiating this fact.)
- Disclosure of the data will not reasonably place the subjects at risk of civil or criminal liability or be damaging to the subjects' financial standing, employability, or reputation. (Investigators certify to the committee that their research design meets this criterion and submit an abstract of their design substantiating this fact.)

In addition, the investigators must certify that they have taken measures sufficient to assure that they have met the three essential criteria of informed consent, voluntary participation, and minimal risk.

Investigators who conduct exempt classes of research must provide the IRB completed applications for their records certifying that the research qualifies for exemption according to the preceding criteria. This information enables the IRB to maintain required documentation.

2. Expedited Review Category

Under an expedited review procedure, the review may be carried out by the IRB chairperson or by one or more experienced reviewers designated by the chairperson from among members of the IRB. In reviewing the research, the reviewers may exercise all of the authorities of the IRB except that the reviewers may not disapprove the research. A research activity may be disapproved only after Full Review in accordance with this policy.

The IRB may use the expedited review procedure to review either or both of the following:

1. Some or all of the research found by the reviewer(s) to involve no more than minimal risk, and appearing on appearing on the list of categories of research designated by the Secretary of Health and Human Services and available at https://www.hhs.gov/ohrp/regulations-and-policy/guidance/categories-of-research-expedited-review-procedure-1998/index.html
2. Minor changes in previously approved research during the period (of one year or less) for which approval is authorized.

Research in this category generally does not require written documentation of informed consent, but oral consent is required for all research involving direct interaction with subjects. The investigator must be familiar with Informed Consent procedures. All research in schools requires written permission from the school district.

3. Full Review Category

All other proposed research requires a Full Review. The designated reviewer of an Expedited Review may require full review of any research as an alternative to approval. Even if a proposal might otherwise qualify for another category of review, a full review is required if it involves:

- Research that could put subjects at more than minimal risk.
- Research involving psychological or physiological intervention.
- Non-curricular, interactive research in schools.
- Research involving deception.
- Research on vulnerable populations, e.g., minors, prisoners, and the mentally incompetent.
- Research conducted outside the United States, regardless of the procedures involved.

E. Full Review Conditions of Approval

IRB project approval signifies only that the committee agrees that the proposed research procedures adequately protect the rights and welfare of the research subjects. It should not be taken to indicate University approval to conduct the research.

IRB approval applies only to the procedures described in the research proposal. Investigators must secure prior approval from the IRB for any procedural changes that will materially affect the welfare of a project's human subjects. Investigators must also report to the IRB any problems that arise regarding the use of human subjects.

In order to approve research covered by this policy the IRB shall determine that all of the following requirements are satisfied:

3. Risks to subjects are minimized: (i) By using procedures which are consistent with sound research design and which do not unnecessarily expose subjects to risk, and (ii) whenever appropriate, by using procedures already being performed on the subjects for diagnostic or treatment purposes.
4. Risks to subjects are reasonable in relation to anticipated benefits, if any, to subjects, and the importance of the knowledge that may reasonably be expected to result. In evaluating risks and benefits, the IRB should consider only those risks and benefits that may result from the research (as distinguished from risks and benefits of therapies subjects would receive even if not participating in the research). The IRB should not consider possible long-range effects of applying knowledge gained in the research (for example, the possible effects of the research on public policy) as among those research risks that fall within the purview of its responsibility.
5. Selection of subjects is equitable. In making this assessment the IRB should take into account the purposes of the research and the setting in which the research will be conducted and should be particularly cognizant of the special problems of research involving vulnerable populations, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons.
6. Informed consent will be sought from each prospective subject or the subject's legally authorized representative, in accordance with, and to the extent required by §46.116.
7. Informed consent will be appropriately documented, in accordance with, and to the extent required by §46.117.
8. When appropriate, the research plan makes adequate provision for monitoring the data collected to ensure the safety of subjects.

9. When appropriate, there are adequate provisions to protect the privacy of subjects and to maintain the confidentiality of data.

When some or all of the subjects are likely to be vulnerable to coercion or undue influence, such as children, prisoners, pregnant women, mentally disabled persons, or economically or educationally disadvantaged persons, additional safeguards have been included in the study to protect the rights and welfare of these subjects.

In addition to the basic requirements for conducting human subjects research, specific research topics often present additional concerns relating to the rights and welfare of research subjects. The IRB reserves the right to delay approval of protocols in these topics until additional information addressing those concerns is received.

Project approval is valid for one year only. Investigators must request a continuation for the approval yearly if the research activity lasts more than one calendar year. No more than two (2) continuations will be granted for a given project. After three years, the project must be resubmitted for reapproval.

F. Subsequent Reviews

Research covered by this policy that has been approved by an IRB may be subject to further appropriate review and approval or disapproval by officials of the institution. However, those officials may not approve the research if it has not been approved by an IRB.

G. Suspension or Termination of IRB Approval

The IRB shall have authority to suspend or terminate approval of research that is not being conducted in accordance with the IRB's requirements or that has been associated with unexpected serious harm to subjects. Any suspension or termination of approval shall include a statement of the reasons for the IRB's action and shall be reported promptly to the investigator, appropriate institutional officials, and the department or agency head.

IV. Policy Owners

- Provost

V. Related Documents

- IO2.10 Appendix A: IRB Application for Research with Human Subjects
- IO2.10 Appendix B: Guidelines for Informed Consent
- IO2.10 Appendix C: Informed Consent Checklist
- IO2.10 Appendix D: Informed Consent Agreement Template
- IO2.10 Appendix E: Socially Sensitive Research
- IO2.10 Appendix F: Questionnaires
- IO2.10 Appendix G: Deception
- IO2.10 Appendix H: International Research

VI. Definitions

VII. Revision History

- Board Review and Approval: November 17, 2017

IO2.10 Appendix A: IRB Application for Research with Human Subjects

Be sure to attach any questionnaires and consent forms and other supplemental information to ensure your application gets processed in a timely manner.

This application is for (check one):

☐ **EXEMPT f**rom Review (see required documentation on page 4, POLICY booklet)	☐ **EXPEDITED** Review	☐ **FULL** Review

Principal investigator (student name if student- led research):

Name: _____ Email address: _____

Telephone: _____

Project Title: _____

This project is being concluded as (check one):

This project is being funded by (if applicable): _____

DIRECTIONS

In considering applications, the IRB committee will want to see the following issues addressed in a brief (e.g., 1-2 page) statement attached to this Application. The Committee's general concern is the safety and well-being (both physical and psychological) of human subjects in research. Failure to answer all questions can result in the proposal being returned to you for further information. Please allow at least two weeks for review. A member of the Review Committee will contact you with a decision in writing. Do no collect data prior to this time. The application number you will be given must appear on all documents such as survey forms, reports, and summaries related to this research project. Please type/computer print your responses.

1.) What is the purpose of the study? Please provide a brief description of the hypothesis and issues under consideration

2.) What subject group(s) will you work with, and how will you recruit them?

3.) What information will you offer subjects about your study before they participate? (E.g., how will the study be described, what incentives will be offered?) Except in special circumstances (which you must describe and justify), potential subjects should be given enough information about the project to make an informed decision about whether to participate. Subjects should not be coerced or pressured, and should be told that they are free to withdraw from participation at any time.

4.) Does the study involve children or others for whom additional consent will be necessary? If so, how will you obtain this consent? (Note: Research involving children normally requires written permission from parents or guardians, in addition to written permission from a school principal or other institutional director, if applicable. Describe how you will seek this permission, attaching copies of proposed permission/consent forms where appropriate.)

5.) How will you plan to protect the privacy and/or anonymity of your subjects, and the anonymity of the data after the study? Please specify how you will destroy the data. If you do not intend to destroy the data, how will it be stored and protected?

6.) Does the study involve deception? If so, explain why deception is necessary and how you will address any potentially harmful consequences.

7.) What are your experimental procedures? Are there any potentially harmful effects that might occur in your study? If so, what are they, and how will you guard against them or seek to minimize them?

8.) If appropriate, how will you debrief your subjects after their work is completed?

9.) Please attach a copy of any survey, questionnaire and/or consent form(s) you plan to use.

IO2.10 Appendix B: Guidelines for Informed Consent

Unless otherwise authorized by the IRB, no investigator may involve a human being as a research subject under the auspices of the University unless the investigator has obtained the informed consent of the subject or the subject's legally authorized representative.

"Informed consent" means each individual asked to participate as a subject in a research project must be able to choose freely whether to participate. When appropriate, the subject's legally authorized representative must be asked, and must be able to choose freely. Free power of choice means the investigator must not coerce or constrain the potential subject via any form of force, fraud, deceit, or duress. Properly informing the participant consists of the following:

1. Making certain the subject has the legal and mental capacity to give consent. Should the subject not have this capacity, the subject's representative must give consent.
2. Giving the subject or the representative sufficient opportunity to consider whether to participate.
3. Providing language understandable by the prospective subject or representative the information necessary to consider whether to participate.
4. Ensuring via points 2 and 3, that no possibility of coercion or undue influence exists.
5. Ensuring the prospective subject or representative that none of the subject's legal rights have been waived or appear to have been waived.
6. Ensuring that the investigator, the sponsor, or the institution or its agents have not been released nor appear to have been released from liability for negligence.

In projects where subjects are determined to be at risk:

- The actual procedure utilized in obtaining "legally effective informed consent" must be fully documented. This is accomplished by using a written consent form embodying all of the elements of information required for the project.
- The consent form must be read by or to the person signing the form and the signed form must be maintained in the investigator's files for an indefinite period of time following completion of the study.

In projects where subjects are determined to be at no more than minimal risk:

- Provision may be made for oral or written presentation and consent. Under this procedure, the subject is informed of those basic elements of consent which are applicable to low risk procedures and no signed document is necessary on the part of the subject.
- A sample copy of the presentation must be approved by the IRB.

A major exception to this policy occurs when research involves minors as subjects, in which case, written parental consent is usually required.

In seeking informed consent the following information shall be provided to each subject:

1. A statement that the study involves research, an explanation of the purposes of the research and the expected duration of the subject's participation, a description of the procedures to be followed, and identification of any procedures which are experimental;
2. A description of any reasonably foreseeable risks or discomforts to the subject;

3. A description of any benefits to the subject or to others which may reasonably be expected from the research;
4. A disclosure of appropriate alternative procedures or courses of treatment, if any, that might be advantageous to the subject;
5. A statement describing the extent, if any, to which confidentiality of records identifying the subject will be maintained;
6. For research involving more than minimal risk, an explanation as to whether any compensation and an explanation as to whether any medical treatments are available if injury occurs and, if so, what they consist of, or where further information may be obtained;
7. An explanation of whom to contact for answers to pertinent questions about the research and research subjects' rights, and whom to contact in the event of a research-related injury to the subject; and
8. A statement that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.

When appropriate, one or more of the following elements of information shall also be provided to each subject:

1. A statement that the particular treatment or procedure may involve risks to the subject (or to the embryo or fetus, if the subject is or may become pregnant) which are currently unforeseeable;
2. Anticipated circumstances under which the subject's participation may be terminated by the investigator without regard to the subject's consent;
3. Any additional costs to the subject that may result from participation in the research;
4. The consequences of a subject's decision to withdraw from the research and procedures for orderly termination of participation by the subject;
5. A statement that significant new findings developed during the course of the research which may relate to the subject's willingness to continue participation will be provided to the subject; and
6. The approximate number of subjects involved in the study.

In some cases, the IRB may approve a consent procedure which does not include, or which alters some or all of the elements of informed consent or may entirely waive the requirement to obtain informed consent, provided the IRB finds and documents that:

1. The research or demonstration project is to be conducted by or subject to the approval of state or local government officials and is designed to study, evaluate, or otherwise examine: (i) public benefit or service programs; (ii) procedures for obtaining benefits or services under those programs; (iii) possible changes in or alternatives to those programs or procedures; or (iv) possible changes in methods or levels of payment for benefits or services under those programs; and
2. The research could not practicably be carried out without the waiver or alteration.

The IRB may approve a consent procedure which does not include, or which alters, some or all of the elements of informed consent, or waive the requirements to obtain informed consent provided the IRB finds and documents that:

1. The research involves no more than minimal risk to the subjects;
2. The waiver or alteration will not adversely affect the rights and welfare of the subjects;
3. The research could not practicably be carried out without the waiver or alteration; and

4. Whenever appropriate, the subjects will be provided with additional pertinent information after participation.

The informed consent requirements in this policy are not intended to preempt any applicable federal, state, or local laws which require additional information to be disclosed in order for informed consent to be legally effective.

Nothing in this policy is intended to limit the authority of a physician to provide emergency medical care, to the extent the physician is permitted to do so under applicable federal, state, or local law.

IO2.10 Appendix C: Informed Consent Checklist

As a researcher develops the consent form or procedure, the following information should be included.

- State that the study involves research.
- Explain the purposes of the research and the expected duration of the participants' participation.
- Describe the procedures that directly involve human participants, and identify any procedures that are experimental.
- Describe any foreseeable risks or discomforts to participants.
- Describe any benefits to participants or to others that may reasonably be expected from the research.
- Disclose alternative procedures or courses of treatment, if any, which might be advantageous to participants.
- Describe the extent to which confidentiality of records identifying participants will be maintained, where the records will be stored, how long they will be stored, and who will have access to the records.
- For research involving more than minimal risk, explain whether any compensation or medical treatments are available if injury occurs. If compensation or treatments are available, they should be described. The procedures for obtaining additional compensation/treatment information should be stated.
- Identify who participants can contact for answers to pertinent questions about the research, and participants' rights including the faculty supervisor (for student=led research), the IRB chair, and a resource in case of discomfort (e.g., SGA).
- State that participation is voluntary, refusal to participate will involve no penalty or loss of benefits to which participants are otherwise entitled, and that participants may discontinue participation at any time without penalty or loss of benefits to which they are otherwise entitled.
- If you intend to audio- or videotape an interview, include a separate signature lines for consent to the audiotaping or videotaping in addition to the signature line for general consent to participating in the project.

IO2.10 Appendix D: Informed Consent Agreement Template

Header on Template:

Informed Consent	**Template for Creating an Informed Consent Letter**

Footer on Template:

Page 13 of 20	**Participant's Initials: _____**

Note to Investigators:

Consent to participate must be obtained from the subjects if possible: Attach a copy of your written Informed Consent form to your IRB request. If it is not possible to obtain a written consent form, describe, in written form and full detail, the explanation which will be given to the subjects and through what means you will provide this explanation: orally, use of an interpreter, other. In this case, a shortened written consent form may be appropriate. If written consent is completely anonymous or impossible to gain without maintaining confidentiality, please consider a waiver of consent.

When creating Informed Consent forms, investigators are encouraged to keep language and vocabulary as basic and straightforward as possible. Investigators are also encouraged to use this template when creating informed consent letters. Use of alternative wording or format is permitted, but doing so may slow down the review process. All sections of the consent form, except the "Consent" section, should be written in second person ("You are invited...").

Headers should include "Informed Consent" followed by the title of the study (e.g., the header in this document). Footers should include page numbers. If your consent letter is more than one page, the footer should also include a space for the participant's initials (e.g., the footer in this document).

Be sure to include any basic components of informed consent that are appropriate to your study. If components apply to your study, they must be included. If you have any further questions, contact a member of the EWU IRB.

***Information in italics is for your information and should be deleted from your actual consent form. Material in brackets should be replaced with relevant information. ***

TITLE OF STUDY

[Insert title]

PRINCIPAL INVESTIGATOR

[Name]

[Program]

[Address]

[Phone]

[Email]

PURPOSE OF STUDY

You are being asked to take part in a research study. Before you decide to participate in this study, it is important that you understand why the research is being done and what it will involve. Please read the following information carefully. Please ask the researcher if there is anything that is not clear or if you need more information.

The purpose of this study is to [Briefly describe purpose of study.]

STUDY PROCEDURES

List all procedures, preferably in chronological order, which will be employed in the study. Point out any procedures that are considered experimental. Clearly explain technical and medical terminology using non-technical language. Explain all procedures using language that is appropriate for the expected reading level of participants.

State the amount of time required of participants per session, if applicable, and for the total duration of the study.

If audio taping, videotaping, or film procedures are going to be used, provide information about the use of these products.

RISKS

List all reasonably foreseeable risks, if any, of each of the procedures to be used in the study, and any measures that will be used to minimize the risks.

You may decline to answer any or all questions and you may terminate your involvement at any time if you choose.

BENEFITS

List the benefits you anticipate will be achieved from this research. Include benefits to participants, others, or the body of knowledge. If there is no direct benefit to the participant, state so. For example, "There will be no direct benefit to you for your participation in this study. However, we hope that the information obtained from this study may…."

When applicable, disclose alternative procedures or courses of treatment, if any, which might be advantageous to participants.

CONFIDENTIALITY

Your responses to this [survey] will be anonymous. Please do not write any identifying information on your [survey]. OR For the purposes of this research study, your comments will not be anonymous. Every effort will be made by the researcher to preserve your confidentiality including the following:

[State measures taken to ensure confidentiality, such as those listed below:

- Assigning code names/numbers for participants that will be used on all research notes and documents
- Keeping notes, interview transcriptions, and any other identifying participant information in a locked file cabinet in the personal possession of the researcher.]

Participant data will be kept confidential except in cases where the researcher is legally obligated to report specific incidents. These incidents include, but may not be limited to, incidents of abuse and suicide risk.

COMPENSATION *If there is no compensation, delete this section.*

Indicate what participants will receive for their participation in this study. Indicate other ways participants can earn the same amount of credit or compensation. State whether participants will be eligible for compensation if they withdraw from the study prior to its completion. If compensation is pro-rated over the period of the participant's involvement, indicate the points/stages at which compensation changes during the study.

CONTACT INFORMATION

If you have questions at any time about this study, or you experience adverse effects as the result of participating in this study, you may contact the researcher whose contact information is provided on the first page. If you have questions regarding your rights as a research participant, or if problems arise which you do not feel you can discuss with the Primary Investigator, please contact the Institutional Review Board at (865) 354-3000, ext. 4822.

VOLUNTARY PARTICIPATION

Your participation in this study is voluntary. It is up to you to decide whether or not to take part in this study. If you decide to take part in this study, you will be asked to sign a consent form. After you sign the consent form, you are still free to withdraw at any time and without giving a reason. Withdrawing from this study will not affect the

relationship you have, if any, with the researcher. If you withdraw from the study before data collection is completed, your data will be returned to you or destroyed.

Note: Please delineate the "Consent" section of the Informed Consent Form by drawing a line across the page (like the one above this paragraph). This delineation is important because the consent form grammar shifts from second person to first person, as shown in this example.

CONSENT

I have read and I understand the provided information and have had the opportunity to ask questions. I understand that my participation is voluntary and that I am free to withdraw at any time, without giving a reason and without cost. I understand that I will be given a copy of this consent form. I voluntarily agree to take part in this study.

Participant's signature _____ Date _____

Investigator's signature _____ Date _____

IO2.10 Appendix E: Socially Sensitive Research

I. Risks.

A first planning step for any researcher doing "greater than minimal social risk" research is to outline fully all the potential social and physical risks. In this kind of research, risks often include:

- Loss of confidentiality about the identity of the volunteers.
- Loss of confidentiality about the information given by the volunteers.
- Triggering internal conflicts within volunteer-respondents, e.g., emotional reactions or needs.
- Triggering external conflicts of social, stigmatizing, or physical damage against volunteers, e.g., assault by abusing partners or legal action by authorities, if study participation in the study became known.

In some research (e.g., about fetal alcohol syndrome), the people at risk include not only the subjects of the research, but third parties (e.g., the mothers) as well.

The next step is to ensure that the research methods minimize the risks to the volunteers and any others.

II. Confidentiality.

One of the most important risks in socially sensitive research is the unanticipated effect of a breach of confidentiality. The researcher must make every effort to try to ensure confidentiality; it is suggested relying on anonymity whenever possible. Although research data must be kept confidential in all types of research, this is especially true in socially sensitive research. With some research topics, such as sexuality or criminality research, not only is the information sensitive, but the subjects' presence in the study can itself be a sensitive piece of information. It is important to note that demographic variables can sometimes identify subjects as well as names and other obvious identifiers. When anonymity is not feasible, then the researcher must demonstrate to the IRB how confidentiality is being assured. Depending on the sensitivity of the subject matter, extra care should be taken to ensure that subjects cannot be identified. At times, coding schemes should be used to minimize the risk of a confidentiality breach (see section below on Questionnaires).

III. Emotional Risks.

To minimize emotional risks triggered by the research itself, the research must take steps before, during, and after the intervention with the subject to assess the emotional impact of the material, to assess the emotional state of each subject, and to deal with any emotional reaction which might take place. Often this includes pilot testing research materials, extended listening, ventilating discussion, and referral to counseling services. (Cooperation of counseling services must be obtained before approving the research.)

IV. Social Risks.

If the research concerns illegal behavior, e.g., a study of HIV and risk factors among prostitutes, the researcher may need to have the cooperation of local legal authorities or a federal Certificate of Confidentiality. If there is a risk of triggering retribution by others, such as violence by abusing partners, the researcher must insure that nothing given can identify a person as a respondent. Risk to the community must be minimized, often by researchers and community agreeing about publication, e.g., whether to identify the community.

V. Benefits.

Researchers should also attempt to maximize benefits of the research to each volunteer and community. They must ensure availability of services to the volunteers. For a survey of fetal alcohol syndrome, for instance, researchers should link themselves to established, or help establish, real services of prevention and treatment. At the very minimum, subjects should be provided with sources of help and support available in the community.

VI. Coercion.

Research involving emotionally-vulnerable subjects should avoid coercion by caregivers. Many patients who are dependent on caregivers' help may feel that refusing to take part in research will lead to loss of the care they need, in spite of the written "no-coercion disclaimer" in consent forms. One way to avoid the problem is to emphasize repeatedly the freedom to refuse. Another is to have at least the consent, and sometimes the research as well, done by people other than the caregivers.

IO2.10 Appendix F: Questionnaires

Questionnaires are probably the most common research technique used in conducting human subjects research at the University. As a result, some researchers may tend to overlook various of the human subjects' concerns, which can hold up approval of a questionnaire study.

I. Consent.

Although most questionnaire studies do not require a written consent form, researchers must still ensure that subjects are giving informed consent to participating in the study. All questionnaires must include some form of cover sheet containing instructions to subjects, which provides subjects with the same information which would be normally be included in a consent form. In particular, subjects need to be informed:

- About the nature of the questions they are going to be asked (especially any questions pertaining to sensitive topics)
- That they can skip any question they chose not to answer
- About the procedures in place to protect their confidentiality

II. Confidentiality.

In even the most innocuous questionnaire research, all research information must be kept strictly confidential. Complete anonymity is the best protection from breaches of confidentiality. However, researchers must be aware that demographic variables can, in some circumstances, be identifiers. Anything which allows an individual subject to be identified is an identifier, and this kind of information must be protected. The degree of protection required depends upon the sensitivity of the information obtained. Another overlooked point pertains to the procedure used for the collection of completed questionnaires. Sometimes, individuals collecting questionnaires can identify who turned in which forms. For sensitive information, it would be best if forms were returned in sealed envelopes.

III. Subject Coding.

One method commonly used to protect confidentiality is to use subject codes rather than names or other identifiers. Care must be taken, however, to ensure that the code cannot be used as an identifier. For example, a frequently used code is the last four digits of the subject's Social Security number. Unless an extremely large number of subjects are being used, this number can still be used to identify an individual subject. Arbitrary or random codes are much better at protecting confidentiality. On the other hand, when different sets of data for a single subject must be linked, arbitrary codes are usually unsuitable, because subjects will likely forget them. In such cases, the best method is to provide subjects with a formula they can use to generate a unique personal code which will generally result in the same code number each time the subject uses it.

The following is one example of a workable formula:

- First & Second letters of your letters of your mother's first name
- First & Second letters of your letters of your father's first name
- Month you were born
- Date you were born

For example, if your mother's name was Sally and your father's name was George and you were born on May 1, you would enter:

S A G E 0 5 0 1

IO2.10 Appendix G: Deception

Sometimes information must be withheld from subjects to ensure natural reactions. Since this is, inherently, a breach of the concept of informed consent, the IRB has serious concerns which must be met before such research can be approved. These include:

- Deception cannot be used in any study where there is risk to subjects.
- No information can be withheld from subjects which could significantly affect their decision to participate (i.e., the subjects would likely participate anyway if they knew all of the information).
- The terms "Informed Consent" or "Consent Form" should not be used in deception research since there is no informed consent in this type of research.

All subjects should be debriefed as to the true nature of the research after their participation. This debriefing should address the reasons for the deception and reassure subjects that their reactions were normal. If believing erroneous information is not likely to be harmful to subject, the debriefing can be delayed until all subjects have completed their participation. Care should be taken not to inform subjects about information which might damage their self-esteem or hurt their feelings.

IO2.10 Appendix H: International Research

Research in foreign countries also presents special concerns regarding the rights and welfare of human subjects. In general, the IRB accepts the standards of the location in which the research is taking place; unless those standards grossly violate the basic principles of ethical human subjects research. In addition, the following issues apply to international human subjects research:

- All human subjects research in foreign countries must be reviewed by the full IRB, regardless of the nature of the research.
- All materials, including consent forms, must have English language translations included with the protocol.
- Documentation of permission from local authorities is generally required before approval can be granted.

Policy IO3.01: Administrative Core Group

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Administrative Core Group (ACG) is responsible for overseeing the functions of the University and creating the policies and procedures under which the University operates.

II. Background and Guidelines

The Administrative Core Group brings together senior management from across the University to provide a broad context for review of University operations. The ACG enables the different departments of the University to work in concert.

III. Procedure

Membership

The Administrative Core Group includes the Chancellor, the Provost, the Associate Provost, the Assistant Provost for Academic Quality, and the Dean for Development and University Relations.

Responsibilities

- Reviewing all University performance.
- Reviewing the institutional mission and recommending changes in the mission statement.
- Reviewing the annual budget, financial statements, and related matters including student tuition and fees.
- Developing policies related to all University services, operations, and regulatory compliance.
- Reviewing the policies and procedures of the Student Handbook.
- Reviewing the academic policies developed by the Faculty Council.
- Reviewing Strategic Plan drafts from the Standing Committee on University Planning.
- Reviewing all initiatives suggested by other committees, and ensuring review by the committees and individuals who can provide relevant subject matter expertise.

Authorities

- Modifying suggested policies and approving all policies for Board of Trustees review.
- Approving a five-year plan for the University and subsequent modifications.
- Reviewing the minutes of any other committee of the University.
- Requesting information and reports from all departments and committees of the University.
- Placing proposals and initiatives for review on the agenda of any other committee of the University, or assigning review to specific individuals.
- Communicating directives to all departments of the University.
- Establishing specific committees to perform identified tasks.

Meeting Schedule and Processes

The Administrative Core Group is chaired by the Chancellor, who speaks for the ACG, and has ultimate executive authority over the University. (The Chancellor may designate a subordinate to chair some or all meetings.) All

committee members have the right to add an issue to the agenda or invite other University staff to present to the group. All committee members have the right to request a non-binding vote on any issue. Minutes of ACG meetings are recorded by a designee of the Chancellor, and should detail the agenda, information presented to the group, and the results of any votes. The ACG meets every week.

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO3.02: Faculty Council

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Faculty Council constitutes the deliberative body for all academic matters of the University. The Faculty Council is responsible for reviewing academic performance, discussing academic issues, sharing best academic practices, and creating academic policies and procedures.

II. Background and Guidelines

The Faculty Council ensures that the faculty have the opportunity to review and suggest changes to any policy affecting the academic mission or operations of the University. The Faculty Council provides the appropriate place to raise academic concerns and propose solutions.

III. Procedure

Membership

The council is chaired by the Provost and includes all full-time faculty and administrative faculty.

Responsibilities

- Reviewing proposals for program changes and additions.
- Considering all issues related to faculty welfare and teaching / learning environments.
- Developing policies related to admissions requirements.
- Developing other academic policies, procedures, and solutions.
- Developing initiatives to support faculty development and research.
- Reviewing or developing policies to address retention issues.
- Reviewing proposed class schedules.

Authorities

- Recommending program changes and additions to the Administrative Core Group.
- Recommending academic policies and procedures to the ACG.
- Recommending initiatives to support faculty development and research to the ACG.
- Recommending policies to address retention issues.

Meeting Schedule and Practices

The Faculty Council must meet three times per quarter. Two-thirds of the membership constitutes a quorum necessary for the Faculty Council to vote on issues. If a quorum is not achieved for any meeting, the Faculty Council may still meet and discuss issues, but the meeting does not count as one of the three meetings per quarter and a voting meeting must be rescheduled for the earliest convenience. Decisions of the Faculty Council are made by simple majority vote. Minutes are taken by faculty members in rotation, and should detail the agenda, information presented to the group, and the results of any votes.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

- Academic Policies: Academic policies are defined as all policies that govern the actions of administrators, faculty, or students of the University in fulfilling the educational mission of the institution. In addition, any process that has a direct impact on the quality of academic programs or provision of educational services is considered an academic policy. Other policies that impact the operations of Academic Affairs (such as by creating reporting requirements for administrators or faculty necessary for the functions of other operational groups) are not considered academic policies, but should be reviewed by the Faculty Council to enable recommendation to the ACG.

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO3.03: Curriculum and General Education Committee

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current revision Approved: October 22, 2020 Procedure Effective Date: October 22, 2020

I. Requirements

The Curriculum and General Education Committee provides University-wide leadership for the ongoing evaluation and improvement of its academic curriculum and General Education Program.

The Curriculum and General Education Committee makes policy recommendations to the Faculty Council on all aspects of the University's academic programs (including its General Education Program), specifically:

- Recommending approval or disapproval of all proposed changes in course offerings and University academic program requirements, and

- Recommending policies dealing with the interpretation and acceptance of transfer credit, residence requirements, course loads for students, class attendance, evaluation of student performance, requirements for graduation, and the organization, conduct, and effectiveness of the University's instructional program.

As a part of its evaluation and improvement efforts, the Committee, at the request of the Assistant Provost for Academic Quality or other senior administrators, may initiate changes in the General Education program or changes in the review and approval process for changes in curriculum and academic program requirements.

II. Background and Guidelines

Prior to the creation of this Committee, curriculum changes originated with each academic program and were approved by the Faculty Council. General education courses and requirements were discussed by the Faculty Council and other groups, but there was no clear line of responsibility for oversight of general education or modifications in its purpose, content, and delivery. The Committee was created to give more coordination to the curricular process, ensure all courses met common standards, and meet external expectations (IBHE, accreditation).

This policy was developed by the Administrative Core Group and recommended to the Faculty Council.

III. Procedures

Membership

The Faculty Council, as a committee of the whole, serves as the Curriculum and General Education Committee.

This ensures that the committee will meet frequently, consists of full-time faculty, and exceeds the requirements for area membership set by the previous requirements. Those requirements are preserved here for reference:

- The Curriculum and General Education Committee consists of five faculty members appointed by the Provost, no more than two of whom may be from the same department, and at least one of whom is from each of the following academic areas: the Arts and Humanities, the Natural Sciences (including Mathematics, Computer Science, and Engineering), and the Social Sciences. Ordinarily, members serve for three consecutive years. As many as two upper division students may be appointed at the Provost's discretion, serving as non-voting members.

Responsibilities

The Curriculum and General Education Committee reviews and recommends to the Faculty Council:

- Changes in University curriculum (new courses, substantially revised courses, discontinued courses, online courses)
- Changes in academic program requirements
- New and discontinued academic programs
- Changes in the University's General Education program, including
    - Changes in the University's General Education goals and General Education mission statement
    - Procedures for the approval of General Education status for existing courses
    - Procedures for the five-year review of courses with approved GE status
    - Changes in the qualifications for faculty assigned to teach General Education courses and the processes used to evaluate faculty and general education courses
    - Changes in the relationships among all of these program components.
    - Policies dealing with the interpretation and acceptance of transfer credit, residence requirements, course loads for students, class attendance, evaluation of student performance, requirements for graduation, and the organization, conduct, and effectiveness of the University's instructional program.

Authorities

To fulfill its responsibilities, the Committee:

- Reviews and recommends proposals for new, modified, or discontinued courses and proposed changes in program requirements. (The committee will also provide a format to be used for new course proposals and for proposed revision of academic program requirements.)
- Reviews and recommends all General Education courses, syllabi, learning outcomes, and data related to the achievement of course outcomes and student success. (Proposals for courses with General Education status are due at the beginning of any quarter. Proposals should be submitted earlier than these deadlines if possible; late proposals will be held for consideration until the next quarter. Procedures for proposing General Education status for a course are available from the Committee.)
- Conducts five-year reviews of all courses approved for General Education status
- Advises the University on curricular and General Education issues
- Reviews and approves catalog and web copy describing academic programs, General Education, and policies regarding transfer credit, residence requirements, course loads for students, class attendance, evaluation of student performance, requirements for graduation, and the organization, conduct, and effectiveness of the University's instructional program. (Catalog and web copy changes should be submitted by February 15 for ample consideration, and no later than August 1 for consideration for inclusion in following year's catalog.)

Meeting Schedule and Processes

The Curriculum and General Education Committee will meet regularly throughout the academic year and, when necessary, in the summer to carry out its responsibilities. A representative from the Assessment Committee, a representative from Counseling and Student Affairs, the Associate Provost, and the Registrar may be invited to participate in meetings as non-voting resource people when appropriate. Non-participating observers are welcome at all meetings. An agenda listing proposed actions and topics for discussion will be circulated to all faculty at least a week before each meeting.

IV. Policy Owners

- Faculty Council

V. Related Documents

- None.

VI. Definitions

- None.

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Assumption of duties by executive council formalized: October 22, 2020

Policy IO3.04: University Assessment Committee

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

This policy establishes and charges an East-West University Assessment Committee. The purpose of the Assessment Committee is to hold all programs accountable for collecting and analyzing assessment data, to examine and analyze assessment data, and to stimulate action as a result of analysis of assessment data. The Committee will review the assessment reports and plans of the academic departments and programs, providing aid in formatting, analyzing and interpreting data. The Committee will disseminate the results of its work throughout the University in order to strengthen the quality of University programs and improve student learning.

The goals of the Assessment Committee are:

- To analyze data and recommend changes that promote student learning
- To analyze the efficacy of existing and new assessment practices
- To recommend training materials and activities that allow for more accurate assessment
- To propose revisions in policy, pedagogy, and curriculum to improve student learning
- To report its activities to the larger East-West community

II. Background and Guidelines

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.

To help achieve this mission, the faculty of East-West University is committed to keeping abreast of and using current best educational practices. Every member of the faculty and staff has the responsibility to:

- Be curious about the University experience of the students we serve.
- Collect and interpret evidence that will strengthen the programs in which they participate.
- Show evidence that their investigation actually improves student learning.
- Share their results with their colleagues.

This policy was developed and approved by the Assessment Committee, and recommended to the Faculty Council for endorsement. It was then approved by the Provost and Chancellor, and forwarded to the Board of Trustees for its approval.

III. Procedure

<u>Committee Responsibilities</u>

The Assessment Committee's responsibilities include:

- Addressing the issues raised through assessment of student learning
- Annually reviewing assessment data for each academic program.
- Recommending revisions to assessment policies and processes
- Recommending actions to improve learning that result from assessment analyses

- Keeping the Provost, program faculty, and Faculty Council informed of its activities, findings, and recommendations
- Creating and maintaining a handbook for program outcomes assessment.

Administration Responsibilities

In order to support Assessment in fulfilling its role, East-West University's administration must:

- Keep the Committee informed of plans or initiatives that might affect its work
- Review and act on committee decisions
- Support the Committee by ensuring it receives the data necessary for its work

Membership

The Assessment Committee consists of five members dedicated to improving student learning, three from the faculty and two from the staff of East-West University. Both full-time and adjunct faculty are eligible for membership. The committee will be chaired by the Assistant Provost for Academic Quality. It will consist of. Committee members will serve for three years with the opportunity to serve for another term. Terms will be staggered so there is a continuity on the committee.

Quorum and Committee Meetings

A simple majority of members will constitute a quorum. All actions will be decided by a simple majority. Minutes of the meetings will be emailed to members and posted on the drive shared by faculty and staff. The committee will meet monthly or as needed.

Authority

To help achieve its goal, improving student learning, the Assessment Committee may:

- Inquire into how, when, and where learning takes place
- Help faculty develop explicit and publically stated learning expectations
- Identify in what areas learning needs to be improved
- Encourage improvements in teaching methods, program curricula, learning resources, and support services
- Help faculty align assessment activities with learning activities
- Create a culture that encourages academic excellence
- Consult with the Provost or other academic leaders when necessary
- Have access to university resources necessary to carry out duties

IV. Policy Owners

- Faculty Council

V. Related Documents

- Policy AA2.03 establishes an East-West University policy on the Assessment of Student Learning.

VI. Definitions

- None.

VII. Revision History

- Initial Approval: August 19, 2016

Policy IO3.05: Student Success Committee

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Student Success Committee provides a University-wide mechanism for the systematic improvement of student retention and graduation rates.

The Student Success Committee makes recommendations to the Faculty Council, Administrative Core Group, Provost, Chancellor, and other groups on any issue it believes will affect the University's retention and graduation rates. Recommendations may suggest the creation of new services, policies, procedures, etc., changes in or discontinuation of existing programs, or any other action the Committee believes will improve student retention and graduation.

The Committee receives and analyzes all compliments, complaints, and suggestions received via the website or cards placed in "Your Voice Matters!" boxes. The Committee looks for repeated themes and issues in comments received, and may meet with any individual or group it wishes to follow up on improvement possibilities. It safeguards confidentiality requested by submitters of comments, and is discretely private concerning complaints and suggestions about individual personnel, sharing negative comments only with the personnel themselves and their supervisor(s). It cooperates with other staff to ensure that compliments are appreciated by those responsible for earning them, and works to publicize praise and appreciation throughout the University.

II. Background and Guidelines

East-West University's retention rate, particularly from freshman to sophomore year, made it difficult to sustain a viable enrollment and offer the range of programs, courses, and services desired by its students. Retention and graduation rates were an object of criticism by state and accreditation agencies. The Student Success Committee grew out of an earlier Retention Task Force, and was established to demonstrate the University's continuing dedication to addressing problems that contribute to weak retention and graduation rates.

This policy was developed by the Administrative Core Group and reviewed by all employees prior to its approval by the Board of Trustees.

III. Procedure

Membership

The Student Success Committee consists of Assistant Provost and four other members appointed by the Assistant Provost, to include employees who are discrete, dedicated to institutional improvement, and able to look at the student experience from different perspectives. Members can be faculty, staff, students, or others not employed by the University.

Responsibilities

The Student Success Committee is responsible for identifying changes and improvements in any University operation, procedure, policy, behavior, etc. that could potentially reduce student attrition, improve retention and persistence, and improve the speed and proportion of students who graduate. It is expected that the Committee will generate proposal for improvements or other projects that other individuals or groups will carry out and implement, and that the Committee itself exists to generate good improvement ideas, not to do them.

Authority

To fulfill its responsibilities, the Committee:

- Reviews and analyzes Your Voice Matters!" submissions.
- Keeps a log of all comments received summarizing number and content of compliments, complaints, or suggestions.
- Creates a monthly report on actions taken by the Committee regarding groups of submissions.

Meeting Schedule and Practices

The Student Success Committee will meet regularly throughout the academic year and, when necessary, in the summer to carry out its responsibilities. The Committee may invite non-voting resource people from anywhere in the University to participate in a meeting when appropriate. Some meetings may be announced in advance as open to any University employee, who may bring issues, concerns, and suggestions to the Committee's attention.

Minutes of meetings will record who attended; list proposed actions, projects, or recommendations; and list general topics discussed, but minutes will not include details of "Your Voice Matters!" comments or other details of issues under consideration.

IV. Policy Owners

- Assistant Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO3.06: General Assembly

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The General Assembly is responsible for reporting and debating university issues. During its sessions all departments report on their activities and future plans. The functions of the General Assembly include the following:

1. Sharing the State of the University with other University Personnel.
2. Establishing specific committees to perform tasks.
3. Sharing information among the members of matters concerning all employees of the University.
4. Forming cooperative strategies to address and/or resolve concerns.
5. Sharing information about student enrollment, financial aid, records, instruction, finances of the University, and other matters of interest.
6. Sharing information about academic and other curricular information of interest to General Assembly members.

The General Assembly usually meets once per quarter and/or twice per academic year as a Planning Retreat.

II. Background and Guidelines

The General Assembly serves to provide advice to senior administration on University Operations, and to provide information to all personnel on operations and the opinions of other members.

III. Procedure

Membership

The General Assembly includes all University personnel, and is chaired by a General Assembly member designated by the Administrative Core Group.

Responsibilities

- To review any policies, procedures, initiatives or issues nominated for the agenda by any other committee of the University and approved by the chair.

Authorities

- To make recommendations on specific agenda issues by popular vote.

Meeting Schedule and Processes

The General Assembly meets at least twice every academic year as a Planning Retreat. Attendance is required for all personnel, and a quorum is presumed.

The chair shall be announced by the ACG at least six weeks prior to a retreat. Submissions for agenda items should be provided to the chair at least four weeks prior to the retreat. The chair will provide the agenda at least two weeks prior to the retreat. The chair may later add items to the agenda at his or her discretion.

All sessions of the General Assembly are to have minutes recorded, detailing the agenda, information presented to the group, and the results of any votes.

IV. Policy Owners

- Chancellor

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO3.07: Strategic Planning Committee

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Strategic Planning Committee (SPC) is the strategic planning group of the University. The committee is responsible for collecting information for the planning process, conducting a SWOT (strengths, weaknesses, opportunities, threats) analysis for the University, and drafting a five-year strategic plan.

The group is also responsible for monitoring the implementation of the Strategic Plan, identifying areas which need attention, and suggesting improvements or modifications.

II. Background and Guidelines

The Strategic Planning Committee brings together expertise from across the institution to develop goals for the University that provide direction for operations and academics, and allow the University to evaluate and improve its performance over time. The procedures developed by the SPC for evaluating plan performance are an important source of information for future strategic planning cycles.

III. Procedure

Membership

The committee includes the Associate Provost and members appointed by the Associate Provost.

Responsibilities

- Identifying and prioritizing both short- and long term objectives which are consistent with the stated philosophy, mission, and purposes of the University.
- Developing a comprehensive Strategic Plan on a five-year cycle.
- Developing and reviewing personnel and human resource policies.
- Identifying performance thresholds for strategic objectives and identifying how performance will be assessed.
- Collecting necessary information and reviewing plan performance.
- Providing regular updates to the Administrative Core Group on plan performance data and preliminary findings.
- Developing an annual Strategic Plan Progress Report on the University's performance toward objectives identified in the strategic plan.

Authorities

- Managing the strategic plan development process.
- Recommending a strategic plan for the University to the Administrative Core Group.
- Requesting information and reports from all departments necessary to evaluate plan performance.
- Approving an annual Strategic Plan Progress Report.
- Recommending adjustments to the strategic plan for the University to the Administrative Core Group.
- Recommending personnel and human resource policies to the ACG.

Meeting Schedule and Practices

The SPC meets monthly. The SPC is chaired by the Associate Provost

IV. Policy Owners

- Associate Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO3.08: Budget Advisory Committee

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Budget Advisory Committee (BAC) provides advice on the annual budgeting process, and recommends budget proposals to the Provost to use in developing the annual budget proposal for review by the ACG and submission to the Board of Trustees. The BAC works with individual departments to help ensure that each develops plans and budget requests that place the department in the context of the larger university.

II. Background and Guidelines

East-West University desires a broad-based, participatory planning and budgeting process. The committee was established to ensure that faculty and staff share responsibility for planning and budgeting. However, the Provost has accountability for the budget and makes final decisions about the annual budget to present to the ACG.

III. Procedure

Membership

The BAC includes the Provost, the Dean for Development and University Relations, the Director of Counseling and Student Affairs, the Director of Admissions, and any additional members appointed by the Provost. Additional members may be from inside the University, or outside experts specially contracted by the Provost.

Responsibilities

- Communicating University realities about priorities, resources, and problems to all faculty and staff.
- Providing thoughtful insights and advice to the individual departments and Provost on annual planning and budgeting.
- Evaluating the feasibility of budget requests, and identify the financial impact of new initiatives, programs, and services.

Authorities

- Recommending details of the annual budget to the Provost.

Meeting Schedule and Practices

The BAC is chaired by the Provost. The group meets monthly to evaluate budget variance, as needed throughout the budgeting cycle, and as necessary to evaluate the financial impact of changes at the University.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

- None.

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO3.09: Development and University Relations Committee

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Development and University Relations (DAUR) committee coordinates the functions of the offices of Development, Public Relations, and Publications.

II. Background and Guidelines

The DAUR committee provides subject matter expertise on financial development and public relations issues, and ensures a coordinated approach to University communications.

III. Procedure

Membership

The DAUR committee is chaired by the Dean for Development and University Relations, and includes the Chancellor, the Director of Development and Community Engagement, the Director of Institutional Advancement, and the Webmaster.

Responsibilities

- Discussing all issues which concern and affect the entire University community, particularly as they concern the University's reputation.
- Developing initiatives to improve University imaging.
- Developing fundraising efforts, including the solicitation of grants and bequests.
- Preparing official communications with external parties.

Authorities

- Recommending action on any issue affecting the University's reputation to the ACG.
- Recommending initiatives to improve University marketing and imaging to the ACG.
- Implementing fundraising efforts, including the solicitation of grants and bequests.
- Issuing official communications with external parties with the concurrence of the Chancellor.
- Approving official publications with the concurrence of the Chancellor.

Meeting Schedule and Processes

The DAUR committee meets once a week. All committee members have the right to add an issue to the agenda or invite other University staff to present to the group. All committee members have the right to request a non-binding vote on any issue. Minutes of DAUR committee meetings are recorded by a designee of the chair and should detail the agenda, information presented to the group, and the results of any votes.

IV. Policy Owners

- Dean for Development and University Relations

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO3.10: Committee on Online Learning

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Committee on Online Learning (COOL) has responsibility to plan, encourage development of and maintain standards for online courses and programs offered by the University. The committee prepares requests for state and accreditation approval of permissions required for online programs.

II. Background and Guidelines

The Committee on Online Learning (COOL) encourages and facilitates the development of online programs. The University currently has no online courses and programs but anticipates applying for authorization to offer those in the future.

III. Procedure

Membership

- COOL is chaired by the Associate Provost, and has four other members chosen by the Associate Provost from the full-time faculty.

Responsibilities

- Researching regulatory and accreditation requirements for online courses and programs, and develop strategies to achieve compliance.
- Developing standards and policies for online courses and programs.

Authorities

- Directly managing relationships with any third-parties the University contracts with to receive or provide course design services.
- Proposing online course standards and policies to the Faculty Council and ACG.
- Advising any departments of the University on online educational activity.

Meeting Schedule and Processes

- COOL meets as needed to discuss proposals and current requirements for online programs.

IV. Policy Owners

- Associate Provost

V. Related Documents

VI. Definitions

- None.

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO3.11: Faculty Promotion Committee

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Faculty Promotion Committee (FPC) is responsible for overseeing and processing all aspects of promotion according to established policies. The FPC also reviews suggestions for changes, develops, and revises faculty promotion policies and practices for Faculty Council review.

II. Background and Guidelines

III. Procedure

Membership

The FPC consists of the Associate Provost and two full-time faculty members with appropriate rank approved by the Provost.

Responsibilities

- Providing notifications of faculty promotion and advancement opportunities.
- Defining a clear schedules and deadlines for promotion and advancement opportunities.
- Reviewing applications for faculty promotion
- Receiving, reviewing, and responding to all Faculty Council suggestions and inquiries.

Authorities

- Enforcing observation of faculty promotion and advancement activity schedules and deadlines.
- Making recommendations for faculty promotion for review by the Provost.
- Recommending policies and procedures to the Provost for review by the Faculty Council.

Meeting Schedule and Practices

The FPC is chaired by the Associate Provost. The FPC meets as needed.

IV. Policy Owners

- Associate Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO3.12: Scheduling Committee

Policy Type: Institutional Organization Initial Policy Approved: May 1,2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Scheduling Committee advises the Faculty Council on the development of the course schedule for each term.

II. Background and Guidelines

The Scheduling Committee ensures that the concerns of all stakeholders are considered in the course scheduling process. Stakeholders include newly admitted and continuing students, faculty members, operational departments, and academic programs

III. Procedure

Membership

The Scheduling Committee is chaired by the Assistant Provost. The membership includes the Director of Counseling and Student Advising, the Registrar, and another full-time faculty member.

Responsibilities

- Collecting and review information on student needs for course scheduling.
- Developing an academic course schedule that supports the initial and continued student enrollment.

Authorities

- Conducting surveys of newly admitted students, continuing student, adjunct faculty, and full-time faculty to identify course scheduling needs.
- Requesting feedback and suggestions from operational and academic department heads regarding scheduling needs.
- Suggesting a quarterly academic course schedule to the Faculty Council.

Meeting Schedule and Processes

The Scheduling Committee meets once a month. All committee members have the right to add an issue to the agenda or invite other University staff to present to the group. Minutes of Scheduling Committee meetings are recorded by a designee of the chair and should detail the agenda, information presented to the group, and the results of any votes.

IV. Policy Owners

- Assistant Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO3.13: Academic Progress Committee

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Academic Progress Committee (APC) monitors the implementation of the Satisfactory Academic Progress Policy of the University. The APC reviews the cases of any students failing to meet the requirements of this policy.

II. Background and Guidelines

Students are required to achieve Satisfactory Academic Progress to remain in good standing with the University and maintain eligibility for federal financial aid. The specific requirements are defined in Policy AA1.05: Satisfactory Academic Progress.

III. Procedure

Membership

The APC is chaired by a faculty member appointed by the Provost including at least one member of Counseling and Student Affairs, and the Director of Financial Aid.

Responsibilities

- Receiving and conducting hearings on academic progress appeals.
- Developing an academic plan for any student who the committee approves and appeal to be placed on probation rather than lose financial aid eligibility.

Authorities

- Requesting full academic records on any student lodging an appeal or subject to academic probation.
- Making official decisions on academic probation and financial aid ineligibility due to insufficient academic progress.
- Approving and enforce the requirements of academic plans for all probationary students.

Meeting Schedule and Practices

The APC is chaired by a faculty member appointed by the Provost. The committee meets to review student progress prior to the start of each term, and as needed to address appeals and individual cases. All members of the APC must be present to constitute a quorum. Decisions of the APC are by simple majority vote, with the Chair breaking any ties.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO3.14: Student Conduct Committee

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Student Conduct Committee (SCC) is responsible to maintain, implement, and enforce the Student Conduct Code. It recommends disciplinary sanctions imposed on students violating University policies, including probations and expulsion. It periodically reviews and updates policies, procedures, and processes related to student conduct and conduct review.

II. Background and Guidelines

East-West University Students are expected to abide the policies of the University with regard to appropriate conduct n University grounds and at University events, and with regard to their academic work. The main requirements for student conduct are outlined in Policy AA7.05: Student Code of Conduct and Policy and Policy AA7.09: Student Responsibilities, but as indicated therein, violation of any student-facing policy is considered a breach of the code of conduct.

The SCC reviews all code of conduct violations, in accordance with the procedures outlined in Policy AA7.06 Disciplinary Review. The SCC determines appropriate sanctions using its discretion and the guidelines provided in Policy AA7.10 Code of Conduct Violations and Penalties.

III. Procedure

Membership

Members consist of the Facilities Manager, a member of the Office of Counseling and Student Affairs and one faculty representative appointed by the Provost.

Responsibilities

- Receiving and track all allegations of violations of student conduct standards.
- Conducting student disciplinary hearings.
- Reviewing student conduct standards when appropriate.

Authorities

- Determining disciplinary actions including sanctions, probations, dismissals.
- Suggesting revisions of student conduct standards to the Faculty Council and ACG.

Meeting Schedule and Practices

The SCC is chaired by the Associate Provost. The SCC meets as needed to address student conduct issues. The SCC meets prior to the start of each term to discuss conduct trends and review conduct policies, procedures, and processes.

IV. Policy Owners

- Associate Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO3.15: East-West University Fundraising Policy

Policy Type: Institutional Organization
Initial Policy Approved: January 30, 2019
Current Revision Approved: January 30, 2019
Procedure Effective Date: January 30, 2019

I. Requirements

As a non-profit institution, East-West University must adhere to all federal and state laws governing fund-raising and other development activities. The University is recognized as a non-profit organization by the IRS, and funds and property donated to the University are generally tax-deductible by the donor.

This policy is intended to ensure that the Chancellor, Provost, and the Director of Development are all aware and approve of all fundraising efforts undertaken in the University's name so they can effectively coordinate all University development activities and comply with the legal requirements of its tax-exempt status. Accepting gifts on behalf of the University by a non-authorized employee potentially jeopardizes this status and will result in immediate termination and likely legal action by the University.

A. Use of Gifts

All monetary gifts and in-kind contributions accruing to or received by the University, whether solicited or unsolicited, are for the use and benefit of East-West University to further the educational, research and public service mission.

Use of such funds is considered a non-budgeted expenditure, and subject to regular approvals the regular processes for approval of expenditures by the Board or Chancellor of the University.

B. Receipt of Tax-Deductible Gifts

The University must keep accurate records of all gifts and properly control their safekeeping and use. It will provide written acknowledgement of the receipt of any tax-deductible gifts or in-kind contributions valued over $250, stating the nature and value of the gift and the nature and value of any consideration provided by the University in return.

Only the Development office is authorized to issue receipts for tax-deductible gifts, and the Director of Development shall directly review and authorize any receipt issued.

Only the Director of Development is authorized is authorized to accept gifts of funds or property on behalf of the University, and. All funds received as gifts must be deposited in East-West University bank or investment accounts designated for that purpose.

Any administrator at the Director or Dean level shall be authorized to accept in-kind services on behalf of the University. The accepting individual shall be responsible for ensuring compliance with all other University policies in the performance of services on the premises of or on behalf of the University. That individual shall report to the Director of Development what, where and when services were provided, the estimated value of the services, and any consideration provided in exchange.

C. Designation, and Acknowledgment of Tax-Deductible Gifts

Excepting naming opportunities, which shall include a morals clause allowing the University to rescind the naming in extreme circumstance, donor restrictions or conditions are not allowed on tax-deductible contributions. IRS rules on this subject are complex; the University may informally agree to use funds for a purpose but shall not make any enforceable agreement to that effect, or any agreement whatsoever entitling a donor to return or reversion of a gift.

If the University solicits funds for specific purposes it shall earmark those for the announced purposes, barring financial exigency as determined by the Board. Such solicitations shall include a disclosure of this policy.

The University may in its discretion accept funds for specific purposes, or for the benefit of certain individuals, as directed by donors, but will not provide a receipt indicating that the donation is tax-deductible in such circumstance.

D. Individual, Program, and Department Fundraising Initiatives

Initiative in locating sources of and raising funds is encouraged within the framework of these policies and guidelines. Individuals and departments often organize activities where goods or services are provided as an incentive to make a donation for some University purpose.

Procedures and permission forms governing fundraising by students or student organizations are available from Student Affairs or from the Development office and must be submitted to the Director of Development for approval. The purpose of the fundraising must be consistent with purposes allowed under this policy. The proceeds from such activities must be deposited with the Director of Development to hold in a University account until the agreed upon disbursement is made for the stated University purpose.

No party may state or suggest that such donations are being made to the University unless the activity has been formally approved by the Director of Development. Doing so may result in termination for employees and expulsion for students. Fundraising that other organizations, groups, or individuals wish to do on East-West University premises shall be subject to the approval of the Chancellor, in consultation with the Director of Development and the Director of Facilities. Any such activities so approved must clearly identify themselves as separate from and not of behalf of the University.

II. Purposes

The purposes of the East-West University Fundraising Policy are to:

(1) coordinate the activities directed at fundraising by the units of East-West University;

(2) clearly identify the relationship among East-West University's Board of Trustees, the East-West University Foundation, and the University's Development office.

(3) maximize the effectiveness and efficiency of fundraising activities; and

(4) enhance the giving of funds to provide needed private resources to the institution.

III. Background and Guidelines

A. Relationship of East-West University to the East-West University Foundation

The East-West University Foundation was created for the purpose of providing financial support for the University. It is a legally organized separate non-profit organization and is empowered to solicit and receive tax-exempt donations in cash, stocks and bonds, real estate and other gifts, and allocate gifts and the proceeds of donations for University use.

The East-West University Foundation coordinates its fund-raising efforts with both the Development office and the Board of Trustees. The Board of Trustees may from time to time establish joint fundraising committees to coordinate efforts of the University and the Foundation. Faculty and staff may be asked to serve in support roles for these subcommittees.

B. General Guidelines

(1) East-West University is bound by the laws of the States of Wisconsin and Illinois, and the regulations of the Illinois Board of Higher Education.

(2) Direct solicitation, for which the donor receives benefits or not, such as for athletic grants-in-aid, scholarships, and loan funds, requires prior administrative approval.

(3) Any form of gambling in fundraising activity is prohibited.

C. Role of Development

The Development office exists to identify, engage, partner, research and work to procure funding and resources for East-West University. Development works to secure funding for the University, including scholarships and programs that support and enhance student and academic opportunities as well as student

activities. Responsibilities of Development include working with faculty, staff, students, the Board of Trustees' Development Committee, campus units, the East-West University Foundation, and other support organizations interested in enhancing or developing fundraising efforts to provide the logistical support and coordination necessary to develop and carry out appropriate fundraising activities. The Director of Development also serves as a liaison with the Board of Trustees and with the East-West University Foundation for development activities.

In addition, Development works to bolster the Board of Trustees' involvement and giving; optimize and expand support for annual and special events; build relationships with individual and corporate contributors and the community; research and identify public and private grants for submission; cultivate major gifts and naming opportunities for the University; and, develop and enhance an alumni network to be more engaged with East-West.

D. Responsibilities of Development

The Development office provides essential coordination and is responsible for:

(1) acknowledging officially, recording, and processing receipts for all gifts to East-West University (or any sub-unit thereof), including cash, pledges, securities, trusts, insurance policies, real estate, and other gifts-in- kind.

(2) maintaining a complete and accurate record of every donor to East-West University. Donor anonymity will be protected whenever desired by the donor.

(3) maintaining up-to-date information, as prescribed by the Chancellor, pertaining to fundraising matters, including required fundraising levels for projects and campaigns.

(4) formulating budgets for private fundraising project, as directed by the Office of the Chancellor.

(5) approving any literature, including brochures, booklets, and letters used to attract private funds to East-West University so that the most accurate information appropriate to a particular fundraising effort is reflected.

(6) establishing and maintaining a master calendar that incorporates the schedule of all fundraising mailings and solicitations.

(7) establishing and maintaining prospect and resource files for the purpose of providing timely and relevant information about prospective individual donors, private foundations, and corporations.

(8) assisting in the selection and recruitment of any volunteers who are to be involved in fundraising efforts and to provide them with the training and information required.

(9) identifying and coordinating appeals to corporations and foundations with the University, the East-West University Foundation, and the Board of Trustees in order to cultivate solicitation of corporation and foundation support and avoid an inappropriate number of solicitations to any single source of private corporate or foundation funds.

(10) preparing all public statements concerning gifts to the institution (or any sub-unit thereof), as directed by the Chancellor.

E. Prohibited Activities

Any individual or group, including volunteers, students, faculty or staff facilitating fundraising efforts on behalf of organizations or entities other than the University, is required to clearly identify for donors that their gift is for said organization or entity and **not** a gift to East-West University. Any necessary tax-deductible receipts for such fundraising efforts must be administered by the appropriate 501c3 organization. Any use of the University name, logo, literature, or webpages without prior approval from Development is strictly prohibited.

IV. Procedures

A. Fundraising Initiative Proposals

(1) Proposals for major projects and campaigns are sent to Development.

(2) The Development staff will review proposals, gather additional information as needed, and submit a feasibility study to the University Chancellor.

(3) The Chancellor reviews the studies and makes a final determination about its priorities.

(4) The Chancellor then forwards his/her priorities to the East-West University Board of Trustees for review and implementation.

B. Coordination of Requests for Funds and Donor Contacts

(1) Development will serve as the coordinating agent to the institution and to the Foundation for all fundraising programs and for all solicitation of funds from private individuals, foundations, businesses, corporations, and organizations.

(2) Any request or proposal to undertake a fundraising program or activity or to solicit contributions from individuals, foundations, businesses, corporations and organizations should be reviewed first through regular channels by the appropriate Program Director or unit administrator, then submitted to Development for a feasibility study and recommendation to the Chancellor.

(3) Proposals for major projects and campaigns are sent to Development and should include:

(a) Rationale
(b) Expected amount to raise
(c) Sources of revenue – private gifts, grants, etc.
(d) Duration of campaign or timeline
(e) Targeted constituents – alumni, community, etc.
(f) Parties involved
(g) Marketing materials and resources
(h) Programs to be coordinated by the staff of Development include:
(i) All annual funding solicitations.
(j) Other programs as designated by the Board of Trustees or the East-West University Foundation to solicit financial support.
(k) Fundraising efforts appealing to various University constituencies regarding scholarships, memorial funds and/or other endowed funds.
(l) Raising private funds for the construction, expansion or renovation of East-West University facilities.
(m) Grant applications (to government or private foundations)
(n) Requests to private sources (outside normal grant application processes) for the funding of new or existing academic programs.

C. Acceptance, Recording and Acknowledging of Gifts

(1) All gifts-in-kind and restricted gifts to East-West University for its benefit will be reviewed by the Chancellor in conjunction with the unit designated to receive the gift, as well as Development, as follows:

(2) Gifts-in-kind (art objects, equipment, securities, real estate, etc.) will be reviewed with special care to ensure that acceptance will not involve financial commitments in excess of budgeted items or other obligations the University will not be able to meet in the future. Consideration will be given to the cost of maintenance, cataloging, delivery, insurance, display, and any space requirements for exhibition or storage.

(3) Acceptance of restricted gifts, which impose legal obligations to comply with terms established by a donor, will be carefully studied to ensure that the nature and extent of obligations are clearly understood. The terms of each restricted gift will be reviewed with the utmost care to ensure that they serve usefulness and desirable ends as defined by the University. If a gift is deemed unacceptable because of restrictions the donor has placed on its use, the donor will be counseled to remove or modify the restrictions.

D. Fundraising for Student Organizations

Fundraising efforts undertaken by student organizations must adhere to this policy. The appended East-West University Student Fundraising Guidelines provide student groups with clear, simple guidelines to follow in order to have their fundraising efforts quickly approved.

E. Crowdfunding

Development will consider the approval of worthwhile projects for crowdfunding, using one of the many commercial sites available (e.g., gofundme, Kickstarter, Indiegogo, Fundly, JustGiving, Facebook, etc.). Development reserves the right to discontinue an active campaign at any time for any reason, without notice, including, and without limitation, because of a requestor's failure to comply with these policies. The appended East-West University Crowdfunding Guidelines provide the rules governing crowdfunding campaigns.

F. Fundraising Advertising

Selling advertisements to offset the cost of approved publications or University activities is permitted under the following conditions:

(1) Any individual or group desiring to sell advertisements to help defray the cost of a publication or activity must have prior approval from Development and the Provost. A written request for authorization to sell advertisements for a publication or activity must be submitted to Development and will require approval by and the signature of both the Director of Development and the Provost.

(2) A designated account will be established by the Provost for the particular activity involved.

(3) Private individuals may not receive benefit unless prior administrative approval is granted. For example, a sales person may receive a percentage of funds generated in the case of selling advertisements, but only if approved by the Provost as an agent of the University prior to the sale of any advertisements.

(4) Prior to publication, all advertisement copy should be reviewed and approved by Development.

It will be the responsibility of the group or individuals selling ads to present a detailed accounting of all sales and expenses to the Provost and Development prior to any activity or publication.

V. Policy Owners

East-West University Board of Trustees, East-West University Foundation, Chancellor, Provost, and Director of Development

VI. Related Documents

- Fundraising at East-West University: Overview of the Approval Process
- East-West University Fundraising Proposal Form
- East-West University Student Fundraising Guidelines
- East-West University Crowdfunding Guidelines and FAQs

VII. Definitions

501(c)(3) entities are classified by the IRS as tax-exempt, nonprofits that are organized and operated for religious, charitable, scientific, public safety, literary or educational purposes, to foster amateur sports competition, to promote the arts or for the prevention of cruelty to children or animals. Donations to a 501(c)(3) organization or association are tax deductible. Both East-West University and the East-West University Foundation are 501(c)(3) organizations; the Both East-West University Foundation receives all gifts made to East-West University.

Crowdfunding is a financing method that involves funding a project with relatively modest contributions from a large group of individuals, rather than seeking substantial sums from a small number of investors. The funding campaign and transactions are typically conducted online through dedicated crowdfunding sites, often in conjunction with *social networking* sites such as *gofundme*, *Kickstarter*, *Indiegogo*, *Fundly*, *JustGiving*, *Facebook*, and others. Depending on the project, campaign contributors may be essentially

making donations, investing for a potential future return on investment (ROI), or prepaying for a product or service.

VIII. Revision History

None.

Appendix A: Fundraising at East-West University: Overview of the Approval Process

(1) If you would like to fundraise at East-West University, you'll need to fill a fundraising proposal form. This form allows the Development office to track the many fundraising efforts on campus, have the Provost establish any accounts that you need, and help you succeed. It is also designed help you plan for you campaign.

(2) Once you fill out the form, return it to Development (Development@EastWest.edu). The Development staff will review your proposals, gather additional information as needed, and submit a feasibility study to the Chancellor. The Chancellor reviews the studies and makes a final determination about priorities. The Chancellor then forwards his/her priorities to the East-West University Board of Trustees for review and implementation. The approval process and other fundraising policies are outlined at www.East-West University.edu/ua/East-West University-policies/fundraising.

(3) Once your proposal is approved you are ready to fundraise. If you are applying for a grant, you'll need to fill out an "Intent to Apply" form with the Provost.

(4) If you plan to solicit individuals or businesses, send potential donor names to Development. Development often has helpful information about the prospect and can help you identify a good target amount to request from the prospect (asking for the right amount is critical to your success!). Sending a list of prospective donors is great way to develop you own prospect list and Development will "reserve" those prospective donors for your project. If a donor is already giving or is "off- limits" due to a pending gift, Development will let you know. This can save you the embarrassment of being chastised by a donor who has already given recently and helps protect donors from being over-solicited.

(5) Pledge or gift forms are available from Development for you to use. As donors give, bring Development the forms to record the information, send official thank you cards, and report to the IRS as needed. If you encounter a donor who would like to give a complicated gift such as stock, real estate, or an insurance policy, let Development know and it will help make the arrangements. Remember some complicated gifts can actually cost more money than they are worth. Sometimes we all have to say "no thank you."

(6) The most important thing is to keep Development in the loop. East-West University is perceived as one university from the outside, even though it may have many programs and projects running at the same time. By working together, we can all be more successful.

(7) Have any questions? Contact Development staff at 312-939-0111 ext. 1819, or email Development@EastWest.edu.

Appendix B: East-West University Fundraising Proposal Form

Before you start fundraising, please complete this form and return it to Development. If you have any questions please feel free to contact the office at 312-939-0111 ext. 1819, or email Development@EastWest.edu

Name

Title____Department_____

Phone #_ Email_____

Name of Project:_____

(1) What is the intent or mission of your project and your organization (if applicable)?

_____
_____
_____
_____

(2) Do you have an account with the East-West University Foundation?

_____ No _____Yes Name: _____

(3) Is this an ongoing/annual or one-time campaign?

_____ ongoing/annual _____one-time (start date:_____end date:_____)

(4) What offices or organizations or offices (on or off-campus) are involved/working on this project?

_____
_____
_____
_____

(5) How much do you expect to fund-raise?

$_____per year or $____total

(6) Whom do you expect to solicit for resources (i.e. foundations, alumni, community members, etc.)?

_____
_____
_____
_____

(7) Do you have an account or relationship with the East-West University Foundation? Please explain.

_____
_____
_____
_____

(8) How do you plan to solicit donors?

_____direct mail _____personal visits, calls, and letters____telephone campaign

_____webpage_____events

(9) What brochures, promotions, advertising or other resources do you plan to use?

_____
_____
_____
_____

(10) Are you setting any giving levels (i.e. Gold club $1,000, Silver Club $500)? If so, please list below. Please also list any benefits or gifts you plan to offer to donors (add rows as needed).

Level Name	Gift $ Amount	Benefits	Total $ value of benefits

(11) Please describe any fundraising events that you plan to hold and the tentative dates.

_____
_____
_____
_____

(12) What other sources of revenue do you plan to secure for your project?

_____ Grants _____Auctions _____Raffles* _____Sale of Advertising

_____ Sale of items (please describe on separate sheet)_____Other: __

**A raffle may require an Illinois license. Additional paper work may be required.* See https://www.accelentertainment.com/blog/illinois-raffle-laws-what-you-need-to-know-about-the-raffle-and-poker-run-act and https://www.elections.il.gov/campaigndisclosure/howtoraffle.aspx

(13) Please list Advertising options below (add rows as needed):

Ad Description	Estimated # of viewings	Publication frequency	Cost

(14) Are there any other details or additional notes or plans that you haven't listed yet?

_____
_____
_____
_____

Appendix C: East-West University Student Fundraising Guidelines for Approval

One of the advantages of being a recognized student organization is the ability to fundraise on campus. There are many creative opportunities to raise funds for your organization**.** The following policies provide guidelines for specific types of fundraising activities by student organizations. Other types of fundraising activities not listed in this policy should be submitted to Development for approval.

A. Registered Charitable Organizations

Charitable organizations are entities organized and operated for purposes that are beneficial to the public interest. In general, student organizations are not registered charitable organizations. Both East-West University and the East-West University Foundation are registered charitable organizations, and donations may be given to the East-West University Foundation. Student organizations with an East-West University Foundation account may operate as a registered charitable organization as long as raised funds are deposited into the East-West University Foundation account. Some nationally affiliated organizations may not qualify to have an East-West University Foundation account or may be able to operate under their national foundation. There are also many local and national community agencies are considered registered charitable organizations.

B. General Student Organization Fundraising

All fundraising must be consistent with the organization purpose, university policy and state and federal laws.

(1) Funds raised by recognized student organizations shall be for the non-profit use of the sponsoring organization or donated to a registered charitable organization. No officer or member can ever receive monetary gain from the fundraising of the group. Income cannot be given or loaned out under any circumstances to any person.

(2) In accordance with student organization financial policy, all funds raised must be placed in the sponsoring organization's East-West University Foundation account.

(3) Groups promoting fundraisers that benefit one or more organizations must clearly communicate the recipients and distribution of the proceeds (for example: 50% of proceeds go to the registered student organization foundation account and 50% goes to the registered charitable organization).

(4) Registered student organizations must keep accurate records of funds raised and spent, available upon request for inspection or audit. All prize winners should be recorded and maintained in the organization's financial records.

(5) When consistent with financial and event policies, a recognized student organization may sell tickets for an organization-sponsored event.

(6) Organizations are encouraged to submit a service activity report when donating funds to a registered charitable organization. This helps recognize your organization and track the type of community service activities sponsored by all student organizations. Accurate reporting also helps maintains the University's public recognition for service.

(7) Proposed fundraising activities must submitted in writing in advance to the Director of Counseling and Student Affairs (CSA), and approved by Development, who will notify the Provost of the planned activity. Use the East-West University Fundraising Proposal Form for this purpose.

C. Auctions

(1) Groups may utilize an auction to raise money by auctioning items such as art, tickets to an event, dinner at a particular restaurant or prizes and services provided by a qualified and insured vendor.

(2) No individual or group may be auctioned for "services" or a "date". Because our campus values equality and diversity, auctioning individuals or groups places a "value" on a person or group and mimics a tragic time in history when slaves were auctioned. In addition, date auctions can perpetuate a dangerous attitude that "whoever pays is entitled." Sponsors of auctions like these has no way of knowing the motivations of the person doing the bidding.

D. Sale of Food/Bake Sales

(1) The sale of food on campus by any university-affiliated group is ordinarily limited to bake/confectionery sales.

(2) A bake/confectionery sale is defined as the sale of items that will not spoil in the absence of refrigeration. Bake/confectionery sale items include cookies, brownies, popcorn balls, cake with nonperishable icing, muffins, bread, rolls, pretzels, donuts, caramel or candy-covered apples, and fudge.

(3) All items for bake/confectionery sales must be wrapped in individual portions before being brought to campus. Food must be wrapped in any substance that will permit the food to be seen by the buyer and keep the food free from contamination.

(4) A list of all ingredients used to prepare the bake sale item must be put on the outside wrapping of the food item. Persons wrapping items should take care that hands are extremely clean before handling food.

(5) No food license is required to sell confectionery items on campus by recognized student organizations.

E. Games of Chance. Any form of gambling in fundraising activity is prohibited. To avoid having your event qualify as gambling one of the following conditions must be met:

(1) Participants do not pay anything or give anything of value to participate in a game of chance.

(2) All those in attendance at your event pay to enter, and the game of chance is part of a larger event (but not the focus of the event). Prizes can be offered to the winners. No currency or items of value may be exchanged inside of the event. Organizations may use play money as long as each participant starts with the same denomination of play money.

(3) Participants pay to participate in a tournament, but no prizes are provided. In this situation, however, all proceeds must either benefit a charity and/or your student organization.

F. Raffles for Prizes. Raffles and games of chance can be used to solicit funds from students, faculty, and community members. No cash payouts are permitted. Specific raffle and games of chance guidelines are as follows:

(1) The prizes that may be redeemed with raffle tickets and/or play money shall not be extremely valuable (less than $500); this is to ensure that a premium is not placed on winning.

(2) The raffle prize must be secured before raffle tickets are sold and cannot be purchased by the money raised by the raffle itself

(3) No permission will be granted to any club or organization on campus to hold a raffle that is contrary to University Policy (for example: offering alcohol as a prize)

Appendix D: East-West University Crowdfunding Guidelines

Crowdfunding project requests must be reviewed and approved before they can be initiated. Submit proposals to Development using the East-West University Fundraising Proposal Form.

The Requestor of a crowdfunding project must be an employee of East-West University or a member of its Board of Trustees, Foundation Board, or Corporate and Community Advisory Council. All projects must have an East-West University Foundation account into which funds raised through the crowdfunding platform will be placed. Requestors should first consult with Provost about the status of an EWU Foundation account before submitting a request. If a group or project does not have an EWU Foundation account, Development will work with the Provost to determine if the project qualifies for its own account.

A Project Manager from Development will be assigned to each crowdfunding campaign. The Project Manager will guide the Requestor in coordinating the details needed to launch a viable campaign. These tasks are, but are not limited to:

(4) Selecting a crowdfunding online platform (e.g., gofundme, Kickstarter, Indiegogo, Fundly, JustGiving, Facebook, etc.) to host the campaign, and sharing with Development the rationale for this choice.

(5) Drafting a story or case for support for the project that clearly articulates the project's goals and impact.

(6) Providing approved photo(s) that represent their group or project.

(7) Creating a video to support the need (optional).

(8) Developing a target audience comprised of email addresses of prospective donors to be shared with Development prior to the launch date.

(9) Committing to enlist advocates to help market and share your campaign. Projects that have more outreach are more likely to succeed. Research shows that groups with 30% fulfillment of their goal within 48 hours are most likely to achieve their total goal.

(10) Preparing thank-you messages for the donors.

(11) Working with Development to steward donors by submitting updates on how the funds will be/were spent (for example, notifying donors through the crowdfunding platform that the group reached their goal and will now be purchasing new equipment).

(12) Advocates should plan to send out the campaign link to colleagues, friends, and family or professional networks periodically throughout the duration of the campaign. Requestors and advocates are also encouraged to share the campaign link with a message through social media networks.

Underlined items above must be provided to Development no later than 10 weekdays before the campaign launch date in order to remain on schedule. When possible, Requestors should provide Development with their list of prospective donors well before the launch date. This may help Development determine the viability of a campaign and also ensure that the campaign is not sent to individuals multiple times. When possible, Requestors should provide Development with their list of prospective donors well before the launch date. This may help Development determine the viability of a campaign and also ensure that the campaign is not sent to individuals multiple times.

All East-West University policies and procedures are applicable to crowdfunding. This includes research compliance policies including, but not limited to, policies on intellectual property, conflict of interest, human subjects research (IRB).

All content on project pages must be approved by Development prior to the campaign launch. Development reserves the right to edit content at any point in the campaign.

Development reserves the right to decline any project based on content or discontinue an active campaign at any time, for any reason.

The Requestor (or his/her designee) is responsible for marketing their crowdfunding campaign. Development will determine if the campaign can be sent to segments of the alumni database on a case- by-case basis. It should not be assumed that all campaigns will be marketed to all alumni. The Requestor and the advocates need to determine if there is an external audience of prospective donors for their campaign and also consider using their own personal and/or professional networks and social media outlets.

All funds raised for a crowdfunding campaign outside the EWU crowdfunding platform must be delivered to Development for deposit within 48 hours of receipt. Donors can also mail checks for crowdfunding campaigns to Development. Checks must be made payable to the East-West University Foundation. **All monies raised will be held by the East-West University Foundation and must be used for the stated intention**.

Premiums and services may not to be used to induce gifts in crowdfunding campaigns. Incentives and sales (such as, for example, bake sales, t-shirt giveaways, car washes, or similar events or activities) are not permissible, as they affect donors' rights to a full tax deduction for their gifts.

Each campaign will be hosted on the crowdfunding platform for a pre-determined amount of time, no more than 4-6 weeks, though some exceptions may apply (note: quick campaigns tend to drive urgency and perform better). If the campaign does not reach its goal within the allotted timeframe, the funds raised will still be allocated to the project; however, Development may remove the project from the crowdfunding platform and may no longer actively market the campaign.

East-West University is a 501(c)(3) non-profit institution. In order for Requestors to ask for a gift of any amount to the University, all gifts must align with East-West University's mission and support EWU programs and initiatives. Proposed campaigns cannot violate any laws. All gifts must be spent on the project's expenses as stipulated in the crowdfunding campaign and within the anticipated timeframe of the campaign.

Appendix E: Crowdfunding FAQs for Donors

A. Are gifts to East-West University given through this crowdfunding campaign tax-deductible?

Yes! All gifts made through the crowdfunding platform will be held in an East-West University Foundation account designated specifically for the East-West University project you support. Your charitable donation is tax-deductible. Once you donate, you will receive an electronic acknowledgment of your gift.

B. Will 100% of my gift go towards the cause that I support?

Yes! 100% of your gift will go directly to the project that you support.

C. Is my information secure?

Yes! East-West University will not share any of your information.

D. Can I contribute anonymously?

Yes. If you prefer not to have your name listed as a donor, simply add a note saying "Keep my identity anonymous" to the online form and send a similar note to Development@EastWest.edu..

E. Can I give to a crowdfunding campaign by check?

Absolutely. Checks should be made payable to the East-West University Foundation. Please include a note with your check that indicates the crowdfunding campaign you are supporting and mail it to:

East-West University Foundation

c/o Office of the Provost

816 South Michigan Avenue

Chicago Illinois 60605

We will make sure that your contribution goes towards the project's totals and it will be reflected on the campaign's page.

F. Can I support multiple East-West University projects?

Of course. Once you select one project to support, you will be prompted to continue reviewing projects or go to checkout, similar to an online shopping experience.

Appendix F: Crowdfunding FAQs for Requestors

A. What type of project requests can be considered for a crowdfunding campaign?

All types of project requests can be submitted for a crowdfunding campaign; however, they must be approved by a supervisor or department head and have an account within the East-West University Foundation in which funds raised through the crowdfunding platform must be deposited. If your group does not have an account, or if you are not sure if it has an account, please first contact your unit's budget manager to discuss your plan for your campaign and for accessing funds from the East-West University Foundation in the future. Then contact Development at Development@EastWest.edu to submit your application.

All campaigns must be for the benefit of EWU projects or programs. Prohibited projects include, but are not limited to:

(1) Fundraising to benefit a specific individual

(2) Fundraising for a third-party or raised as a "pass through" for another external charity

(3) Individuals may not use the crowdfunding platform for their own personal use.

Crowdsourcing is an option that is used appropriately only for projects needing one-time funding.

Development can also help you determine if your project is eligible.

B. What is the appropriate funding goal for my campaign?

Campaign goals will vary, but the most successful will be between $1,000 and $5,000. Campaign goals of over $5,000 will be considered on an individual basis.

C. What happens if the campaign does not reach its goal?

Even if a project does not reach its goal in the desired campaign period, all funds raised will be held in the appropriate East-West University Foundation account, specifically designated for use for your project. You may use whatever amount you raise for your project.

D. What if the campaign exceeds its goal?

Congratulations! We are thrilled to be a partner with you in your success! All funds raised will be held in the appropriate East-West University Foundation account, specifically designated for use for your project, including the additional funds raised beyond your initial goal.

E. How much information should I submit?

As much as possible to show the impact that donors' gifts will have on your project. Your Project Manager may help you develop the text for your campaign and communications. Stories, testimonials, photos, and videos are all helpful to building a successful campaign.

F. What's the best way to ensure a successful campaign?

Successful crowdfunding campaigns go viral. You need to share the campaign link for your project with as many prospective donors as possible. The more advocates you can enlist to help you spread the word about your campaign, the more likely it will be to succeed. Videos on your campaign page can also help to make the donor feel engaged and get a personal look at your project. In addition, regular email communication with your target audiences and social media posts through your and your advocates' professional and personal networks that update donors and your audience (on Facebook, Twitter, and other social media outlets) will keep your project relevant and create a sense of urgency. Try to send out an email at least once a week to your prospective donors as well as posting on social media at a minimum of once a week during the campaign period.

G. How do I access my funds once the campaign has been completed?

You should discuss accessing your campaign's funds with the Provost. Funds raised through the crowdfunding platform will be deposited only into the East-West University Foundation account designated to your project. Funds may only be used for the project outlined in the campaign, solely for its use.

H. Will Development help me market my project?

Before applying to launch a crowdfunding campaign for your project, you should consider what external networks of prospective donors you can utilize to market your campaign. These networks could include your own personal email list and social media outlets, as well as those of your project's "advocates" – colleagues, students, professional networks, family, etc. The viral nature of a campaign is a key component to the success of a crowdfunding campaign.

Your Project Manager will work with you to develop a customized marketing plan for your campaign. This might, but is not guaranteed to, include an email to select University segments, posting on the EWU Facebook page, and other EWU social media accounts. *Requestors should NOT rely on Development to handle all of the marketing needed for a successful campaign or expect that your campaign will be sent to all EWU students, employees, or alumni.*

Policy IO4.01: Authorization of Public Communications

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Director of Publications is responsible for ensuring that all existing publications are accurate and complete. Publication Owners are assigned by the Director of Publications, and responsible for the review and approval of changes to University publications.

The Director of Publications establishes an Official Publication List and a Publication Review Calendar for review and (when necessary) revision of existing publications. The scheduling of reviews and revisions are determined by the Director of Publications in consultation with Publication Owners. If changes in University operations, policy, or legal obligations make it necessary to review and revise a publication immediately, the Director can make immediate changes in this calendar, communicating the need for immediate review and revision to all those who should be involved.

II. Background and Guidelines

Communications with the public – via the Internet, printed or electronic materials – is critical for the success of East-West University. Information communicated must be accurate and complete, and present the University's policies, practices, and operations in a fair and comprehensible manner. This policy is designed to ensure that information communicated on East-West University's websites, social media accounts, advertising, and publications (whether distributed in print or electronic form) is accurate, up-to-date, and complete.

III. Procedure

- The **Official Publication List** will indicate the name and format of each publication, its target audience and purpose, and any supplemental information to guide content decisions. The Publication List will also indicate the retirement of any publication, specifying when appropriate, what publication will replace the retired one.
- The **Publication Review Calendar** will indicate the name of each publication, the individual responsible for reviewing and approving changes to content of that publication, and change tracking. Only actually published revisions shall be recorded, but each such revision shall be added as a new line item to ensure an official record of all approved publications. The final electronic version of all University publications shall be preserved and retained in perpetuity by both the Office of the Director of Publications and the Office of University Records.

IV. Policy Owners

- Director of Publications

V. Related Documents

- Policy IO4.01 Appendix A: Official Publication List
- Policy IO4.01 Appendix B: Publication Review Calendar

VI. Definitions

- **Publications** includes all materials intended for to inform the public (including current students, prospective students, alumni, and others), whether in electronic form (the Internet, electronic files, etc.) or print form (catalogs, schedules, advertisements, brochures, fliers, etc.).

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO4.01 Appendix A: Official Publication List

Publication name	Media	Publication Owner	Audience	Purpose	Revision and Content Guidelines
University Catalog	PDF on website	Director of Publications	Current and prospective students	Provide information on University, programs, costs, policies, etc.	

Policy IO4.01 Appendix B: Publication Review Calendar

Publication	Publication Owner	Last Revised	Last Revised Version Title	Next Planned Revision
University Catalog	Director of Publications	5/25/2016	University Catalog 2016	5/25/2017

Policy IO4.02: Official Student Communications

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

Email is an official means for communication within East-West University. Students are expected to check their official EWU 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 prohibited.

The University also uses an online Portal to communicate with Prospective students, students, alumni, and faculty. Students and faculty are expected to use their portals regularly.

The types of communication routed through the Portal Communication through the Portal should be consistent. The University should ensure that users understand the type of information communicated through the portal, and how it complements other University information sources.

The Director of Student Services shall be responsible for proposing, and the Provost for approving, more specific procedures for communications and publications under this policy.

II. Background and Guidelines

III. Procedure

Portal Updates

Important updates to information on the CAMS portal news (faculty, student portal, alumni and application portals) will be posted in the portal news by a faculty member designated by the Provost.

Important information includes:

- Important dates (e.g. start and end of quarter, large events)
- Brief information about significant and/or interesting events in the EWU community
- Links to full information posted elsewhere (portal or website)

Request to post information in the faculty portal should be made to the Provost and should contain all relevant information and contain a draft of the text to post and any desired graphics. The Provost will forward approved requests to the designee, who should make any posting within 24 hours.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Procedure addition: October 22, 2020

Policy IO4.03: Website Changes

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Any information communicated through the University website is considered an official communication of the University. The Director of Publications is responsible for the accuracy of all website contents, and any website changes or additions must be approved by the Director before they are published.

II. Background and Guidelines

The need to provide clear and accurate information to University students and other stakeholders requires that the website be maintained and updated on a regular basis. As the University is accountable for all communications on its behalf, this policy is designed to ensure internal accountability for this important work, the tracking of change requests, and the timely implementation of requested changes.

III. Procedure

Change Requests

Requests for changes (modifications, corrections, the addition of new webpages, etc.) to the website begin with the requester completing an online form available at https://www.eastwest.edu/login-access/, the login page for CAMS access.

Tracking of Change Requests

As each request is received, it will be added to a **Directory of Website Change Requests** available to all employees, with the following data columns:

- Name/description of Change
- Employee submitting request
- Date submitted
- URL of page affected
- Date Approved by Director of Publications
- Date Returned by Director of Publications to submitter (for reasons explained by DP in returning it)
- Date Change Implemented

The rows of this Directory list changes in priority order, and changes will be implemented by IT in that order. In approving a change, the Director of Publications can move it to a higher priority, ahead of existing pending changes in the Directory. The Directory will provide a record of changes requested, when they were reviewed and approved, and when they were implemented.

Changes approved by the Director of Publications will be implemented by the IT department as quickly as possible, generally within 2-3 working days.

IV. Policy Owner

- Director of Publications

V. Related Documents

- Policy IO4.03 Appendix A: Online Change Request Form

VI. Definitions

- **Website**. The collection of web pages and retrievable resources reached by visiting http://www.east-west.edu and any other websites created or operated by East-West University.

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO4.03 Appendix A: Online Change Request Form

East-West University Website Change Request

Name of employee making request _____

(Only academic or non-academic department directors should submit changes for their unit)

Brief name or description for request: _____

Date submitted: _____

Email: _____ Campus extension: _____ Cell: _____

URL of page referenced: _____

If correction or minor modification, explain what needs to be changed, and why.

If a major addition (substantial additional or a new webpage) or major modification, attach a MS Word file containing the new text, and explain below what material it replaces or expands.

Filenames of any enclosed file:

Policy IO4.04: Student Announcements

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

All announcements, flyers and posters from students must need to be approved by the Counsel and Student Affairs before they are placed on specific bulletin boards. Students wishing to advertise an event or item in the School Newspaper or on the university permission must submit them to the Office of Public Relations in room W818 or by e-mail to pr@eastwest.edu.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO4.05: Class Cancellations

Policy Type: Institutional Organization Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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.

Students can also contact the University at 312.939.0111 for more information.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IO4.06: Policy on Public Information

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Communication with the public – via the Internet, printed or electronic materials – is critical for the success of East-West University. Information communicated must be accurate and complete, and present the University's policies, practices, and operations in a fair and comprehensible manner.

II. Background and Guidelines

This policy is designed to ensure that information communicated on East-West University's websites, social media accounts, advertising, and publications (whether distributed in print or electronic form) is accurate, up-to-date, and complete.

III. Procedure

Existing Publications

The Director of Publications is responsible for ensuring that all existing publications are accurate and complete. To accomplish this, the Director establishes a calendar for review and (when necessary) revision of existing publications. If changes in University operations, policy, or legal obligations make it necessary to review and revise a publication immediately, the Director can make immediate changes in this calendar, communicating the need for immediate review and revision to all those who should be involved. The calendar can also include the retirement of any publication, specifying when appropriate, what publication will replace the retired one.

New Publications

The Director of Publications should be informed of plans for the creation of any publication (in electronic or print format) at the beginning of the creation process (including the purpose of the proposed publications, its intended audience, the media to be employed, and the target date for publication). The Director can provide information to those working on publication projects concerning other existing publications that would be useful, and add the proposed publication to a registry of current and planned publications that the Director maintains.

Press releases

Originate from DP or others, but must be approved by DP before distribution. DP maintains a list of media outlets.

Website

The Director of Publications must approve, in advance, any material published on the University's websites, including modifications of material already published there. All faculty and staff are urged to frequently visit the websites, and to promptly notify the Director if any information there is inaccurate, outdated, or inappropriate. Website Revision form is available to all employees, and should be completed and submitted whenever a website problem is encountered. The Website Revision form will ask for:

- URL where current information appears
- Describe what needs revision
- Provide the revised or correct information that should appear
- Explain the reason for the change

- Name, Position, Date of person submitting Website Revision form
- Space for Director of Publications decision and date
- Spaces for IT date received, date revision made, and IT personnel making revision.

Submitted, pending, and completed Website Revisions are logged in a file available for read-only access by all full-time employees. Revision requests are queued in the order received unless a request is assigned a higher priority by the Director of Publications.

IV. Policy Owners

- Director of Publications

V. Related Documents

VI. Definitions

- **Director of Publications** designates the East-West University position which possesses ultimate authority and responsibility for ensuring adherence to this policy. The person holding this position must work with and hold accountable a number of others in order to make certain this policy is followed, but responsibility for enforcing the policy rests with the Director of Publications.
- **Publications** include all materials intended for to inform the public (including current students, prospective students, alumni, and others), whether in electronic form (the Internet, electronic files, etc.) or print form (brochures, fliers, etc.).
- **Directory of Publications** is a database of all University publications, current or planned, maintained by the Director of Publications. It is located on the server, and available for read-only access by all full-time employees.

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO5.01: Strategic Planning

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University will adopt and maintain a strategic plan that enables it to articulate its strategic goals, inside and outside the University, and to achieve those goals more successfully. It will adopt processes that assist it to implement the goals and objectives contained in its strategic plan; processes to evaluate whether its work is, in fact, achieving its goals; and processes that enable it, if external or internal conditions change, to revisit and modify its strategic plan accordingly.

The strategic plan is a multi-year plan (typically 3–5 years) with annual updates. Major planning is conducted during the fall, winter and spring quarters in the year that the current strategic plan is due to conclude. Implementation of the new plan, created by this process, is scheduled to start with the following fiscal year.

The Strategic Planning Committee, or SPC, will be the University's primary planning committee and its membership will be comprised of all levels of employees from all areas and departments. The planning director and Provost are the committee's co-chairs, and the planning director facilitates SPC's work in planning. The position with the title of "planning director" may not exist per se, but its function is assigned by the Chancellor to an administrator. The function of the planning director is to *facilitate* the various elements of the University's planning process. The planning director facilitates the process by communicating with and among committee chairs, department heads and administrators.

The SPC's responsibilities include:

- Reviewing institutional progress on core performance indicator benchmarks
- Reviewing progress reports from any internal and external review teams, Program Review Committees, and the Assessment Committee
- Recommending priorities for institutional improvement based upon data provided by:
    - Internal Review Team
    - External Review Team
    - Program Review Committees
    - Assessment Committee
    - Curriculum and General Education Committee
    - Student Success Committee
- Making recommendations to the Chancellor for strategic planning goals and objectives with budgetary implications
- Developing new strategic plans for the University that recommends priorities for institutional improvement

II. Background and Guidelines

Strategic planning at East-West University is comprised of two important components: the planning process and the actual strategic plan. Strategic planning helps the University determine what it will do and where it will be in the future, and establishes the general plan to get it there.

The process and product of strategic planning:

- Articulates East-West University's commitments
- Maintains a focus on quality learning
- Engages East-West University's stakeholders at all levels
- Promotes leadership, collaboration and effective processes
- Promotes priority-driven decisions
- Provides the basis for the allocation of resources
- Prepares East-West University for the future
- Provides a basis for determining institutional effectiveness

East-West University designed and operates Strategic Planning with these broader requirements in mind:

- *Linking Planning and Budgeting*. A budget that considers and reflects the priorities established in the strategic planning process, and a planning process that realistically factors in the availability of resources.
- *Responding to Planning Environment*. Shared directions and purposes that respond to significant local, regional, national, and global trends and needs are critical to success.
- *Enhancing Institutional Mission*. Long-range planning tailored to the needs of a heterogeneous array of programs, different in size and development, requiring flexible policies and guidelines for planning at the program level.
- *Promoting Collaborative Processes*. Broad participation of faculty, staff, students, and administrators that supports a collegial, open, and participatory management style.

It is recognized that portions of the strategic planning process may need to be changed periodically for the purpose of improving the overall planning process. Recommended changes may affect small portions of how committees operate or impact the entire planning process, and may come from the Board of Trustees, committees, or individuals. While there is no established formal procedure for making changes, it is the responsibility of the planning director to keep abreast of the proposed changes, assure that a democratic process is used to make the changes, communicate the proposed changes to affected stakeholders, facilitate the changes through an approval process (when necessary), and make sure that all supporting documents such as committee charges and procedures manuals are amended.

III. Procedure

SPC Membership

The Chancellor appoints the planning director and the members of the SPC. The planning director and Provost are the committee's co-chairs, and the planning director guides and facilitates SPC's work in planning. Since the SPC has ongoing responsibilities for tracking implementation of the plan, evaluating its effectiveness, and recommending adjustments, the Chancellor may make additions or changes in the Committee membership at any time.

SPC Initial Assessment

The first stage of strategic planning is an initial assessment about the challenges and opportunities that the plan should address, and a determination about the length of the *planning horizon* (the number of years the plan should cover). The SPC considers a wide variety of information and after consultation with the Administrative Core Group, discusses and recommends what it believes the scope of the next Strategic Plan should be. The Committee's inputs include:

Environmental Analysis

A fundamental element of the planning process is an environmental or SWOT (Strengths, Weaknesses, Opportunities, and Threats) Analysis that identifies the internal and external constraints and challenges within which strategic planning must proceed.

The SPC determines:

- how and by whom this analysis shall be performed;
- whether it should include surveys or focus groups of stakeholders (e.g., Faculty, Administrators, Staff, Students, Alumni, Board of Trustees Members, Internal subject matter expert analysis);
- what specific topics the analysis must address;
- whether experts or outside perspectives need to be included;
- what institutional data (enrollment, retention, completion, finances) should be considered; and
- the date that the completed analysis shall be available so that the planning process can proceed using the information the analysis provides.

Input from Provost and Budget Committee

Although the annual budgeting process begins formally in January, the Provost must provide the SPC with a realistic estimates of the resources (money, people, space, equipment) that the University is likely to have available in the immediate and more distant future. The certainty of these estimates should influence the planning horizon that the SPC suggests. The Provost may provide a range of estimates (both optimistic and pessimistic), but the SPC should avoid developing ambitious strategic goals and objectives for which the possibility of funding is improbable — unless the plans also identify how and from where new resources can be obtained. [cite Annual Budgeting policy]

Assessment Data

In summer and early fall each year, the assessment committee begins to aggregate and analyze the prior year's assessment data. It presents its report along with any recommendations that will impact budgeting to SPC at its December meeting. SPC may request additional information to be reported at a later time. SPC makes its final decision to include findings and recommendations in its budget recommendations at its April meeting. [cite assessment committee policy]

Program Review Reports

Academic and non-academic program reviews are conducted on a rotating, seven-year schedule. Program reviews are conducted during the fall each year. The Program Review Committee receives the completed reviews and determines if each review has addressed all of the required components, and if the findings and recommendations are justified. The Program Review Committee then prepares and presents a summary report to the SPC at its February meeting. The SPC makes its final decision to include findings and recommendations in its budget recommendations at its April meeting. A full description of the Program Review guidelines, process and review schedule appears in the Program Review Packet/Guidelines, which is available on the University's web site.

Annual summary reports from programs and departments (from the previous June's University Assembly Retreat), and reports from the Student Success Committee, the Co-Curricular Committee, the Curriculum and General Education Committee, and others.

<u>Identification of Strategic Goals</u>

The second stage of the strategic planning process is the development of a set of strategic goals for the new plan. The SPC It may use open meetings, surveys, or meetings with specific groups (e.g., University departments or programs) as input for these considerations. However, the process begins with input on the overall direction of the University from the Board of Trustees.

Board Review of Mission and Vision Statements

The Board of Trustees reviews and, if necessary, revises (with Board of Directors approval) the University's current mission statement (present oriented statement that describes who we are and what we do), and vision statement (future oriented statement that describes who we want to be and what we want to do). The Board of Trustees may propose tentative strategic goals (broad statements that describe how we progress from our present mission to the

desired vision). This work is facilitated by the planning director at a Board of Trustees meeting or retreat scheduled early in the fall.

SPC Identification of Strategic Goals

After input from the Board of Trustees on revised mission, vision and strategic goals are presented to SPC, the committee meets to determine which strategic goals it believes should be included in the University's next Strategic Plan. When it has identified a reasonable set of strategic goals, it shares them with the Administrative Core Group and the Board of Trustees, receiving their reaction and advice, before proceeding to the next phase.

SPC Identification of Strategic Objectives

The planning director facilitates SPC's work to develop Strategic Objectives that describe short-term or tactical activities that will help the University achieve its Strategic Goals. The SPC has the option of developing these objectives during regularly scheduled meetings or at a special retreat. It may split up into subcommittees to flesh out the objectives for each broad strategic goal, and add members to each subcommittee to achieve this. Subcommittees may meet with groups from departments or academic programs that have ideas for strategic objectives. Each strategic objective must identify (a) the individual or group accountable for ensuring the University achieves the objective; (b) the measures that will be used to track progress toward achieving the goal; and (c) the timeline and mileposts that will target and track timely achievement of the objective.

The completed set of strategic goals and strategic objectives are presented to the Board of Trustees no later than their first spring quarter meeting for their acceptance. After receiving the Board of Trustees' acceptance, the new goals and objectives are inserted into operational planning templates and become a part of the annual budgeting process.

Cascading the Strategic Plan to Operational Plans

The third and final stage of the strategic planning process is the development of operational plans that translate the broad strategic goals and tactical objectives to specific activities to be engaged in by individual departments. This stage begins when the operational planning templates are distributed internally.

Departmental Operational Plans

Every department completes an annual operational plan which links its planned activities to the strategic plan. The planning director distributes the operational planning templates to all administrators and program chairs in March or April along with instructions, timelines and procedures for completion. The operational plan template is a multi-column form that is completed in two stages.

By the June retreat, departments complete their plans by inserting into the appropriate columns their planned activities, naming the person responsible, identifying a targeted completion date and indicating the specific objectives to which each activity is related. Department heads and program chairs facilitate the operational planning process within their respective departments by involving their staff in developing the plans. Explanations are provided for activities that are not completed, and can be carried over to the next operational plan if they are still pertinent activities. The plans include recommendations stemming from assessment and program reviews. Implementation of the operational plans begins with the Fall Quarter. Final plans incorporating any revisions are submitted to the planning director in November.

Tracking and Evaluating the Implementation of the Strategic Plan

The planning director reviews all of the year end operational plan reports and generates a report of the highlights, which is presented to the Administrative Core Group and to SPC at its November meeting. This report provides SPC with a broad understanding of the activities that are being pursued to meet the University's strategic goals and objectives. The report is also presented to the Board of Trustees during one of its regularly scheduled meetings.

Integration of Strategic Planning with the Annual Budgeting Process.

The University's annual budgeting process begins in January and ends when the Board of Trustees approves the budget for the coming year. The Provost leads the budgeting process which simultaneously provides information to and seeks input from the Board of Trustees, departments through administrators and committees through SPC.

As the Budget Committee constructs the annual budget, it may discover that available resources are insufficient to fund all of the operational plans that have been devised to achieve the institution's strategic goals. In such a circumstance, the Budget Committee will have to make priority decisions among existing operational plans (and their strategic objectives), or it may have to provide partial funding for some operational plans, thereby forcing a reduction in the scope or target of specific strategic objectives. Thus the Budget Committee's annual work and recommendations will help to maintain alignment between strategic planning and University resources.

Organizational Responsibilities for Strategic Planning

While the SPC manages the process, the responsibility for developing, implementing and evaluating the strategic plan is shared among all of the University stakeholders, especially the Board of Trustees and all employees. Many positions and groups have defined responsibilities:

Board of Trustees

The Board of Trustees has overall responsibility for governance of the University. In carrying out its responsibility, it has the following specific duties, as well as others:

- To determine the broad general policies yearly, short and for governing the University, and to present long term direction for the University, to the Chancellor.
- To approve the annual budget

The strategic plan presents the Board of Trustees with the formal opportunity to provide direction to the University and provides a tool for evaluating the University's effectiveness. The Board of Trustees participation in the strategic planning process is crucial to its governing responsibilities. Specific Board of Trustees planning activities include:

- Develop a vision statement for the University to pursue
- Establish the strategic goals that will enable the University to achieve its vision
- Evaluate the University's progress in achieving its vision

Chancellor

The Chancellor's primary responsibility is to provide vision for the University and continuous leadership and direction for the planning and operation of all aspects of the University's programs and services in conformity with Board of Trustees policies, IBHE rules and regulations, and State law. (cite Chancellor Job Description)

The strategic plan provides the Chancellor a tool for engaging all of the University's employees in serving the college district, focusing on quality learning and evaluating the University's effectiveness. The Chancellor's participation in the strategic planning process communicates the importance of the University's vision and goals, and for maintaining a cohesive institutional effort.

The Chancellor's planning activities include:

- Appoint a "planning director" to coordinate and expedite the planning process
- Encourage and support wide-spread staff participation in the planning process
- Consider and approve or disapprove recommendations coming from the planning process

Planning Director

The position with the title of "planning director" may not exist per se, but its function is assigned by the Chancellor to an administrator. The function of the planning director is to *facilitate* the various elements of the University's planning process. The planning director facilitates the process by communicating with and among committee chairs, department heads and administrators.

Administrators

Every administrator serves as a member of the administrative team, including service on the Administrative Council and cooperation with other members of the administration in addressing issues that relate to both their division and the overall mission of the University.

Planning activities of each administrator include:

- Implement the planning process at the local departmental level
- Encourage department-wide staff participation in all aspects of the planning process
- Utilize the planning process for continuous improvement

Faculty

While faculty members' primary responsibilities lie with quality learning, their duties also include: a) Support and promote the philosophy and mission of this learning college, using them as guidelines in decision-making; b) Assume responsibility for accomplishing the goals and objectives of the University; and c) In accordance with the University-wide strategic planning process, regularly review the need for courses, programs and other curricular issues.

Their planning activities include:

- Participate as individuals in the University's committee and planning system
- Participate in departmental activities related to developing, implementing, and evaluating plans.

Support and Professional/Technical Staff

While Support and Professional/Technical staff have a variety of individual responsibilities, it expected that each will participate in the University's planning process. Their planning activities include:

- Participate as individuals in the University's committee and planning system
- Participate in departmental activities related to developing, implementing, and evaluating plans.

Strategic Plan Format

The *planning director* is responsible for preparing the printed summary strategic plan, and for having the summary plan added to the EWU web site with links to all of its relevant components. The Board of Trustees and SPC review and approve the plan prior to printing and posting on the web.

The strategic plan is summarized for low-cost and easy distribution, and includes the following items:

- Mission statement
- Vision statement
- Philosophy statements
- Core values
- Strategic goals
- Strategic Objectives (including measures, assignments, and timelines)

The strategic plan as well as selected support components are posted on the EWU web site for staff and public access, and may include the following items:

- Departmental operational plans
- Report of the previous year's operational plan accomplishments

IV. Policy Owner

- Chancellor

V. Related Documents

- *Budget Advisory Committee Charter*. The Budget Advisory Committee is a standing committee that advises the Provost on budgeting and allocation of resources. The Budget Advisory Committee charge appears as Policy IO3.08 Budget Advisory Committee. Specific responsibilities include the following

  - Evaluating the costs and potential revenues of any proposed initiatives for the Strategic Plan.

- *Curriculum and General Education Committee Charter*. The Curriculum and General Education Committee is a standing University committee that coordinates the program review process, considers completed reviews, and develops reports on annual program reviews among many other responsibilities. The Curriculum and General Education Committee charge appears as Policy IO3.03 Curriculum and General Education Committee. Specific responsibilities include the following:

  - Oversee Instructional and Non-Instructional Program Review process
  - Review recommendations from program reviews
  - Submit written summary report to Organizational Planning and Improvement Committee (SPC)
  - Submit written summary report to Faculty Council
  - Addendum Report to reporting agent for ICCB

- *University Assessment Committee Charter*. The University Assessment Committee is a standing committee that coordinates the University's assessment process, and develops and presents internal reports on the progress of the process and its findings. The University Assessment Committee charge appears as Policy IO3.04 University Assessment Committee. Specific responsibilities include the following:

  - Oversee/direct/support the ongoing Learning Outcomes Assessment process and act as a catalyst for continual improvement
  - Encourage, collect, evaluate, and provide suggestions regarding on-going General Education Assessment of the Core Competencies
  - Assist, with the design of assessment outcomes of new courses/programs
  - Communicate assessment results to faculty at large
  - Make recommendations for Institutional improvements to SPC based on Assessment results
  - Write the Yearly Assessment Report and submit to SPC
  - Orient new faculty to Learning Outcomes and Assessment, terminology, and measurable/observable objectives
  - Oversee CAAP process

VI. Definitions

- **Mission.** The mission tells who we are and what we do.
- **Operational Plan.** The operational plan describes the activities that each department engages in to meet the strategic objectives.
- **Strategic Goals.** The strategic goals broadly explain what we must do to move from the mission toward the vision.

- **Strategic Objectives.** The strategic objectives break the strategic goals into short-term activities whose outcomes can be measured.
- **Strategic Plan.** The plan that results from the Strategic Planning process, a statement of the University's strategic goals and the Strategic Objectives that will help achieve them.
- **Strategic Planning.** The process defined in this policy that results in a Strategic Plan.
- **Vision.** The vision is future oriented, telling who we want to become and what we will do in the future.

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy IO5.02: Annual Budget Planning

Policy Type: Institutional Organization Initial Policy Approved: August 19, 2016 Current revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University develops an annual budget based on measurements of operational and academic performance, projections of enrollment and finances, and the strategic goals and objectives defined in its strategic plan.

Development of the annual budget is overseen by the Provost, and conducted with the support of the Budget Committee. The Budget Committee consists of five members, including at least one faculty and one staff representative, appointed by the Provost.

The Budget is reviewed by the Chancellor and presented to the Board of Trustees, to approve or return with suggestions for modification, at a spring quarter meeting.

II. Background and Guidelines

Goals of Budgeting Process

- To provide a reasonable, broadly participatory process leading to the development of a budget for the coming fiscal year that begins in September
- To make wise decisions about the activities and initiatives on which the University will expend its limited resources.
- To make all units of the University plan their activities and initiatives for the coming year, and to submit a reasonable budget that would allow them to accomplish what they plan. Units will be expected to prioritize requests for new/additional funding, and to describe what each request will accomplish.
- To provide the Chancellor and Board of Trustees with a budget for their review and approval by July 15, for the coming fiscal year that begins September 1. Following Board of Trustees review, modification (if any), and approval of the budget, the Budget Committee and the Provost will inform each unit of what its budget will be for the coming year.

General Budget Guidelines:

- Units can make expenditures from budgeted funds of up to $750 without further approval; expenditures that exceed $750 must be reviewed and approved by the Provost.
- Normally, 10% of the total available funds for the coming year are budgeted into a "Reserve" account dedicated to be used for emergencies or unanticipated expenditures, at the Provost's discretion.
- The budget includes fixed pool for employee salary adjustments (promotions, raises, cost of living increases, etc.) that the Provost may adjust after fall enrollments are certain. Typically, new salary levels are effective in November, and included in the first November paycheck and subsequent paychecks.
- The Board of Trustees approves the budget with the understanding that minor adjustments (less than 5% of the amount budgeted) can be made at the Provost's discretion by inter-fund adjustment or transfers. Changes in the amounts budgeted that exceed 5% require Board review and approval.
- Funds budgeted to a unit that are unexpended on August 30 do not carry forward to the unit's budget for the next year, but are returned to the general fund.

III. Procedures

Budget Committee Membership

- In selecting members, the Provost will seek out members who have experience in creating and administering budgets, in planning and budgeting, in accounting or finance, and who are familiar with the University's units and its academic programs.

Budget Committee Communications

- Members of the Budget Committee will be expected to maintain strict confidentiality about the information provided to them, and about their discussions and deliberations.
- The only substantive communication University staff should expect from the Committee is the final budget they propose to the Chancellor and Board.
- The Budget Committee will report on its work and progress in developing a budget at the June retreat.

Initial Information Sharing

- At the beginning of the process, the Provost will share with the Budget Committee at least the following information:
    - Revenue projections (using next year's tuition and fees with different enrollment scenarios)
    - Potential grants, gifts, or other income
    - The previous and current year's budgets (planned and actual revenues and expenditures). Only four months of the current year will have passed by January.
    - Likely emergencies and inescapable challenges and expenditures (e.g., broken pipe cleanup, rise in utility rates)
    - Existing commitments (contracts, rents, installments on multi-year purchases, etc.)
    - Planned external mandates (accreditation, IBHE reviews, legal fees)
    - Strategic goals (from the current Strategic Plan)
    - Vacant faculty or staff positions, planned retirements, planned additions

Budget Development Requests

- The budget development process begins in January, when the Budget Committee will send requests to all units to submit their proposed budgets for the coming year (that begins the next September) by March 1.
- This request from the Budget Committee will include information about expected income from anticipated enrollment and the coming year tuition levels (which are established by December 1) and from other sources (gifts, grants, rents, royalties, etc.), and will include information about fixed or required expenditures that might limit the resources available for new initiatives.
- This request from the Budget Committee will also summarize aspects of the current strategic plan that should be incorporated into the next year's budget.

IV. Policy Owners

- Provost

V. Related Documents

- IO5.02 Appendix A: Budget Planning Calendar

VI. Definitions

- The **Cost Centers** for which budgetary assignments are made are:

- Admissions
- Financial Aid & Registrar
- Academics
- Library and Educational Resources
- Retention
- Physical Facilities
- DaUR

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

IO5.02 Appendix A: Annual Budgeting Calendar

Timeline	Activity	Responsibility
January 2	"Big picture" sketch of University's financial situation provided to all units, requesting submission of proposed budgets for the coming year that begins September 1.	***Budget Committee***
March 1	Budget requests for coming fiscal year due.	***All Units***
Mid-June	Report on Budget Committee activity at the University Retreat.	***Budget Committee***
July 15	Proposed budget submitted to the Chancellor and Board.	***Provost***
August 1-15	Budget approval for the coming fiscal year beginning September 1.	***Board of Trust***
August 15-30	Communication to all units informing of their budget for the coming fiscal year.	***Provost***
October 15-30	Communication to all faculty and staff members regarding decisions on salary increases for the current year to be effective in November and subsequent paychecks.	***Provost***

Policy AA1.01: Quarter Credits

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

Academic credit for courses taken at East-West University shall be accounted in *quarter credits*. For purposes of transfer and comparison, one semester credit is equal to 1½ (1.5) quarter credits, and one quarter credit is equal to $^{2}/_{3}$ (0.667) semester credits. A baccalaureate degree requiring 180 quarter credits is equivalent to a baccalaureate program requiring 120 semester credits.

Courses offered for credit by East-West University will require of students, for each quarter credit:

(1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for one quarter (approximately eleven weeks), or the equivalent amount of work over a different amount of time; or

(2) at least an equivalent amount of work as required in paragraph (1) for other activities for which East-West University awards academic credit, including laboratory work, internships, practica, studio work, and other academic work.

II. Background and Guidelines

Federal law passed in 2010 defined the credit hour, and required all federally-recognized accrediting agencies to enforce the definition. The Higher Learning Commission's policies reflect this federal regulation, requiring every accredited institution to have a credit hour policy and to follow it in the assignment of academic credit.

III. Procedure

Application to New Courses

- The Curriculum and General Education Committee will require proposals for new or modified courses to include an explanation of how the course satisfies this policy, and will review this explanation in determining whether to recommend the course for approval to the Faculty Council. Program reviews will also examine the credits assigned to courses within an academic program to assure their compliance with this policy.

IV. Policy Owners

- Faculty Council

V. Related Documents

- Appendix A: Higher Learning Commission Policy FDCR.A.10.020, Assignment of Credits, Program Length, and Tuition.

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Appendix A: Higher Learning Commission Policy FDCR.A.10.020, Assignment of Credits, Program Length, and Tuition.

An institution shall be able to equate its learning experiences with semester or quarter credit hours using practices common to institutions of higher education, to justify the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and to justify any program-specific tuition in terms of program costs, program length, and program objectives. Affiliated institutions shall notify the Commission of any significant changes in the relationships among credits, program length, and tuition.

Assignment of Credit Hours. The institution's assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that institutions also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

Federal Credit Hour Definition: *A credit hour is an amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally-established equivalency that reasonably approximates not less than:*

(1) one hour of classroom or direct faculty instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester or trimester hour of credit, or ten to twelve weeks for one quarter hour of credit, or the equivalent amount of work over a different amount of time; or (2) at least an equivalent amount of work as required in paragraph (1) of this definition for other activities as established by an institution, including laboratory work, internships, practica, studio work, and other academic work leading toward to the award of credit hours. 34CFR 600.2 (11/1/2010)

Commission Review. The Commission shall review the assignment of credit hours, program length, and tuition in conjunction with a comprehensive evaluation for reaffirmation of accreditation during the Commission's assurance process. The Commission may sample or use other techniques to review specific institutional programs to ensure that it has reviewed the reliability and accuracy of the institution's assignment of credit. The Commission shall monitor, through its established monitoring processes, the resolution of any concerns identified during that evaluation with regard to the awarding of academic credit, program length, or tuition, and shall require that an institution remedy any deficiency in this regard by a date certain but not to exceed two years from the date of the action identifying the deficiency.

Commission Action for Systematic Noncompliance. In addition to taking appropriate action related to the institution's compliance with the Federal Compliance Requirements, the Commission shall notify the Secretary of Education if, following any review process identified above or through any other mechanism, the Commission finds systematic noncompliance with the Commission's policies in this section regarding the awarding of academic credit.

The Commission shall understand systematic noncompliance to mean that an institution lacks policies to determine the appropriate awarding of academic credit or that there is an awarding by an institution of institutional credit across multiple programs or divisions or affecting significant numbers of students not in conformity with the policies established by the institution or with commonly accepted practices in higher education.

An institution shall be able to equate its learning experiences with semester or quarter credit hours using practices common to institutions of higher education, to justify the lengths of its programs in comparison to similar programs found in accredited institutions of higher education, and to justify any program-specific tuition in terms of program costs, program length, and program objectives. Affiliated institutions shall notify the Commission of any significant changes in the relationships among credits, program length, and tuition.

Assignment of Credit Hours. The institution's assignment and award of credit hours shall conform to commonly accepted practices in higher education. Those institutions seeking, or participating in, Title IV

federal financial aid, shall demonstrate that they have policies determining the credit hours awarded to courses and programs in keeping with commonly-accepted practices and with the federal definition of the credit hour, as reproduced herein for reference only, and that institutions also have procedures that result in an appropriate awarding of institutional credit in conformity with the policies established by the institution.

Policy AA1.02: Degree Requirements

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

In order to be eligible for an Associate of Arts or Associate of Applied Science degree, the student must have completed a minimum of 92 credit hours, and have fulfilled all requirements of the specific program.

In order to be eligible for a Bachelor of Arts or Bachelor of Science degree, the student must have completed a minimum of 180 credit hours, and have fulfilled all requirements of the specific program.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Faculty Council

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy AA1.03: Full-Time and Part-Time Student Status

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

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 degree in two years or four years respectively.

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 Program Director. Overload requires additional fees. the maximum load permitted is 24 credit hours.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy AA1.05: Satisfactory Academic Progress

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: June 26, 2016

I. Requirements

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 degree at the University. Students are expected to adhere to the guidelines for the SAP policy for both Grade Maintenance (Qualitative) and Timely Completion (Quantitative). Students work closely with their advisor to maintain good academic standing and for rehabilitation of 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 at the end of every quarter. When the student's cumulative GPA fails 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 subjected to Academic Dismissal. The student has the opportunity to continue enrollment only if the Satisfactory Academic Progress Committee accepts their 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 rates 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 credit for completion in a timely manner.
Grades of F, W, or I are considered hours attempted, but no credit is earned.
Remedial classes 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 2/3 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 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 subjected to Academic Dismissal. The student has the opportunity to continue enrollment only if the Satisfactory Academic Progress Committee accepts their 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 rates by quarter and the required GPA. If the student is meeting the requirements of the academic plan, Financial Aid eligibility will continue.

4. 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. EWU requires 92 credit hours for associate and 180 hours for bachelor's degree completion. Hence, the attempted hours cannot exceed more than 138 for an associate or 270 hours for a bachelor's degree.

6. Grades from accepted transfer coursework are not included in the EWU GPA. Accepted transfer coursework is included in a student's calculation of completion rate and maximum time frame. Transfer credit 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 EWU 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 EWU. Students interested in readmission should speak with the CSA Office.

Academic Probation after Readmission

A readmitted student will be placed on Academic Probation. Student must meet SAP 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 requirement.

II. Background and Guidelines

The Purpose of an Academic Plan

The goal of the academic plan is for you to develop a concrete strategy to return to good academic standing and meet all two of the requirements of the Academic Standing and Progression Policy. These two requirements are: a cumulative GPA of 2.0 or higher and complete 67% of the credits that you register for in the quarter.

The first step should be to identify the challenges to academic success you've experienced. You should review and reflect upon your academic performance up until this point and create a strategy to improving your academic performance in the upcoming quarter. Some things to think about when crafting you academic plan are :(a) what are the barriers/challenges that you have had in being academically successful? (b) what are the resources available at East-West University to help you overcome your challenges? Your academic plan should be concrete and include a clear step-by-step strategy to return to good standing. The plan should show you understand the barriers that have impacted your academic success and you have identified how you will prevent these barriers from affecting you in the upcoming quarter.

Sample:

- Student First and last name & ID #
- What challenges does (student name) face and what are the goals for the current quarter? (Goals should be realistic).
- List student challenges ex. Challenge 1, challenge 2, challenge 3, and challenge 4 etc.
- What resources will academic advisor use?
- How student's challenges interfere with academic success?

***Academic plans are due every Friday.

III. Procedure

IV. Policy Owners

Provost

V. Related Documents

- Policy AA1.05 Appendix A: Academic Plan Template
- Policy AA1.05 Appendix B: FA Academic Warning Letter
- Policy AA1.05 Appendix C: FA Academic Probation 1 Letter
- Policy AA1.05 Appendix D: FA Appeal 3.1, 3.2 and 3.3 Letter
- Policy AA1.05 Appendix E: Appeal for Reinstatement Form
- Satisfactory Academic Progress Appeal Form

VI. Definitions

VII. Revision History

Formalization/Standardization: May 1, 2016
Board Review and Approval: June 26, 2016
Addition of Appendices: October 22, 2020

Policy AA1.05 Appendix A: Academic Plan Template

Academic Plan							
	Name						
	Major						
	ID			E-mail			
	Advisor			Phone Number			
	First Quarter						
	Initial Cum GPA						
	Points						
	Hours						
	Attempted Hours						
	Earned Hours						
	Time Completion Rate	#DIV/0!					
	Course ID	Credit Hours	Grade	Numeric	Q. Points		
		4		FALSE	0		
		4		FALSE	0		
		4		FALSE	0		
		4		FALSE	0		
		16			0		
	Total	16			0		
	CUM GPA	0.00					
	Attempted Hours	16					
	Earned Hours	16					
	Time Completion Rate	100%					
	Second Quarter						
	Course ID	Credit Hours	Grade	Numeric	Q. Points		
		4		FALSE	0		
		4		FALSE	0		
		4		FALSE	0		
		4		FALSE	0		
		16			0		
	Total	32			0		
	CUM GPA	0					
	Attempted Hours	32					
	Earned Hours	32					
	Time Completion Rate	100%					
Above template is for 4 courses. In case student taking three courses you have to remove one course.							
Edit only highlighted columns!							

Policy AA1.05 Appendix B: FA Academic Warning Letter

<Date>

<RE: Financial Aid and Academic Standing>

Dear <Name>

Your academic results from the past quarter indicate that you are experiencing academic difficulty and currently have a status of "Academic/FA Warning". This means that in your last academic quarter, you received a cumulative Grade Point Average (CGPA) of less than 2.00 and/or a completion rate less than 67%.

Current CGPA: 0

Current Completion Rate: 0

This CGPA averages all of the marks you have received up to this point in your degree. Your completion rate is calculated by dividing your earned hours/attempted hours. Unfortunately, your CGPA and/or completion rate did not meet the minimum SAP requirements of 2.0 CGPA and 67% completion. You are required to seek academic advising with your Counseling and Student Affairs department and complete an Academic Recovery Plan. Failure to do so can result in loss of financial aid and academic dismissal from school.

The regulations concerning academic status are explained in the 2019-2020 Academic Catalog.

Your academic status will be assessed again at the end of the next quarter in which you enroll and complete courses for credit. If you do not meet the minimum SAP requirements, you will be placed on "Appeal 1" status and will be required to petition for reinstatement in order to be placed on "Probation "1. Failure to do so can result in loss of financial aid and academic dismissal from school.

East West University is committed to help our students succeed academically. Please take advantage of the resources available to you; we are here to help.

Yours truly,

Registrar, Counseling and Student Affairs, and Financial Aid Department

Policy AA1.05 Appendix C: FA Academic Probation 1 Letter

<Date>

<First Name, Last Name>

<Student ID# >

Re: Financial Aid and Academic Standing

Dear < First Name>,

Your academic results from the past quarter indicate that you are still experiencing academic difficulty and currently have a status of "Academic/FA Appeal 1". This means that in your last academic quarter, you received a cumulative Grade Point Average (CGPA) of less than 2.00 and/or a completion rate less than 67%.

Current CGPA:

Current Completion Rate:

This CGPA averages all of the marks you have received up to this point in your degree. Your completion rate is calculated by dividing your earned hours/attempted hours. Unfortunately, your CGPA and/or completion rate did not meet the minimum SAP requirements of 2.0 CGPA and 67% completion. You are required to seek academic advising with your Counseling and Student Affairs department and complete an Academic Plan and a Petition for Reinstatement. Failure to do so can result in loss of financial aid and academic dismissal from school.

The regulations concerning academic status are explained in the 2017-2018 Academic Catalog.

If your appeal is approved your status will change to "Probation 1" and your academic status will be assessed again at the end of the next quarter in which you enroll and complete courses for credit. If you do not meet the minimum SAP requirements and/or your Academic Plan, you will be placed on "Appeal II" status and will be required to provide a typed appeal letter along with supporting documentation. Failure to do so can result in loss of financial aid and academic dismissal from school.

East West University is committed to help our students succeed academically. Please take advantage of the resources available to you; we are here to help.

Yours truly,

Registrar, Counseling and Student Affairs, and Financial Aid Department

Policy AA1.05 Appendix D: FA Appeal 3.1, 3.2 and 3.3 Letter

<Date>

Dear <Name>

Our records indicate that you did not meet Probation III for your Satisfactory Academic Plan for **Winter 2020.** You failed to meet the minimum 2.0 cumulative grade point average. However, **you may be eligible** to submit an appeal if extenuating circumstances exist and/or factors out of your control so they may be documented.

Appeals will then be reviewed by the SAP Committee case by case basis. Please meet with an advisor in the Counseling and Student Affairs Department in the Lounge located on 816 S Michigan Ave, Phone: 312-939-0111 ext. # 2101 and ext. #2101 as soon as possible.

Regards,

Counseling and Student Affairs Department

312-939-0111x 2102, 2101

Policy AA1.05 Appendix E: Appeal for Reinstatement

Student, please indicate the quarter and year you are petitioning for reinstatement.

(Please check only one box and indicate the year):

_____Fall _____Winter _____ Spring _____Summer Year 20_____

NAME_____ ID#_____

TELEPHONE(_____)_____MAJOR_____

The Satisfactory Academic Progress Policy (SAP) of East-West University measures the students' maintenance of cumulative grade point average of 2.0 every quarter and whether students are completing 67% of the cumulative hours attempted.

Your Appeal must include an approved academic plan (contact your academic advisor) and documentation (if warranted) of mitigating circumstances, such as injury, illness, death in the family or other special circumstances, which has limited your ability to progress in your studies at a reasonable rate. Make your statement brief and to the point. Appeals must be completed within the third quarter of your attendance if you did not maintain the SAP policy for the previous two quarters. Completed appeals and supporting documents must be submitted to your academic advisor. The Academic Progress Committee consisting of the Director of Counseling and Student Affairs, Director of Financial Aid, and Associate Provost, will review the appeal and notify you of the decision.

_____

_____

_____

_____

_____

(Use reverse side if additional space is needed)

Student Signature_____ Date_____, 20

SAP Action Taken _____ Approved _____ Denied

Term of Reinstatement _____Fall _____Winter _____Spring _____Summer _____Year

Policy AA1.06 Assessment of Student Learning

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

All East-West University degree programs and the general education program must state explicit learning goals and assess students' level of achievement of those goals systematically. Programs must report annually on their assessment results and the use they have made of those results for program improvement.

Co-curricular support programs (admissions, advising, placement, tutoring, etc.) to explicitly state some of their goals related to academic outcomes for students, and to assess the program's effectiveness in reaching those goals. The Assessment Committee has discretion in how it applies this policy to support programs.

II. Background and Guidelines

This policy was developed and approved by the Assessment Committee, and recommended to the Faculty Council for endorsement. It was then approved by the Provost and Chancellor, and forwarded to the Board of Trustees for its approval.

III. Procedure

Learning Goal Definition

Every East-West University academic program (i.e., all degree programs and the general education program) will clearly state at least three (3) significant learning goals it holds for students who complete the program, and will assess at least three (3) of these goals annually, using appropriate and reliable assessment methods. Programs offered through multiple modalities (e.g., face-to-face and online) will assess learning via each modality separately to ensure equivalent learning is taking place. Programs may modify their learning goals, and may change the goals they choose to assess from year to year

Assessment Reports

At the end of each academic year (before June 30), each academic department must provide the Assessment Committee a report enumerating the learning goals they assessed, describing the methods they used, and summarizing their assessment results. The report should summarize the conclusions about student learning derived from the department's analysis of its assessment results, and list the initiatives (changes, modifications) in teaching, curriculum, delivery modality, or other dimensions the department intends to implement in the coming academic year in order to improve student learning.

Timeline for Review

The Assessment Committee will review these reports and respond to each department as quickly as possible, but no later than the following October 30th. (If a report is incomplete or inadequate, the department can expect an earlier response.) No later than December 1st, the Assessment Committee will summarize its responses to the University's overall assessment efforts and the use made of them for learning improvement in a report with recommendations to the Faculty Council, Provost, and Chancellor.

IV. Policy Owners

- Assessment Committee

V. Related Documents

Policy AA2.04 establishes an East-West University Assessment Committee that is responsible for holding University programs accountable to this policy.

VI. Definitions

- **Learning Goals** specify the skills, knowledge, attitudes, values, or other outcomes that students are expected to acquire through their involvement in an academic program. Not every learning goal of a program can or should be explicit, but every program should articulate a fundamental set of learning goals that permits the effectiveness of the program in producing those desired student outcomes to be assessed.
- **Assessment** refers to the measurement of how well students have achieved a program's learning goals. Assessment is performed to assure that students are mastering the expectations of a program, and to identify means by which a program can be improve factors (curriculum, pedagogy, etc.) that will enhance the learning of future students.

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy AA1.07: Student Attendance

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

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.

Failure to attend classes in which a student is enrolled may jeopardize financial aid awards.

II. Background and Guidelines

III. Procedure

IV. Policy Owner

- Registrar

V. Related Documents

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy AA1.08: Residency Requirements

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

East-West University requires that a minimum of 24 credit hours be completed in residency at the University (with at least half of the courses in the major) to be awarded an Associate degree.

East-West University requires that a minimum of 48 credit hours be completed in residency at the University (with at least half of the courses in the major) to be awarded a Bachelor degree.

Residency is defined as East-West University courses completed while enrolled in a degree program at the University. Credit awarded by a completed examination, assessment of experiential learning, or for completion of HEB or ESL courses cannot be applied towards the residency requirement.

II. Background and Guidelines

III. Procedure

IV. Policy Owner

- Registrar

V. Related Documents

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy AA1.09: Academic Honesty

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The students, faculty and staff of East-West University uphold an ethical and professional obligation to provide each student the opportunity to develop and pursue his or her educational goals. The University is governed by institutionally established regulations of student behavior that protect such individual freedoms of educational pursuit, provided students demonstrate honesty, integrity and respect for the preservation, communication and pursuit of knowledge. Any action not consistent with such principles is unacceptable and subject to corrective actions that may include dismissal from the University.

Academic dishonesty includes the following:

- Copying from another student's paper.
- Using material not authorized by the course instructor to complete an assignment or examination (for example, referring to the book on a non-open-book exam.
- Collaborating with another student during an examination without permission.
- Collusion by obtaining or giving another student unauthorized assistance in course work.
- Falsification of any examination, paper, record, assignment or report.
- Knowingly using, buying, selling, stealing or soliciting contents of an examination, paper, record, assignment or report.
- Representing oneself as another student for the purpose of taking an examination or allowing oneself to be represented by another for the same reason.
- Cheating of any kind.
- Plagiarism.

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.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016

- Board Review and Approval: August 19, 2016

Policy AA2.01: Faculty Categories

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: Procedure Effective Date:

I. Requirements

The faculty of East West University is composed of three categories:

- Full-time Faculty
- Research and Visiting Faculty
- Adjunct Faculty

Full-Time Faculty:

The full-time faculty includes the Chancellor, Executive Dean, Provost, Dean of Program Development, Director of Enrollment Management, Divisional Chairpersons, Program Directors, and all full time members of the instructional staff in the ranks of instructor, assistant professor, associate professor, and professor whose employment classifies them with faculty status in the University. Under normal circumstances, a full time teaching load will be four courses per quarter or equivalent responsibility.

Research and Visiting Faculty:

The research and visiting faculty consists of faculty members of the instructional and research staff who have a full time appointment for a specified time and without accumulating time toward tenure. They participate in University functions and may, in specific cases, attend meetings of committees and councils.

Adjunct Faculty:

The adjunct faculty members are members of the instructional staff with contracts stipulating less than full time employment. Adjunct faculty may attend meetings of committees and councils.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval:

Policy AA2.02: Faculty Rights and Responsibilities

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The University is committed to respect the rights of the faculty. Faculty members who believe that their rights have been violated have the right to seek redress through the University's established procedures for the hearing and resolution of complaints. Faculty members have the obligation to meet their responsibilities as defined in policy.

Because the faculty's role in the educational process is primary and central, the faculty member, as teacher, has the responsibility to make every effort to be accurate, objective, and effective, and to address topics and present materials consistent with the teaching assignments as defined in the approved course objectives. Every effort must be made to encourage the pursuit of learning by students by manifesting the best academic standards of the discipline or profession, to accord students respect as individuals, mutual trust and to establish an appropriate role as an intellectual guide, counselor and mentor, both in and out of the classroom. If problems arise as a result, both instructor and student shall attempt to resolve them in informal, direct discussions as between well-intentioned, reasonable persons.

Students are not ever to be exploited for private advantage, nor subjected to any form of discrimination or harassment, such as racism, sexism, and other forms of bias

Instructors should foster and require honest academic conduct. They have authority and responsibility for grades and shall assure that the evaluation and assessment of academic performance reflect each student's true achievement by good faith application of criteria appropriate to the field of study and the course and by assuring that each student is free to voice opinions openly without fear of retaliation.

In addition, all faculty members, regardless of rank, in fulfillment of their contracts, are expected to meet the following responsibilities:

- Meet classes as scheduled and teach with professional competence, enthusiasm and diligence.
- Meet classes as scheduled and in case of emergency if at all possible give adequate notice of the time change, make up time, or substitute meetings. No faculty member is authorized to change the hour or room of a class, cancel a scheduled class, or change the time of a scheduled examination without the permission of the Provost.
- At the first class session of each term and in each class, state clearly the course goals, objectives and content, and inform the students of testing and grading procedures, attendance requirements and course requirements.
- Submit a detailed course outline, sample tests and examinations and lists of readings to the program director and students no later than one week after the beginning of the relevant quarter. A part time instructor may be asked to adapt existing course outlines, depending upon the decision of the Program Director.
- Instruct students in the facts, concepts, generalizations, appreciation, and skills pertaining to the assigned course.
- In conducting the course, maintain a clear connection between the goals and content and the conduct of each course, and strive to generate a proper understanding and respect on the students' part for the exercise of academic freedom.
- Refrain from any exploitation of students for personal advantage or any coercion of the judgment or conscience of students. At the same time, strive to develop among students respect for others and their opinions by demonstrating respect for each student as an individual regardless of age, sex, race, and national origin, ethnic, religious or socio economic background, or physical handicap.

- While in and out of the classroom refrain from adverse personal comments about their colleagues, and at all times exercise restraint and discretion in comments about other courses and departments and various components of the University. The faculty members should be aware of ameliorative procedures, which exist within the University and should use these procedures in preference to conducting public criticism of the institution or any of its divisions or faculty and staff members. The faculty members should accept a share of the obligation for helping the University function smoothly as a living and vigorous organization.
- Are available for student counseling and advisement for a reasonable number of hours each week, both regularly scheduled and by special appointment, with a minimum of one hour per course every week.
- Maintain office hours during the day and evening for at least 10-12 hours per week (full time faculty members). Notice of the office hours should be submitted to the Program Director and posted on the faculty member's office door.
- Evaluate student's work solely on the basis of academic achievement without undue or unexcused delay.
- Submit mid- term and final grade reports and attendance rosters for each class by the end of the fifth week of classes and also by the end of the quarter, and any other reports pertaining to the assigned course (s) as requested by the Program Director. Supervise, when applicable, senior projects required for the bachelor's degree, in consultation with the Provost.
- Write candid and fair letters of recommendation for students upon request.
- Attend faculty council meetings called by the Provost (optional for part time faculty members).
- Be available for service during orientation and registration.
- Participate in the formation and implementation of academic policies and practices.
- Cooperate with the Program Director, department members, and concerned administrators in development of curricula, preparation of course outlines and syllabi, and selection of textbooks.
- Consult with the Program Director on matters pertaining to departmental problems and observe proper channels of communication.
- Recommend library books and other instructional materials.
- Maintain an inventory of assigned equipment and supplies.
- Participate in faculty and professional organizations.
- Submit an annual report (full-time faculty members) summarizing work performed during the academic year. This report is given to the immediate supervisor who retains a copy and transmits the original through the Provost to the Chancellor no later than seven weeks prior to the end of the academic year or by such date as stipulated by the Provost.
- Attend convocation ceremonies (optional for part time faculty members).
- Perform such other duties as assigned by the Divisional Chairperson/Program Director, Provost, and/or the Chancellor.
- Provide extra class time or instructional work for students for class sessions to compensate for missed class sessions due to holidays or when the University is closed due to emergency or weather or such like unforeseen circumstances

Faculty members accused of failing to meet these responsibilities have a right to be informed of the accusations and accorded timely access to University procedures to determine whether or not the accusations are valid and any sanctions justified.

II. Background and Guidelines

III. Procedure

<u>Code of Professional Behavior Acknowledgement</u>

Faculty are required are to be to annually review and sign an acknowledgement of the Code of Professional Behavior. Signed forms to be turned into the Provost prior to the start of the faculty member’s first semester, and prior to the start of the Fall semester each year thereafter.

IV. Policy Owners

- Provost

V. Related Documents

- Policy AA2.02 Appendix A: Code of Professional Behavior Acknowledgement

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.02 Appendix A: Code of Professional Behavior Acknowledgement

I. Relations with University Employees

1. All faculty and staff are your colleagues, and, for the University (and those it employs) to thrive, all employees must behave respectfully toward each other, and work together cooperatively.

2. Every University employee is unique, and each has different talents and limitations. Expecting everyone else to think and act the same way you do is unrealistic and unfair.

3. Not all faculty teach in the same way, and the pedagogical style that works effectively with one student may not work with another. Finding the most effective pedagogies for the students EWU serves is everyone's duty and concern, but it is unrealistic to assume a single style with be the best for all subjects and students. Aligning pedagogy, students, and faculty is an ongoing, difficult process, and requires patience.

4. Try to be empathic and understand why colleagues hold their beliefs and how they reached their conclusions. Not everyone has had the same experiences or possesses the same facts, and so intelligent people can validly reach very different conclusions.

5. Make an effort to publicly acknowledge effort, achievement, expertise and good intentions of a colleague, especially if you plan to criticize a part of his/her performance.

6. When you disagree with a colleague's ideas or disapprove of a colleague's behaviors, tell the colleague about it, honestly and calmly, explaining the reasons for your disagreement, but without disparaging the colleague's appearance, intelligence, character, dedication, or competence.

7. If you believe a colleague's ideas or behaviors are harming the University and you have already shared your disapproval with the colleague, tell the colleague's immediate supervisor.

8. Intentionally disparaging, belittling, denigrating, or ridiculing another University employee in the presence of a student or a non-employee is cause for dismissal, while doing so only in the presence of other employees is merely rude, ill-mannered, and offensive.

II. Relations with Students and the Public

1. If you hear something and want to confirm its accuracy, call or email the Provost. Don't repeat or broadcast unconfirmed rumors or gossip.

2. Avoid talking with the press or media, since publicity and news coverage can severely damage the University's reputation and chances for success. If you get a request for a press interview or a call from the media, check with the Provost before you grant the interview or return the call.

3. Remember that students are the customers, and the University's success depends on the service they receive and the impressions they form.

   - ✓ Keep office hours.
   - ✓ Arrive on time for class.
   - ✓ Observe scheduled work hours consistently.
   - ✓ Don't disparage students personally by critiquing their personal appearance, intelligence, character, ethnicity, religion, or competence. Restrict criticisms to the things students can control and change — behaviors, preparation for class, study habits, etc.

- ✓ Answer your phone promptly when you are in your office (or, if busy meeting with someone, return the call as soon as the meeting ends), change your voicemail greeting regularly so that it tells callers when you will be available, and listen to your voicemail messages and return calls promptly.

- ✓ Do not question students about their experiences with other teachers, or sympathize with their complaints about other University employees. If students tell you they are having difficulties with another teacher or staff member:

  i. refer them to a CSA staff person — and call or email the CSA staff person to alert them that you have done so, and

  ii. give the student a Tell Us about your EWU Experience card which will tell the student how to register compliments or complaints about the University or its personnel.

_____ _____

Employee Signature Date

Policy AA2.03: Faculty Research

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Faculty members are expected to maintain currency in their professional field of study and competency. As applicable, they are expected to create, seek, and state knowledge freely and openly, strive for scholarly excellence, exercise critical self-discipline and judgment in generating, using, extending, and transmitting knowledge, adhere to the highest standard of intellectual honesty, and oversee and evaluate the work of students. These endeavors shall be conducted in a manner consistent with accepted scholarly standards and in conformity with legal, professional, and University codes, and policies.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.04: Faculty Collegiality

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Faculty have the responsibility to respect free inquiry of colleagues and respect their views... and, as applicable, acknowledge contributions of colleagues to their own work. Evaluation of professional performance of other faculty shall be honest and objective, in accordance with established University criteria. Faculty shall foster collaboration with and support of colleagues.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.05: Academic Hiring

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Recruiting and selecting faculty is a responsibility of the respective Program Director, the Provost, and the Chancellor. All appointments, promotions in rank, annual salary determinations are made by the Chancellor on the recommendation of the Provost and the immediate supervisor of such personnel. No appointment is official until it is announced by the Chancellor.

Each faculty appointee shall receive a Letter of Appointment/Reappointment before commencing his/her duties at East- West University.

A criminal background check is a prerequisite for all faculty appointments at East-West University. Note that foreign nationals who come to EWU directly from residence outside the U.S., for whom the Department of Homeland Security provides the necessary clearance, are excluded from the background check, but are subject to degree verification.

II. Background and Guidelines

Academic hiring procedures cover faculty and academic staff, including administration. The purpose of the academic hiring procedures is to:

- Recruit and hire the best qualified and most appropriate faculty and academic staff to implement the goals and objectives of the University within the framework of its mission and vision.
- Provide substantive and procedural accountability for University commitments to a fair, legal, and effective recruitment process.
- Ensure implementation of principles of affirmative action and equal opportunity in hiring faculty and academic staff.
- Permit review and authorization of academic position requests with respect to budget and program priorities.
- Provide a reservoir of information in an accessible, understandable, coherent, effective format, so that those responsible at EWU can meet requirements of a fair, legal and effective hiring procedure.
- Satisfy EWU's commitments to all applicable federal and state laws, including a database to satisfy audit requirements.
- Accomplish these purposes expeditiously, with efficient use of human and other resources.

III. Procedure

Planning and Approval of New Positions

The Program Chair may want to confirm that the Provost will approve the position before initiating the formal process of search plan and position request. Program Chairs have a responsibility to provide written support for and/or concurrence with recommendations to establish new positions or to fill vacant positions. Planning by the Program Chair is expected to address, but not be limited to the following factors:

- Assessment of staffing needs in light of identified academic priorities.
- Specific qualification needs for faculty/academic staff to meet program priorities.
- Relative merit as to filling positions in light of program, market and budgetary considerations.
- Consideration of current unit representational patterns and current placement goals.

- A broad-based search plan to ensure a diverse candidate pool.

The Program Chair submits electronically the Academic Position Request including advertisement to the Provost. The Provost approves the position request taking into consideration enrollment projections, staff flexibility, program needs, priorities, budget implications, affirmative action goals, staff flexibility, and salary range. A disapproved position request is returned to the Program Chair with explanation.

Upon approval of the position by the Provost, the Program Chair is responsible for the composition and chairing of a search committee.

Search Plan and Job Posting

In general, all academic vacancies are to be posted publically However, in the cases listed below, the posting and search requirements of the Academic Hiring Procedure may be waived.

- Appointment for less than two quarters (6 months), or appointment for a full year at 50% time or less
- Shift from fixed term status to other continuing appointment system for faculty/staff previously screened.
- Shift from other appointment category
- Special opportunity (unique qualifications)

Human Resources posts approved positions on the EWU web page. Also, all academic vacancies are posted locally. The application deadline date for all postings must be at least two weeks after the posting date. The Program Chair may deal directly with publications, associations, etc., as the approved search plan requires.

The Program Chair has the primary responsibility to ensure adequate representation of women and minority groups among the initial applicants and in the candidates remaining after each screening process, based on current availability.

The Program Chair acknowledges all communications from applicants.

Search Committee Paper Screening

The Program Chair approves the initial applicant list. The Search Committee screens all candidates on the basis of:

- Programmatic need.
- Excellence of qualifications and credentials based on clearly delineated job-related criteria.
- Placement goals.
- Diversity considerations.

The Search Committee recommends a list of final (on-campus interview) candidates.

The Program Chair approves the list of final candidates. The list of applicants for interviews is sent to the Provost for review and comment prior to interviews being scheduled.

The Program Chair invites applicants for interviews.

Interviews

The Search Committee interviews all the candidates on the final list, makes its final recommendation to the Program Chair, who submits to the Provost:

- Final candidates who are considered to be offered the position and those not to be offered the position.
- A resume or curriculum vitae for each final candidate.

- The search committee's evaluation of final candidates.
- Assessments made by individuals and/or groups who interviewed the final candidate(s).
- For each applicant who is not on the final candidate list, specific job-related reason(s) along with supporting documentation.
- Applicant files including letter of application/nomination, curriculum vitae, reference letters, etc.
- A file of the search committee's procedures including copies of sample letters, screening criteria, core questions asked in the interview, and meeting minutes.

Approval

The Provost approves a final selection and the appointment terms.

The Chancellor, in conjunction with the Provost, makes the position offer to the identified candidate.

If the preferred candidate rejects the offer, make an offer to the next final candidate to be offered the position from the final candidate list. If no final candidates remain, a new final candidate list taken from the initial applicant list may be considered, and proceeding from there.

Letters of Appointment

The candidate who accepts the position shall receive a Letter of Appointment from the Provost.

The letter shall specify the title of the position, length of appointment, salary, and any other special conditions differing substantially from information in the Personnel Handbook. The terms and conditions of employment to be detailed should include:

- Academic rank and/or title, department, appointment basis, appointment status, and percent time if less than 100%, the time period covered by the appointment, and the salary provision.
- A statement of consent to a criminal background check stating, "The offer of appointment is contingent on satisfactory criminal background check results, including degree verification. You will be contacted by _____ to initiate the background check process."
- The general expectations in regard to the professional responsibilities of the person being appointed.
- Relevant position responsibilities with reference to teaching, research, and service, at the level applicable.
- Information about employee processing (pay schedules, electronic deposit, holidays, etc.).
- A summary of benefit programs.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.06: Faculty Ranks

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The faculty of East West University are assigned ranks with designated rights and responsibilities.

Professor:

Appointments to the rank of professor imply permanent employment, subject to all conditions and reservations made at the time of appointment.

Associate Professor:

Appointments to the rank of associate professor shall be for a period of three years, subject to all conditions, reservations and stipulations made at the time of appointment.

Assistant Professor:

Initial appointments to the rank of assistant professor shall be for a period of one academic year. An assistant professor is not eligible to apply for promotion until such time as he/she may qualify for the rank of Associate Professor.

Instructor:

Appointments to the rank of instructor are not permanent and are made on the basis of one academic year. The normal period of service in this rank is no more than five years.

Summer Appointments:

The University does not guarantee summer appointments. Summer appointments, regardless of rank, shall be for one specific summer only. Preference shall be given to full-time University faculty members on the basis of seniority.

Special Appointments:

In special cases, such as delayed student recruitment, resignation due to extended sickness, or incapacitation of a faculty member, the Chancellor may appoint, with the advice of the Divisional Chairperson/Program Director and the Provost, a replacement for the rest of the academic year on a temporary basis.

Research and Visiting Faculty:

Research and visiting faculty shall generally be sponsored and funded by an outside source of support. The duration of such appointments shall be for no longer than one year, subject to renewal at the discretion of the Provost and Chancellor.

Administrators with Faculty Rank:

Administrators with faculty rank shall have the qualifications of the respective faculty rank as described above, in addition to their administrative qualifications which shall be minimally a master's degree in the area of administrative duties

Administrators:

Administrators without faculty rank shall have a minimum of a master's degree in the area of their administrative duties.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.07: Adjunct Faculty Contracting

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Adjunct faculty shall have at least a master's degree from an accredited institution in the academic area for which appointment is made.

Recommendation for the staffing of courses with adjunct instructors is the responsibility of the program chair person. After completing the scheduling for the relevant quarter the program chair recommends adjunct faculty to the Provost. Positions announcements will include the use of local media. Preference for adjunct faculty will be given to those with previous teaching experience at EWU, meeting all EWU qualifications, and who have received successful EWU instructor evaluations.

Appointments of adjunct faculty are made on a quarterly basis for the duration of that quarter.

Upon completing the scheduling for the quarter the program chairperson recommends adjunct faculty to the Provost who then makes the appointment decision.

Adjunct faculty shall possess an earned degree or equivalent of at least one degree level above that of the prospective teaching assignment. Degrees must have been obtained from institutions accredited by agencies such as the NCA/HLC or ACE; equivalencies must have been issued by agencies such as ECE (Milwaukee) and must be provided by the candidate. Focus of academic preparation must be in the area of teaching assignment.

Exceptions to the requirement of degree credentials may be made in case of lab assistants, remedial course instructors, and primary level language instructors.

Solicitation for applications will include the use of local media.

II. Background and Guidelines

Recommendations for the staffing of courses with adjunct instructors are based on specific institutional needs of the department at any given time within the context of institutional priorities. Adjunct faculty hiring recommendations take into account relevant experience in teaching, research, service; professional preparation and recommendations; professional and student evaluations; and similar relevant evidences as available.

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

- Policy AA2.07 Appendix A: Adjunct Faculty Contract

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.07 Appendix A: Adjunct Faculty Contract

EAST-WEST UNIVERSITY
816 South Michigan Avenue
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P 3129390111
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www.eastwest.edu

AGREEMENT FOR PART-TIME TEACHING EMPLOYMENT

Faculty Member Name: _____

Quarter and Year: _____

Course Start and End Dates: _____

I. Assigned Courses:

Course Number and Name: _____ Days and Hours: _____

Course Number and Name: _____ Days and Hours: _____

Course Number and Name: _____ Days and Hours: _____

Course Number and Name: _____ Days and Hours: _____

II. Prerequisites:

The faculty member named in this contact has been evaluated by the Program Director for the program offering the courses listed above and found qualified to undertake instructional duties in accordance with the East-West University policy on faculty qualifications based on the Director's expertise and judgement. The faculty member is required to submit to East-West University official copies of all transcripts, certifications or licenses used in making that determination as identified by the Program Director prior to the beginning of the course, or by such time as approved by the Provost.

This signed contract (please make a copy for yourself) and all necessary information indicated below must be provided to East-West University's Office of Human Resources prior to the due date of _____ (as noted in the Calendar of Academic Activities) in order to avoid delays in faculty payment as described under the remuneration section of this contract.

- ☐ Updated Resume
- ☐ I-9 (U.S. Department of Justice)
- ☐ 2 Types of Identification
- ☐ Federal W-4 (Employee's Withholding Allowance Certificate)
- ☐ IL W-4 (Employee's Illinois Withholding Allowance Certificate)
- ☐ Direct Deposit Form

III. Consideration:

The faculty member named in this contact will teach the courses listed above for East-West University. East-West University will provide remuneration for this work in the amount of $_____ per course.

IV. Teaching Responsibilities:

The duties included in teaching courses for East-West University are defined as follows:

1. To develop a detailed syllabus/course outline approximating the format or standardized syllabus provided to you. Submit a copy to the library in the SLC Building, 5th Floor (Ms. Kopteros), prior to the beginning of the course. Post a copy on the Faculty Portal for students during the first week of the course.

2. To deliver the content identified in your course syllabus/outline through in-person classroom instruction. To design, review, and evaluate periodic course assignments and exams that test student mastery of the course content.

3. To provide reasonable availability to students to seek mentoring outside of class in person, by telephone, or by Internet communication; to be responsive to student requests for assistance.

4. To exemplify punctuality and professional enthusiasm for students taking classes, and make the best possible use of the entire instructional time for students' educational progress; promote a positive academic environment at East-West University at all times.

5. Relate classroom instruction to on-the-job requirements of college graduates in the relevant field; to incorporate relevant educational and instructional innovations in the course delivery; and to promote your students' regular and punctual attendance in the class and their progress in the course to the best of their individual ability.

6. Facilitate visitation of your class instruction by your faculty peers.

7. Submit to the Program Director in the week following the end of the quarter all tests, examinations and assignments used in the course to measure and evaluate students' academic achievement along with the attendance and grade roster for the course.

V. Acknowledgement of University Policies

By accepting this position, you agree to abide all University policies and procedures (as available for review in the faculty handbook and University website). These may include, but are not limited to, additional requirements for the preparation and teaching of courses, for student advising and counseling, for laboratory maintenance and development, for participation on various committees and councils, and for performance of administrative and academic tasks incidental to your teaching assignment.

VI. Cancellation or Termination

The courses identified in this agreement may be canceled at any time prior to its start in accordance with the University Policy on minimum course enrollment in which case no remuneration is available. The University reserves the right to cancel the appointment at any time in which case the remuneration will be based on the percentage of total scheduled class sessions already taught.

A faculty member may be terminated for cause, by way of example but not limitation: insubordination; matters involving dishonesty; failure to provide availability to students; missing a class or tardiness; failure to take corrective action as directed; and any action by the faculty member taken to the detriment of the University or its students. The University will endeavor to recommend corrective action prior to termination, but reserves the right to exercise immediate termination for cause if that decision is in the best interest of the institution or its students.

VII. Remuneration Schedule

If the necessary prerequisite information for payroll is not timely submitted, the faculty member will not be paid until the end of the quarter. If information was timely submitted, payment will be made in two installments:

- One-half of the total agreed remuneration after completing six weeks of teaching.
- The remainder of the total agreed remuneration after completing all eleven weeks of teaching, provision to the Provost of the course materials identified in part G of Teaching Responsibilities, and submission of final course grades.

VIII. Term

This agreement is for the term stated above and nothing herein shall entitle, nor be construed to entitle, the faculty member to continuing employment beyond the term stated.

IX. Jurisdiction

This agreement shall be construed in accordance with the laws of the State of Illinois.

We at the University are happy to extend this offer, hope for your sincere dedication, and anticipate that you will make a fine contribution to our program.

With warm personal regards,

For the University,

Dr. Madhu Jain, Provost, East-West University

Signature: _____ Date: _____

For the Adjunct Faculty Member

Signature: _____ Date: _____

Printed Name: _____

Policy AA2.08: Faculty Evaluation

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The Divisional Chairperson/Program Director shall be responsible for performance evaluation of all faculty members assigned to the departments or programs of his/her division.

The purposes of the annual performance evaluation of faculty are to:

- Ensure that each individual has a clear understanding of what is expected of her/him in his/her appointment;
- Assess individual performance against expectations;
- Provide an opportunity for fixed term faculty to provide input to the Divisional Chairperson about their performance;
- Provide input for decisions about future appointments.

The following principles are to be followed for faculty.

- Each faculty member shall be evaluated on an annual basis and informed in writing of the results of his/her evaluation by the Departmental Chair.
- Faculty shall be informed of all factors used for evaluation
- These annual reviews and assessments of fixed term faculty shall be reflected in recommendations to the Provost's Office regarding additional appointments, reappointment, and/or promotion.

II. Background and Guidelines

III. Procedure

Evaluation Process

- The chairperson should initiate the annual evaluation process early enough so that the full process, including feedback to faculty members, may be completed within three months after the end of the appointment period.
- Each faculty member shall submit a written summary of activities for the appropriate period of time to the Chairperson in a timely manner prior to the evaluation.
- The chairperson shall offer to discuss the evaluation with the faculty member. A draft of the written evaluation shall be given to the faculty member prior to this discussion.
- The chairperson, no later than 2 weeks after completion of the evaluation, shall provide to the faculty member or academic staff member a final written evaluation of her/his overall performance.
- The faculty member shall have an opportunity to respond to the evaluation.
- The full documentation for this written evaluation, including the faculty member's response, shall be placed in the individual's personnel file.
- For those appointed to one-time appointments, an evaluation must still be completed, and a copy retained by the Chairperson.

IV. Policy Owners

- Provost

V. Related Documents

- Policy AA2.08 Appendix A: Full-Time Faculty Performance Review Form
- Policy AA2.08 Appendix B: East-West University Annual Performance Appraisal for Non-Teaching Professional Staff and Classified Personnel
- Policy AA2.08 Appendix C: Part-Time Faculty Performance Review Forms

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.08 Appendix A: Full-Time Faculty Performance Review Form

FACULTY PERFORMANCE REVIEW

SECTION I: EVALUATION OF FACULTY

In the right hand columns below, give a performance evaluation based on each set of criteria as follows:

(1) Outstanding
(2) Superior
(3) Average
(4) Below average
(5) Poor

Performance Criteria	**Scoring (Check the rating, or circle the corresponding points)**				
	(1)	(2)	(3)	(4)	(5)
Teaching Performance (68 Points) Summary Evaluation: (check one)					
(a) Competence in the subject matter	12	9	6	3	0
(b) Enthusiasm for the subject matter	12	9	6	3	0
(c) Concern for accuracy and fairness, integrity, intellectual honesty, in presenting and discussing the subject matter	12	9	6	3	0
(d) Quality and effectiveness of the instructional resources used	12	9	6	3	0
(e) Capacity and effectiveness of communicating content and meaning of the subject material to students	12	9	6	3	0
(f) Continuous efforts to improve quality and effectiveness of instruction and learning	12	9	6	3	0
(g) Absence of accumulated, justifiable student complaints	12	9	6	3	0
Other Assigned Responsibilities (20 Points) Summary Evaluation: (check one)					
(a) Cooperativeness	5	4	3	2	1
(b) Absence of personal clashes with colleagues	5	4	3	2	1
(c) Participation in the educational activities of the division and the University at large including committee work	5	4	3	2	1
(d) Interest in the growth of the students as shown by effective work with student organizations and/or consultations with individual students	5	4	3	2	1
(e) Advising and counseling of individual students	5	4	3	2	1
Other Rating Factors (12 points) Summative Evaluation: (check one)					
(a) Scholarship, research, professional participation	3.0	2.25	1.5	0.75	0.0

Performance Criteria	Scoring (Check the rating, or circle the corresponding points)				
	(1)	(2)	(3)	(4)	(5)
(b) Provision of education opportunities on equal terms to all persons regardless of gender, race, ethnicity, nationality, handicaps	2	1.5	1	0.5	0
(c) Respect for human personality as shown by attitudes toward students and all other members of the university community and constituencies including the willingness to give serious considerations to opposing points of view	2	1.5	1	0.5	0
(d) Interpersonal communication skills	2	1.5	1	0.5	0
(e) Dependability	1	0.75	0.5	0.25	0
(f) Planning and organizing ability	1	0.75	0.5	0.25	0
(g) Decision making ability	1	0.75	0.5	0.25	0

OVERALL PERFORMANCE EVALUATION

[Outstanding: 90-100; Superior: 80-89; Average: 70-79 Below Average: 60-69; Poor: below 60]

SECTION II: EMPLOYEE COMMENTS

(to be completed at the conclusion of the review discussion)

Employee's Signature _____ Date _____

Divisional Chair's Signature _____ Date _____

Reviewing Dean or Provost _____ Date _____

Policy AA2.08 Appendix B: East-West University Annual Performance Appraisal for Non-Teaching Professional Staff and Classified Personnel

For appraisal period beginning _____ and ending _____

Employee Name _____

Employee Title _____

Employee Department or Unit _____

Supervisor Appraisal

Overall purpose of the position	
Key Responsibilities	Appraisal of Performance
Guide for Overall Performance Appraisal (Supervisor/Evaluator checks one box) ☐ Performance exceeds expectations. ☐ Performance meets expectations and is good and solid. ☐ Performance does not meet expectations because of deficiencies concerning one or more key responsibilities.	
In the space below, the Supervisor/Evaluator summarizes the appraisal of the employee's overall performance. In determining the overall rating, please consider the ratings in each key responsibility and, if applicable, the percent time or weight of each key responsibility.	
If employee performance does not meet expectations, the Supervisor/Evaluator notes specific areas of performance where improvements can be made, describes any specific actions the employee must take to address performance deficiencies, and the schedules follow-up dates on such actions and the date of the next performance review.	

Appraisal Conference

Appraisal Conference is scheduled for _____ with _____.
Date Supervisor name and title

Employee Comments:

Management Review and Comments:

_____ _____
Employee's Signature Date

_____ _____
Supervisor's Signature Date

_____ _____
Reviewing Administrator Date

Policy AA2.08 Appendix C: Part-Time Faculty Performance Review Forms

Note on Evaluation of Adjunct Faculty:

The program director reviews the adjunct faculty's course syllabi and makes periodic visits to classes and discusses the dynamics of the class with the instructor. Adjunct faculty submit an end-of-course feedback document, which asks the instructor's assessment of the students' readiness for the course work, usefulness of such material as texts and syllabi, and the University's support for the instructors' endeavors. Students also evaluate the quality of their courses each quarter.

COURSE EVALUATION FORM FOR ADJUNCT FACULTY

Instructor: _____

Course: _____

Department: _____

[Please respond to the categories below, and comment with reference to strengths, and suggestions of improvements, interaction with students, innovations, etc. as specifically as possible.]

(1) Teaching: In this area please include your general impression of the class "chemistry", level of student enthusiasm for course subject and course content; student preparedness to take this course, classroom management issues, suggestions to strengthen the course and to avoid experienced challenges, and such like.

(2) Course content and delivery: In this area please include usefulness to the students of the syllabus, the required text materials, student course expectations with reference to grading policy, course calendar, coverage of material, course assignments and course tasks, analysis of the student course and satisfaction survey results for the class, and such like.

(3) Student Supports: In this area please include office hours, student contact, academic assistance outside of classroom, monitoring and tutoring support,

(4) Administrative Duties Applicable to Adjunct Positions: In this area please include observations and suggestions with reference to EWU policies and procedures [grading, attendance, syllabi policies, teaching schedule, institutional collegiality, required documentations and records, EWU mission and purposes, etc.

(5) Course and Program Improvement: In this area please include any other observations and suggestions for course and program changes based on your general and specific experiences at EWU and/or other professional involvements.

ADJUNCT FACULTY EVALUATION FORM FOR SUPERVISORS

1. Teaching Performance

Performance Indicator	Outstanding	Good	Adequate	Fair	Weak
Is enthusiastic about teaching					
Is competent and current in course subject and content					
Uses appropriate teaching style for the course					
Exercises situational flexibility with reference to teaching and learning					
Stresses active learning and critical thinking					

Evaluator Comments:

2. Course and Course Content

Performance Indicator	Outstanding	Good	Adequate	Fair	Weak
Distributes a syllabus which is clear and conforms to EWU guidelines					
Has a clear grading policy appropriate for the course					
Covers required course materials					
Selects appropriate course texts and tests					
Returns tests in timely manner					

Evaluator Comments:

3. Classroom Management

Performance Indicator	Outstanding	Good	Adequate	Fair	Weak
Treats students with respect					
Encourages discussion, questions, and critical thinking					
Adheres to teaching schedule					
Implements consistent classroom management etiquette					
Responds well to student disagreements					

Evaluator Comments:

4. Student Support

Performance Indicator	Outstanding	Good	Adequate	Fair	Weak
Provides for student contact outside class time					
Provides guidance for tutoring support as needed					
Encourages student interests above and beyond class content					
Enhances the overall student EWU experience					

Evaluator Comments:

5. Associated Administrative Tasks

Performance Indicator	Outstanding	Good	Adequate	Fair	Weak
Follows University and departmental policies					
Treats faculty and staff with respect					
Turns in required documents (syllabus, resume, grades) on time					
Displays an overall positive attitude for EWU					
Takes interest in departmental and institutional affairs					

Evaluator Comments:

Policy AA2.09: Faculty Promotion

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The formal procedures for promotion shall be initiated by the faculty applicant, and is based upon the individual's academic achievement and performance in the areas of teaching. Consideration for promotion is based upon merit and is independent of tenure. Written intention and documentation must be submitted to the appropriate Divisional Chairperson/Program Director who, with recommendation, will submit it to the Provost. The Provost and Chancellor shall have final authority over all decisions regarding promotion.

II. Background and Guidelines

III. Procedure

Promotion Process

By February 1, the faculty member who wishes promotion informs the departmental/program chairperson and submits the following relevant documents to the chairperson and to the Provost, in support of the application, indicating rank sought:

- Letter of Application summarizing accomplishments;
- Updated resume
- Evaluation materials including class visitations and course evaluations;
- Copies of publications;
- Information concerning relevant activities including presentations, attendance at professional meetings, courses, workshops, seminars, relevant community activities;
- Documentation of other professional activities such as grant proposals, new program development, research in progress, etc.

Within one week after February 1, a Promotion Committee, composed of five senior faculty members (having served a minimum of five years) with a rank above that of the rank requested, is established in conjunction with the Administrative Core Group and approval of the Provost.

By February 20, the departmental/program chairperson reviews the materials and makes a recommendation to the Promotion Committee and the Provost. A rationale for the recommendation is given.

By March 1, the Promotion Committee reviews the materials and makes a recommendation to the Provost. A rationale for the recommendation is given.

By March 15, the Provost reviews the files and recommends approval or denial of the promotion to the Chancellor and informs the Promotion Committee of the recommendation. A rationale for the recommendation is given.

If the Promotion Committee and the Provost do not agree, the Chancellor may appoint a committee to review the files and makes a recommendation. The Promotion Committee may submit a written explanation to be considered by the Chancellor.

By April 15, the Chancellor reviews, makes a decision, and notifies the applicant in writing."

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.10: Faculty Discipline

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

A faculty member may be disciplined for cause including but not limited to

1) Intellectual dishonesty;
2) Acts of discrimination, including harassment, prohibited by law or University policy;
3) Acts of moral turpitude;
4) Theft or misuse of University property;
5) Incompetence;
6) Refusal to perform reasonable assigned duties;
7) Use of professional authority to exploit others;
8) Violation of University policy substantially related to performance of faculty responsibilities; and
9) Violation of law(s) substantially related to the fitness of faculty members to engage in teaching, research, service/outreach and/or administration. Discipline or the threat of discipline may not be used to restrain faculty members in their exercise of academic freedom.

Where disciplinary action short of dismissal for cause is sought, the Provost, shall provide the faculty member with written notice of the cause for disciplinary action and an opportunity to respond prior to the imposition of any disciplinary action.

Disciplinary action may include but is not limited to reprimand, suspension with or without pay, reassignment of duties, and mandatory counseling and/or monitoring of behavior and performance.

All proceedings and records with regard to disciplinary action shall be confidential insofar as the law permits.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.11: Faculty Appeals and Grievances

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

A faculty or academic staff member who feels aggrieved is encouraged first seek an informal resolution before filing a formal grievance. The grievance policy procedures are not intended to be used to challenge University policies.

The faculty member may challenge the imposition of any disciplinary action by filing a grievance under provisions of the Faculty Grievance Procedure. No disciplinary action, except temporary reassignment of duties or temporary suspension with pay, shall be implemented during the pendency of the grievance.

II. Background and Guidelines

Confidentiality

All records and information related to grievance proceedings under this Policy (both formal and informal) shall be kept confidential to the degree permitted by law. The FGO, parties to the grievance, their counsel, and other relevant administrators and faculty (including witnesses, presiding officers, and panel members) shall respect the confidentiality of information and records and the privacy of all parties whose interests are affected by a grievance.

III. Procedure

Filing a Grievance

A faculty or academic staff member may file a formal grievance against an administrator that alleges a violation of University policy or established practice.

A faculty /academic staff member who feels aggrieved may discuss his/her complaint in a confidential conference with his/her supervisor or one of the Provosts.

To file a grievance, an individual faculty or academic staff member must submit a written, signed statement (the "grievance") to the Provost within 28 days of the date that the grievant knew or should have known of the alleged violation. The grievance must contain the following information:

- the specific policy or established practice that has allegedly been violated;
- the date of the alleged violation and the date on which the grievant became aware of the alleged violation;
- the facts relevant to the alleged violation;
- the person(s) against whom the grievance is filed (the "respondent"); and
- the redress sought.

The grievant must also submit any documents that are relevant to the Provost's initial jurisdictional findings.

Jurisdictional & Procedural Decisions

The Provost shall determine whether the following jurisdictional requirements have been met within 14 days of the date that the grievance was filed. The Provost may also seek information from appropriate University office(s) to assist in making these jurisdictional determinations.

- Whether the grievant has standing under the Faculty Grievance Policy;
- Whether the grievance has been filed in a timely fashion;
- Whether the grievance identifies an appropriate respondent(s);
- Whether the grievance adequately identifies the existing policies and/or established
- practices alleged to have been violated
- Whether the grievance contains a reasonably adequate statement of the facts relevant
- to the complaint; and
- Whether any other jurisdictional issue(s) need to be decided in connection with the initiation of the grievance and, if so, an explanation of such issues.

The Provost shall inform the parties in writing if each jurisdictional requirement has been met, along with the names of any University offices consulted regarding the jurisdictional decisions. If any jurisdictional requirement has not been met, the Provost shall dismiss the grievance.

Each party shall have the right to appeal the Provost's jurisdictional decisions by filing a written statement explaining the reason(s) for the appeal with the Provost within 14 days of the issuance of such decision.

If any party files an appeal of the Provost's jurisdictional decision(s), the Provost shall submit the written appeal, together with any written response to the appeal from the parties and a written response by the Provost, to a three-person jurisdictional Grievance Hearing Board appointed by the Chancellor from the list of faculty/academic staff. The Board shall deliberate and submit to the Provost a written decision (including the basis for its decision) on the appeal within seven (7) days of its convening by the Provost.

The Provost shall forward a copy of the jurisdictional Grievance Hearing Board's decision to the parties within seven (7) days of its receipt from the panel.

Responding to a Grievance

The Provost will provide a copy of the grievance and any documents submitted with the grievance to the respondent within three (3) days of receipt. The respondent shall submit any relevant documents concerning the Provost's initial jurisdictional findings to the Provost within seven (7) days of receipt of the grievance.

Informal Resolution Process

The Provost shall confer with the parties and make every reasonable effort to resolve the grievance informally as quickly as possible.

If the Provost determines that the grievance cannot be informally resolved, the Provost shall so notify the parties in writing. If the grievant wishes to pursue the grievance, the grievant must submit a written request for a formal hearing to the Provost within 14 days of such notice. Failure to submit such a request will constitute a waiver of the faculty member's right to pursue the grievance.

Grievance Hearing Board

All full-time faculty and academic staff who have served at least three consecutive years and are engaged in the academic activities of the University on a regular basis are eligible and expected to serve as members of the Grievance Hearing Board.

The Grievance Hearing Board shall consist of three members selected by the Chancellor. Hearing Boards shall serve throughout an entire proceeding.

The Provost shall take necessary precautions to avoid any conflict of interest on the part of the hearing panel's members. No member of the hearing board shall be from the same department.

1. Hearings shall be scheduled as expeditiously as possible and with due regard for the schedule of both parties. Grievances involving faculty/academic staff who hold academic year (AY) appointments will normally not be held during summer semester unless the faculty/academic staff member has a summer appointment.

2. The Provost shall convene the hearing panel and shall be present during all formal proceedings. The Provost shall provide written notice of the time and place of the hearing, the names of counsel, the names of any witnesses, and copies of any documents submitted by the parties and deemed relevant by the Provost, to each party at least seven (7) days before the hearing.

3. The hearing shall be conducted in good faith and must be completed within 14 calendar days unless the Provost determines that an extension of time is necessary.

4. The privacy of confidential records used in the hearing shall be respected.

5. All parties may present their cases in person or their representative and may call witnesses on their behalf. The names of witnesses must be provided to the Provost at least seven (7) days prior to the hearing date.

6. Any party or counsel shall be entitled to ask pertinent questions of any witness or the other party at appropriate points in hearings. The Presiding Officer shall determine what questions are pertinent.

7. The grievant bears the burden of proving that there has been a violation of policy or established practice.

8. The Provost shall decide the grievance, in writing, within 28 days of receipt of the hearing panel's findings and recommendations.

9. All parties shall be notified in writing of their right to appeal by the Provost when a copy of any decision is forwarded to the parties.

If the Provost is a direct party to the grievance, the Chancellor will take the place of the Provost.

If the Chancellor is a direct party to the grievance, the Provost will assume the functions for the procedure of the Chancellor, if accepted by the grievant or the latter may select a member of the Board of Directors or Trustees, with mutual agreement of grievant and Provost/Chancellor.

The Chancellor shall decide the appeal within 28 days of receipt of the appeal panel's findings and recommendations

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

- **Grievance**: A written complaint alleging a violation of University or department policy or established practice, for this policy specifically referencing one filed by a faculty or academic staff member against an administrator of the University.

VII. Revision History

- Formalization/Standardization: May 1, 2016

- Board Review and Approval: August 19, 2016

Policy AA2.12: Faculty Reappointment

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

All full-time faculty members to be reappointed shall receive written notice in the form of a letter of reappointment from the Chancellor or his/her designee no later than ten days prior to the end of the academic year. There shall be two types of reappointment: firm reappointments and conditional reappointments.

Faculty members who receive firm letters of reappointment shall be those deemed indispensable to program maintenance. The decision to offer firm letters of reappointment shall be solely at the discretion of the University administration.

Conditional letters of reappointment shall be contingent upon the University's need or requirements for the ensuing academic year. A conditional letter of reappointment shall not be deemed a firm offers until the University has so notified the faculty member no less than ten days before the beginning of the academic year.

The faculty member desirous of continuing in the employ of the University shall sign the reappointment letter and return it to the Provost or Chancellor. Failure to return the signed letter within fifteen days from the date of its receipt by the faculty member shall signify refusal of the position offered.

Faculty members not being considered for reappointment shall be sent non reappointment letters by the Provost or Chancellor no later than ten days prior to the end of the academic year.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.13: Faculty Qualifications

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University employs only qualified faculty members prepared to accomplish the University's goals of providing quality programs and services responsive to the needs of students.

The University's basic standards for faculty require that they be prepared to instruct courses leading to a Bachelor's degree. As such, each faculty member must at the minimum possess a doctorate or master's degree.

Each Program Director approves individual faculty members to teach specific courses after review of their qualifications, including official transcripts and record of teaching experience. Prior to teaching each faculty member must complete review of the appropriate orientation materials including all policies applicable to faculty at the institution.

II. Background and Guidelines

This policy provides supplemental guidance for the hiring review described in Policy AA2.05: Academic Hiring, the annual review described in Policy AA2.08: Faculty Evaluation, and for the ongoing review and assignment of faculty by Program Directors.

III. Procedure

Determination of Instructional Competencies

In order to instruct University courses a faculty member must possess a Master's degree (or higher) in a related field, and have demonstrated competencies in a discipline strongly relevant to the course subject. Competencies must be demonstrated through acceptable evidence, to include:

- Excellence in advanced study or research in the particular subject of the course.
- Effective work in the field.
- Industry certification and years of experience successfully working in the field.
- Recognition of excellence in performing work that is the subject of a course.
- Expertise, ability, and talent validated through publication or through wide critical and public acclaim.
- Nationally recognized rating of proficiency.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA2.14: Faculty Development

Policy Type: Academic Affairs Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University takes its continued support of faculty development seriously and has established a number of initiatives to ensure that faculty remain up-to-date in their disciplines.

- The University allocates $1,000 annually for each full-time faculty member to attend workshops and conferences. Additional funding for these activities may be available with the approval of the Provost.
- The University provides assistance in applying for grants through the Office of Development and University Relations.
- The University provides reimbursement of professional and academic organization dues for faculty members
- The University provides guidance to full-time and part-time faculty members. For the duration of their first teaching assignments, faculty are supported by the Program Director or designee through regular meetings. Program Directors continue to provide guidance and answer questions regarding teaching style, approaches, and other classroom issues on an ongoing basis.
- Program Directors conduct occasional class visitations, including mandatory observations during a faculty member's first year. The Program Director may also assign other full-time faculty members to conduct visitations. Reports on those visitations are included in the annual faculty evaluation process.
- Program Directors complete faculty evaluations and conduct follow-up discussions, as detailed in Policy AA2.08 Faculty Evaluation. A primary purpose of these evaluation conferences is to discuss potential faculty development activities for the upcoming year on an individualized basis.

II. Background and Guidelines

Policy HR1.18: Support for Professional Development details the processes for faculty members to request paid leave to attend workshops and conferences, and to request reimbursement of organizational dues.

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Board Review and Approval: August 19, 2016

Policy AA2.15: Faculty Workload Assignment

Policy Type: Academic Affairs Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University constantly strives to improve the quality of teaching, increase faculty satisfaction and enhance student experiences. Faculty leadership and administration periodically review the teaching schedules for full-time faculty, including both policy and actual experience. Faculty leadership also benchmarks policy and practice with research about faculty teaching requirements at other institutions. To support our institutional mission and the mission of the academic programs, faculty workload includes teaching, service, and scholarship.

The assignment of faculty workloads is organized on the principle that each academic unit must meet its overall responsibilities in teaching, research and service within approved budgets and in a fully satisfactory fashion. Because specific academic program missions may differ, the responsibility for determining specific faculty workloads rests with Program Directors, subject to approval by the CAO.

II. Background and Guidelines

As a general guideline, East-West University supports the following statement: "Higher education works best when faculty members teach with enthusiasm, engage in scholarly activities and research, and are deeply committed to collegial, community, and professional service." (AAUP, 1993).

East-West aims to maintain an optimum class size that does not exceed 20 students. The full-time faculty provide the backbone support the University's staffing

III. Procedure

Workload Minimums and Maximums

At East-West University, the primary activity of full-time faculty is teaching and represents the majority of their workload. Their remaining workload consists of service to the university and scholarship. East-West University attempts to accommodate faculty requests on scheduling of teaching assignments to allow for personal and professional obligations.

Program Directors, as faculty administrators, may be assigned more that 50% of their duties to service to the University, but at a minimum will teach one course in each of the Fall and Winter quarters, and a minimum of three courses per year.

An adjunct faculty member will not be contracted to teach more than five courses in any one quarter.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Board Review and Approval: August 19, 2016

Policy AA3.01: Course Registration

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Registration for each quarter begins at the Registration Fair that occurs in the fourth week of the previous quarter. Students may register for courses at any time prior to late registration deadline, which is the Friday at the end of the first week of the Term.

Academic Counselors are responsible for contacting students about registration and advising on appropriate courses.

Freshmen must register through an Academic Counselor, who will collect their Registration Form (in person, or through mail or fax) and input registrations into the University information systems.

Sophomores, Juniors, and Seniors may register through their Academic Counselor, or use the University's online registration system.

II. Background and Guidelines

III. Procedure

Registration Changes

During the first week of classes, courses may be changed without any additional charge, but appropriate tuition will apply.

Change of Schedule Forms must be signed by the advisor and submitted to the records office.

IV. Policy Owner

- Registrar

V. Related Documents

- Initial Registration Form
- Change of Schedule Form

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.02: Course Withdrawals

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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 record's office.

Students may withdraw from courses by submitting a Withdrawal Form to the records office within the first seven weeks of a term. 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 records office. notification to an instructor or withdrawal by telephone is not sufficient to withdraw or cancel a registration.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Registrar

V. Related Documents

- Withdrawal Form

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.03: Administrative Drops

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Any student who has attended but has missed all classes for two consecutive weeks will be administratively dropped.

II. Background and Guidelines

III. Procedure

Notification

Academic Counselors attempt to contact students every time they appear on the daily attendance report as having missed a class. If a student is administratively dropped, they will receive an official notification email and mailing from the University sent by the Office of Counseling and Student Affairs.

IV. Policy Owners

- Registrar

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.04: Withdrawal from the University

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

If a student wishes to withdraw, completely or partially, from a program in which the student has enrolled, the student must complete, sign and submit, personally or by mail, the prescribed forms to the record's office. Verbal withdrawals are not accepted.

Students who fail to register for a University course for more than one year are administratively withdrawn and must complete an application for readmission with the admissions office.

This provision is separate from and in no way mitigates the enrollment requirements for financial aid described in Policy FA1.04: Enrollment Requirements for Financial Aid.

II. Background and Guidelines

III. Procedure

Administrative Withdrawal Notification

If a student is administratively withdrawn, they will receive an official notification email and mailing from the University sent by the Office of Counseling and Student Affairs.

IV. Policy Owners

- Provost

V. Related Documents

- Program Withdrawal Form

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.05: Leaves of Absence

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Students can interrupt their educational program at East-West University for a Leave of Absence (LOA) for up to six months. A LOA is a temporary interruption in a student's program of study during which the student is considered to be enrolled. Students are required to contact their Academic Counselor to request a LOA.

An LOA cannot exceed 180 days in any 12-month period or it may have a serious impact on a student's financial aid. Federal educational loan regulations state that when a student borrower ceases to be enrolled at least half-time for 180 days (6 months) in any 12-month period, the borrower will be considered as withdrawn from school for loan repayment purposes. Any student considering requesting a leave of absence should consult with the Financial Aid Office to determine how their financial aid will be affected.

The University may neither credit a student's account nor deliver loan proceeds to the student borrower while the student is on an approved leave of absence. A student who is approved for a leave of absence after receiving financial aid for the semester may be required to return a portion of the aid previously received. At that point, the school is required to calculate the amount of financial aid the student earned and the amount of financial aid that must be returned. These calculations are based on the time the student was enrolled. The percentage of the semester the student completed is the percentage of aid the student can keep. The percentage of the semester the student did not complete is the percentage of aid that must be returned. Once a student completes 60% of the semester, the student has earned 100% of the aid they received for that semester.

II. Background and Guidelines

III. Procedure

IV. Policy Owner

- Registrar

V. Related Documents

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.06: Repeating a Course

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-west University allows students to repeat courses to improve previously earned grades.

Repeated courses are 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 all transcripts, however only the higher grade will be calculated in computing the grade point average.

A grade earned at East-West University cannot be replaced by transferring the equivalent course from another college.

II. Background and Guidelines

III. Procedure

Transcript Designations

The lower (and replaced) grade from a repeated course will appear on a student's transcript with the annotation "R". The higher grade from a repeated course will appear as normal.

IV. Policy Owner

- Registrar

V. Related Documents

- None

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.07: Transcripts

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Transcripts of the academic record show students' courses and grades, and for graduates, the degree, majors and academic honors. An official EWU transcript may be issued to the student, mailed or faxed to a third party directly. Applicable fees are listed under Policy SA1.01 Tuition and Fees.

II. Background and Guidelines

III. Procedure

Transcript Requests

Transcripts may be requested in person, in writing, or online at www.studentclearinghouse.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.

IV. Policy Owner

- Registrar

V. Related Documents

- None

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.08: Grading and Student Evaluation

Policy Type: Academic Affairs
Initial Policy Approved: May 1, 2016
Current Revision Approved: August 19, 2016
Procedure Effective Date: August 19, 2016

I. Requirements

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 records office. Course outcomes are recorded on the official transcript by letter grades:

Grade	Quality Points
A (excellent)	4
B (good)	3
C (average)	2
D (lowest passing grade)	1
F (failure)	0
P (pass)	NA
I (incomplete)	NA
W (withdrawal)	NA
AU (audit)	NA

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, and W are not counted in the computation of the grade point average.

A grade of I (incomplete) may be changed to the earned letter grade if, within one quarter of the award of an I, the student completes all the course requirements necessary for evaluation. 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.

Students may choose to audit a course. Under this option the student's obligation is to attend the course, but 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 multiplying the number of credit hours of a particular course by the quality points corresponding to the grade earned in the course, 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 points by the number of credit hours of all those courses.

II. Background and Guidelines

III. Procedure

Recording of Grades

Faculty members must submit grades within 48 hours of the last day of the quarter. An instructor has one quarter to correct any grading errors. After the deadline is passed, a grade assigned by the instructor can be changed only by special petition to the Provost. 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 within one quarter of receipt of that grade.

IV. Policy Owners

- Registrar

V. Related Documents

- None

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.09: Record Privacy and FERPA

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University complies fully with the Family Educational Rights and Privacy Act 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 (as more specifically detailed in the procedures, and in Policy AA3.11: University Student Academic Record Management) 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 records office.

II. Background and Guidelines

III. Procedure

<u>FERPA Rights</u>

FERPA affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education record(s) within 45 days of the day the registrar receives a written request for access identifying the record(s) the student wishes to inspect. The school will make arrangements for access and notify the student of the time and place where the records may be inspected. Students may obtain copies of their education records for a nominal fee.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading or in violation of their privacy rights. A written request for amendment that fully describes the specific reason(s) for the requested change must be given to the registrar. Following review, the student will be informed of any amendments or denials of amendment to his or her education records, including a detailed explanation for the decision rendered. Students have a right to a hearing regarding the request for amendment by making a written request to the Grievance and Appeals Committee and presenting evidence relevant to the disputed issues. All decisions made by the Grievance and Appeals Committee are final. Copies of all requests and written documentation regarding the contents of a student's education record will be retained as part of that student's permanent record.

3. The right to consent to disclosure of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

4. The right to file a complaint with the U.S Department of Education concerning alleged failures of the university to comply with the requirements of FERPA. The office that administers FERPA is:

   Family Policy Compliance Office
   U.S Department of Education
   400 Maryland Avenue, SW Washington, D.C. 20202-8520

Disclosure Without Consent

In specific circumstances, FERPA authorizes disclosure of personally identifiable information from educational records without the prior written consent of the student. One such circumstance is disclosure to school officials with legitimate educational interests. A school official is a person employed by a school in an administrative, supervisory, academic, research or support staff position, or a member of the board of trustees. A school official has legitimate educational interest if the official needs to review education records in order to fulfill his or her professional responsibility. Other instances where student information may be disclosed without the permission of the student include, but are not limited to:

- Disclosure made to authorized representatives of the U.S. Department of Education, the Office of the Inspector General, accreditation and licensure agencies, and state and local education authorities.
- Disclosure in connection with financial aid for which the student has applied.
- Disclosure made to the student's parent(s) if the student is a dependent (as defined by the U.S. Internal Revenue Service).
- Disclosure made to organizations that are conducting studies concerning the administration of student aid programs on behalf of educational agencies or institutions.

Record of Disclosures

The registrar maintains a record of each request for access and each disclosure of personally identifiable information from the education records of each student. This record will be maintained with the education records of each student and will include the parties who have requested or received information and the legitimate interests the parties had in requesting or

obtaining the information. The university is not required to keep record of disclosures made to:

- The student.
- Any school official with a legitimate educational interest.
- Any party with written consent from the student.
- Any party receiving records as directed by law.

IV. Policy Owner

- Registrar

V. Related Documents

- None

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.10: Syllabi

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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. 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 adopted by the Faculty Council in 2010.

Statement on Plagiarism

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.

Statement on Cell Phone Usage

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.

II. Background and Guidelines

East-West University has standardized course syllabi for the multiple-section 100 and 200 level courses.

Departments, under the guidance of the Program Chairs may also set general policies for syllabi in order to:

- Take into account program-specific configurations and requirements.
- Develop program assessment results which are used to strengthen the respective programs and program courses.

III. Procedure

IV. Policy Owner

- Registrar

V. Related Documents

- None

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA3.11: University Student Academic Records Management

Policy Type: Academic Affairs Initial Policy Approved: July 6, 2015 Current Revision Approved: October 20, 2020 Procedure Effective Date: October 20, 2020

I. Requirements

The University Registrar is the Custodian of Records, and is responsible for retaining and timely destroying Student Academic Records in compliance with the procedures described in this policy. This position, or designee, is further responsible for conducting regular institution-wide student records inventories and for records management training.

The official copy of a Student Academic Record resides in the student information system unless otherwise noted in the Student Academic Record Retention Schedule. The student information system shall serve as the sole source of Student Academic Record information needed to create a student academic transcript. Other forms of Student Academic Record information not identified in the Student Academic Record Retention Schedule shall not be maintained beyond the extent necessary to conduct University business.

Student Academic Records contain confidential information which is protected by University policies and procedures, as well as, state and federal laws and regulations including but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the Gramm-Leach-Bliley Act (Appendix A). This Policy shall be implemented in a manner consistent with all such policies, procedures, laws and regulations, as those may be amended from time to time.

II. Background and Guidelines

The Student Academic Records Management Policy serves to (1) establish an efficient University-wide record management system for defining, maintaining, identifying, retrieving, preserving, and destroying Student Academic Records, (2) ensure that Student Academic Records are adequately protected, (3) preserve University history, (4) ensure that Student Academic Records that are no longer needed or of no value are destroyed at the appropriate time, and (5) comply with all applicable local, state, and federal laws and regulations, as well as the rules and regulations of any other applicable agency, such as the Higher Learning Commission.

The policy applies to all Student Academic Records regardless of format, whether in paper, electronic, microform (e.g., microfilm, microfiche, magnetic tapes, and CD-ROM), or other medium. It applies to all employees and non-employee representatives who conduct business for or on behalf of the University.

III. Procedures

Records Management Responsibilities

Registrar and Custodian of Records

The primary role of the Registrar is to provide guidance and assistance to EWU personnel in managing student academic records they create and/or use.

Specifically, the Registrar will establish and coordinate records scheduling and disposition in accordance with department reported records inventories. Establish new records retention schedules as needed with the Illinois Board of Higher Education (IBHE) to ensure the appropriate retention and/or disposition of records. Reporting to IBHE and/or any other relevant State body, the Registrar will ensure institutional compliance with any relevant State statute and regulations, including, but not limited to, the Private College Act and the Academic Degree Act and 23 Ill. Admin. Code 1030, the P-20 Longitudinal Education Data System Act, the Dual Credit Quality Act, etcetera.

The Registrar will provide EWU departments and individuals with training and assistance in the areas of compliance with federal and state laws, regulations, and policies. The Registrar will also assist with records retention and disposition, storage, security, identification of vital records, records preservation and associated services.

The Registrar and Custodian of Records is responsible for:

- Developing and maintaining practices and procedures that meet the specific requirements under this Section VI and Section VII below;
- In collaboration with the responsible administrator ensuring that all employees and/or non-employee representatives of the University comply with this Policy;
- Reporting any potential or actual non-compliance with this Policy to the responsible administrator;
- Designating an Alternate Custodian of Records in the event the current Custodian of Records departs from the University or is unavailable;
- Responsible for maintaining the Student Academic Record in compliance with the Record Retention Schedule university-wide;
- Implement the established record management practices and procedures on a day-to-day basis.

Specifically:

- Coordinating the retention, preservation, and destruction of Student Academic Records in accordance with this Policy;
- Collaborating with each applicable University Department to establish Student Academic Records management practices and procedures in compliance with this policy;
- Coordinating the University's efforts to comply and respond to any issued Litigation Hold Notice, internal or external investigations, court orders, or other requests for records in a timely fashion;

Responsibilities of All Employees and/or Non-Employee Representatives

All employees and/or non-employee representatives are responsible for the Student Academic Records in their possession. All employees and/or non-employee representatives are responsible for reviewing the content of the records they use in conducting University business and complying with this policy. The Network Administrator is not responsible for determining whether or not an electronic record must be retained or destroyed in accordance with this policy. All employees and/or non-employee representatives are responsible for complying with this policy as well as the Student Academic record management practices and procedures established by the University. Failure to comply with this policy may result in disciplinary action (up to and including termination) and/or legal action. If an employee and/or non-employee representative believes another employee and/or non-employee representative is violating this policy (e.g. maintaining Student Academic Records in a non-secure manner), such employee and/or non-employee representative should immediately contact the Custodian of Records for Student Academic Records.

Official records are the property of EWU. Officers, employees and contractors leaving EWU or relinquishing their positions shall leave all Official Records for their successors.

Training

For accountability purposes and to ensure records are easily accessed and retrieved by authorized personnel when needed, no access to student academic records is permitted without training. East-West University requires:

- All new hires who will have access to a student academic records to complete FERPA training, CAMS training and records management training prior to gaining access to student academic records.
- New hires will also be required to sign an Employee Confidentiality Agreement which acknowledges that he/she has received the required training and understands all applicable policies and procedures.
- All employees will complete refresher training on CAMS, FERPA and records management once every five years and will complete a new Employee Confidentiality Agreement at that time. The Registrar and the Assistant to the Chancellor shall be responsible for tracking this training.

Commitment to Confidentiality

EWU is committed to safeguarding student academic records. The institution shall not release personally identifiable information to a third party without the written consent of the student. The written consent must specify the records to be released, the purpose of the disclosure, identify the party or class of parties to whom disclosure may be made, and must contain the student's signature and date. EWU will, however, release information designated as "Directory Information" (Appendix B) and student academic record information to the following:

- Authorized representatives of State or Federal supported programs for evaluation and audit; State and Local officials to whom disclosure is specifically required by State Statute;
- Veterans Administration officials for students receiving educational assistance;
- Accreditation agencies carrying out their accrediting functions;
- EWU officials who have a legitimate educational interest;
- Organizations providing financial aid to the student;
- Organizations conducting studies for education agencies or institutions to develop, validate, and administer predictive tests, to administer student aid programs, or to improve instruction; Persons in compliance with a judicial order or a lawfully issued subpoena;
- To persons in an emergency, if the knowledge of information, in fact, is necessary to protect the health or safety of students or other persons;
- To an alleged victim of crime of violence, any results of any institutional disciplinary proceedings against the alleged perpetrator of that crime with respect to that crime;

Security Guidelines

All irregularities or missing student academic records documents are reported immediately to the Office of the Registrar. All student records must be maintained in a secure environment:

- No documents or reports containing protected student information are ever left on reception desks/counters or in other areas open to view and/or access by students and visitors.
- All student records are removed and/or secured before leaving an unsecured work area.
- All computer monitors are positioned so that a student's electronic record cannot be
- viewed by other students or unauthorized persons.
- No students or student workers have authorized access to completed Grade Rosters or Grade Change Forms prior to receipt by the Office of the Registrar.
- All Grade Rosters, Grade Change Forms and graduation certification forms are carefully reviewed.
- No student is authorized to hand-carry or deliver signed documents detailing significant updates to the student's own record.

Record Creation

All official student academic records are stored electronically in the student information system CAMS (CAMS) either as a database record or attached image (see Student Academic Records Retention Schedule).

A record is created when an applicant submits a complete application for admission. A complete application includes an electronic or paper application for admission, official transcripts from all post-secondary institutions where credit was attempted and for students with less than 24 earned transferrable credits toward a baccalaureate degree, official standardized test scores (ACT or SAT), an official high school transcript showing the date of graduation or an official GED completion certificate. All students who are admitted to EWU without official transcripts indicating transfer credit during their first quarter at EWU, and who are enrolled in full-time coursework on the official census date of the fall term, shall be included in the official student cohort. Any student admitted without all official required documents must be admitted as a non-degree seeking student and therefore ineligible for institutional aid. A registration hold will be placed onto the student record to prevent any future registration without all official documents on file or to allow the student to continue for an additional term as a non-degree seeking student.

When this occurs, FERPA and other related regulations apply to the content and management of the record. Responsibility for the accuracy of the student record from the point of application to enrollment is the responsibility of Director of Admissions. The Director of Admissions is responsible for the timely and accurate disposition for all non-matriculated applicant files. Documents received and stored in paper format should be retained for up to two (2) years, then shredded. Applicants who express interest in attendance after records have been shredded must re-submit official documents.

Student Record Data Integrity Review

After enrollment has been confirmed, responsibility for the student academic record is transferred to the Registrar who will retain responsibility for the accuracy and integrity of the record throughout the record lifecycle. Regular and ongoing data integrity checks should be conducted to ensure the accuracy and integrity of the student record data across all records sources and in all formats. These data integrity checks should include at a minimum, reports which identify the following:

- A mismatch between student type and admissions type.
- A mismatch between student enrollment status (FT/PT) and the number of credits enrolled.
- Mismatch between financial aid enrollment status and general student academic record enrollment status.
- A mismatch between major, minor and concentration dependencies.
- Missing anticipated graduation dates.
- Missing grades.
- List of incomplete grades past the policy deadline for conversion to a final grade.
- A mismatch between the financial aid student academic program of record and the general system academic program of record.
- Mismatch between class level based on credits earned and the level on the student's record (freshman, sophomore, etc.)
- Complete institutional withdrawals not communicated to financial aid as needed.
- Any other missing data required for an accurate student academic record.

Additional reports may be developed to support data integrity. In conjunction, the Registrar is also responsible for leading a bi-annual student records inventory and developing related training documents.

Matriculated Student Data Reporting

The University has created procedures to ensure the accurate reporting of data on matriculated students to meet legal and regulatory requirements.

1. Establishing Official Student Cohorts

Each fall, the official cohort of first-time, full-time, degree seeking students must be established on which IPEDS and other required enrollment reports must be based. All students who are admitted to EWU with less than 24 quarter hours of transfer credit of prior coursework during their first quarter at EWU and who are enrolled in full-time coursework on the official census date of the fall term shall be included in the official student cohort. Each student must be identified in the CAMS student information system using a defined data field that cannot be changed so cohort students can be identified in future year enrollment reports.

The cohort code shall not be changed even for students who are determined to have transfer credit after the cohort code has been applied. All attempts should be made to account for transfer credit before the cohort code is applied.

2. IPEDS Definitions

Fall cohort The group of students entering in the fall term established for tracking purposes. For the Graduation Rates component, this includes all students who enter an institution as full-time, first-time degree or certificate-seeking undergraduate students during the fall term of a given year.

- **First-time student (undergraduate)**: A student attending any institution for the first time at the undergraduate level. Includes students enrolled in academic or occupational programs. Also includes students enrolled in the fall term who attended college for the first time in the prior summer term, and students who entered with advanced standing (college credits earned before graduation from high school).
- **Full-time equivalent (FTE) (enrollment)**: A measurement equal to one student enrolled full time for one academic year. Total FTE enrollment includes full time plus the calculated equivalent of the part-time enrollment. The full-time equivalent of the part-time students can be estimated using different factors depending on the type and control of institution and level of student.

Source: http://nces.ed.gov/ipeds/glossary/pdf/IPEDSglossary.pdf

Electronic Academic Record Management System

The CAMS System is used to manage the life cycle of data, documents and records in various media. CAMS aims to preserve the integrity and authenticity of records and their contextual metadata over time from creation through to disposition or long term preservation. The system may be designed to automate and track access and privacy, manage retention, preserve and audit the integrity and authenticity of records throughout their life cycle. As technologies are considered for replacement or upgrades, recordkeeping, privacy and security requirements must be included as part of the analysis and review process.

Student Information System Log-On ID's and Passwords

The log-on ID serves several functions. First, it establishes an account for data changes for an individual. Second, it identifies the access level the individual requires and third it provides the ability to track activity the individual generates. As such, a log-on ID belongs to a single individual. It is the responsibility of each supervisor to notify the appropriate offices when the individual leaves the employment of EWU or changes positions. Upon such notification, the log-on ID should be discontinued to prevent inappropriate access and data changes. The log-on ID is the first of two pieces of information required to access the CAMS system. The second piece of required information is the password. It is associated with the logon ID and can be changed by the user. The password serves as the first level of security to assure that only authorized individuals access EWU information. The password is entered with the log-on ID to initiate a computer session. The password should never be shared with another individual. Password changes should be requested every 6 months to one year to protect the employee, student and the integrity of the data resting in CAMS. Password changes should be directed to Network Administrator.

Password Guidelines

A password **must**:

- Be 8-31 characters in length
- Contain a non-alphanumeric character such as (!] & * , + = : -)

A password **cannot**:

- Be exactly the same as your last password
- Include a caret (^), dollar sign ($), a single quote ('), a double quote ("), a number sign (#), a less-than sign (<), a question mark (?), a pipe (|), a back quote (`), or a backslash (\ ) □include character strings from your name or your logon ID (examples for "James Smith": "James", "Smith") □ include more than four repeated letters or numbers (example: "aaaaa", "33333")
- Include reserved sequential character strings (example: "asdf" or "jkl;")

Record Retention Practices

Student Academic Records must be retained by the Custodian of Record in the following manner and as detailed in the Student Academic Records Retention Schedule:

- Hardcopies must be retained in hardcopy form unless it is converted to electronic format in a University centrally managed system (i.e. CAMS).
- Required electronic records, such as e-mails (refer to the University email retention policy for specific details), pdfs, and other electronic documents that are not retained in a University centrally managed system should be stored in a manner that preserves their original content or retains the ability to recreate the original information in a usable format (e.g. transcripts).
- Electronic records stored within a University centrally managed system must comply with the requirements for Protection and Security of Confidential Information and Response to Record Requests, and other applicable University policies. The Custodian of Record is responsible for contacting and consulting with the Network Administrator to ensure such compliance.

Physical Storage Facilities Practices for Non-Electronic Student Academic Records

The University's storage facility practices must ensure the preservation of all Student Academic Records in their original condition while also ensuring efficient retrieval of such records. The University shall secure any physical on-campus storage facility to avoid unauthorized access. In addition, such facility and set up should protect such records from possible physical damage such as:

- Pest infestation
- Fire, smoke, or sprinkler damage
- Water damage (e.g., humidity, leaky pipes)
- Damage from magnets (e.g., digital data on magnetic storage media)

Special Provisions for Technology Dependent Student Academic Records

Technology-dependent records, including structured data within various databases, electronic records, micrographic records and audio-visual records, generated or received in the course of business are EWU Records. Electronic information whether structured (e.g. database records), unstructured (e.g. word processed documents, web content, social media) including any relevant contextual metadata should be preserved, maintained and accessible for as long as they are required to meet student records retention requirements. The Network Administrator is responsible for ensuring these conditions are met and maintained. The following guidelines apply to Electronic Student Academic Records Management:

- **Metadata defined**. Metadata is information about a student academic record. For example, date of record creation, date of email receipt, file format, record series, a 'record contains sensitive information' flag, are all potential metadata fields. Some metadata fields (file creation date, file last modified date, etc.) are frequently attached to electronic document types without user intervention. Others may require user interpretation and input.
- **Electronic Record Maintenance**. Electronically stored student academic records must be able to be recreated or reproduced in a reasonable facsimile to their original appearance as they existed at the time of creation or initial transmission, including metadata and associated information (email attachments, linked documents, etc.), for the life of the record.
- **Records Indexing**. All relevant EWU departments shall be aware of what electronic student academic records they have generated or are in their custody, and shall be able to provide a complete inventory of those records to Administrative Core Group within 10 working days, upon receipt of an inventory request.
- **Backup Files and Disaster Recovery**. Electronically stored student academic records shall be protected from hardware malfunction, accidental erasure, and disasters which may render the records unavailable. The preferred mechanism for electronic record storage is to store records on central

servers provided by Network Administrator which performs backups and disaster recovery services on those servers.

- **Records stored on local machines**. EWU student academic records shall not be stored on local machines without the express written permission of Administrative Core Group.

Student Access to Academic Records

Commitment to Provide Access

EWU will provide services to students and former students to inspect and review their own student record upon request. This service will provide copies of records and an interpretation and explanation of the record, if requested. Limitations on this service are that EWU will not allow students to inspect or review:

- Financial information submitted by parents;
- Confidential letters and statements of recommendation to which the student has waived his or her right to inspect and review and that are related to her/his admission, application for employment or job placement, or receipt of honors;
- Student academic records that contain information about more than one student. However, in such cases the institution will permit access to that part of the record which pertains only to the inquiring student.

EWU does not require students to waive any of their rights to review any part of their student record. If, however, a student should waive any or part of her/his rights to review confidential letters and statements of recommendation under FERPA, the right of waiver will be subject to the following conditions:

- Waivers shall not be required at this institution;
- No service or benefit will be denied to students who do not supply waivers;
- That the document(s) to which the student has waived the right to review is(are) used only for the purposes for which it was originally collected;
- That all waivers for right to review be in writing and signed by the student. The student may later revoke the waiver, but they will not have access to those documents that were collected when the waiver was in force.

FERPA Compliance

The Custodian of Records and designees will comply with the requirements of FERPA (including any future changes that supersede the text of this section) regarding student access to their own educational records:

Source (http:/www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html).

"FERPA provides that educational agencies and institutions that receive U.S. Department of Education funds may not have a policy or practice of eligible students of the right to:

- Inspect and review education records within 45 days of a request
- Seek to amend education records believed to be inaccurate; and
- Consent to the disclosure of personally identifiable information from education records, except as specified by law.

Educational agencies and institutions also must annually notify eligible students of their rights under FERPA. They must also notify parents and eligible students of the educational agencies' or institutions' directory information policy, if they have one. Educational agencies and institutions must comply with FERPA's recordation and re-disclosure provisions and other provisions under FERPA."

The model that East-West University uses for these disclosures is provided in Policy AA3.11 Appendix B: Model Notification of Rights Under FERPA for Postsecondary Institutions.

Third-Party Access to Student Academic Records

EWU may disclose personally identifiable information from education records in order to comply with a judicial order or lawfully issued subpoena. EWU must make a reasonable effort to notify the parent or eligible student of the order or subpoena in advance of compliance so that the eligible student may seek protective action unless the disclosure meets a specific exception found at 34 CFR § 99.31(a)(9)(ii). These exceptions include when a court has ordered that either a federal grand jury subpoena not be disclosed, a court or other issuing agency has ordered that a subpoena for law enforcement purposes not be disclosed, or when an ex parte court order has been obtained by the United States Attorney General concerning certain investigations or prosecutions.

Record Requests

In order to review his/her education record, a student must go to the Office of the Registrar and fill out a Student Request to Inspect and Review Education Records Form. A review date will be scheduled (FERPA requires the review to be within a maximum of 45 days of the date of the student's request) within 5 working days of receipt of the signed request, except for the first two weeks of a quarter when it will be within 10 working days. On the scheduled review date the student must bring a photo identification card before the review will be allowed.

Requests made by attorneys, law firms or parents should be directed first to the Registrar, who will review and discuss the request. If the Registrar determines that the request may be allowed under FERPA and other applicable regulations, he/she will require the requestor to provide all necessary verification of the basis for the request and the identity of the requester before the request can be processed. The Registrar shall also assess the estimated length of time for compilation of information, and communicate this to the person making the request. Once the University's response has been compiled, the Registrar shall comprehensively review all materials.

Requests made by members of the media, or general public shall follow the same procedure as for legal and parental requests, except that they should be directed first to the Director of Public Relations for an additional initial discussion of the need for the requested information.

Student Academic Record Retention Schedule

Record retention and disposal shall be carried out in the manner established by the applicable Student Academic Records Retention Schedule or as specified by or approved by IBHE and Administrative Core Group.

EWU shall comply with the requirements for retention and destruction as set forth in the Student Academic Records Retention Schedule. However, if a student has requested access to their student academic records, the request of the student shall supersede the records retention schedule and they will not be destroyed until the conflict/request is resolved/fulfilled.

Active, Inactive, and Historical Records must be maintained in accordance with the Record Retention Schedule and this Policy. Expired Records must be destroyed in accordance with this Policy. If a record is not found under the Student Academic Record Retention Schedule, it must be destroyed once it is no longer needed in the ordinary course of University business.

If a record fits within two categories, each having a different retention period, the longer period governs.

Timing for Destruction of Expired Academic Records

If a member of the University administration, staff or faculty believes a record not listed on the Record Retention schedule should be retained beyond the time period specified on the Record Retention Schedule, the individual should not destroy such record without prior approval of the University Registrar and responsible administrator.

In order to facilitate compliance with this Policy, all Record Retention Periods expiring during a calendar year may be extended to the last day of such calendar year. Thus, all Student Academic Records expiring during a calendar year should be destroyed on the last day of that calendar year.

Processes for Destruction of Expired Records

All Expired Student Academic Records must be destroyed by the Custodian of Record in the following manner:

- **Hardcopy Destruction**. Recycle expired Student Academic Records in hardcopy form that do not contain confidential information. Shred Expired Student Academic Records in hardcopy form that contain confidential information in a manner that renders them unreadable and that would prevent them from being reconstructed. Maintain the security of Expired Student Academic Records until proper destruction is actually performed.
- **Electronic Record Destruction**. Delete e-mails and other electronic documents (e.g., Word Documents, Excel, and PDFs). The Custodian of Record is responsible for contacting and consulting with the Network Administrator to ensure that Expired Student Academic Records contained in a University centrally managed system are properly destroyed. Devices or other media that store electronic records (e.g., jump drives, CDs, etc.) should be destroyed in a manner consistent with media sanitization methods which include disintegration, incineration, pulverization or melting. The type of sanitization required will depend on the type of device as well as the nature of the information contained in the device. Such destruction methods require trained professionals and should be conducted by authorized personnel. The Network Administrator currently provides such services. Consult the Network Administrator to arrange for such destruction.

Copies of Student Academic Records

All employees and/or non-employee representatives that are not the designated Custodian of Record for the Student Academic Record are expected to only retain copies to the extent necessary to conduct University business. Such University Departments and/or all employees and/or non-employee representatives must destroy such copies/drafts once they are no longer needed to conduct University business unless subject to a Litigation Hold Notice.

The designated Custodian of Record for the Student Academic Record shall only retain originals of Inactive Records and destroy all copies and drafts.

Litigation Hold Notices

All Student Academic Records are subject to the litigation discovery. If there is any reason to believe that a claim may be asserted against the University for which any Student Academic Record may be relevant, such records must not be destroyed without the prior approval from the Custodian of Record.

IV. Policy Owners

- Registrar

V. Related Documents

- Policy AA3.11 Appendix A: Referenced Regulations
- Policy AA3.11 Appendix B: Model Notification of Rights Under FERPA for Postsecondary Institutions
- Policy AA3.11 Appendix C: EWU Directory Information
- Policy AA3.11 Appendix D: University Record Retention Schedule

VI. Definitions

- The **Records Retention Period** is the length of time for which the Custodian of Record is responsible for retaining a specific part of the student record in accordance with the Record Retention Schedule.
- The **Student Academic Record Retention Schedule** is the table listing the required Records Retention Period for Student Academic Records.
- The **University** is East-West University and its divisions, subsidiaries, and affiliates.
- **Student Academic Records** are records that are directly related to a student and maintained by the University or by a party acting for the University, including any recorded information that is created or received in the ordinary course of University Business.

    - **Active Student Academic Records** are Student Academic Records that are currently being used in the ordinary course of University Business.
    - **Inactive Student Academic Records** are Student Academic Records that are no longer being used in the ordinary course of University business that must be retained until the end of the Records Retention Period and are not required to be preserved in accordance with a Litigation Hold Notice.
    - **Expired Student Academic Records** are Student Academic Records that (i) are no longer being used in the ordinary course of University business, (ii) are not listed under the Student Academic Record Retention Schedule or whose Record Retention Period has ended, (iii) are not subject to a Litigation Hold Notice, and (iv) are not Permanent Student Academic Records.
    - **Permanent Student Academic Records** are Student Academic Records that are no longer being used in the ordinary course of University business that are permanently retained for historical and/or operational value.

VII. Revision History

- Initial Approval: July 6, 2015
- Student Academic Record Management Policy separated into AA3.11 University Student Academic Record Management and AA3.12 Departmental Student Academic Record Management; incorporation of Academic Record Management Procedures (initially also approved July 6, 2015): August 19, 2016

Policy AA3.11 Appendix A: Referenced Regulations

I. Family Education Rights and Privacy Act

FERPA Source: http://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.htrn1

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA defines educational records thusly, "Education records are records that are directly related to a student and that are maintained by an educational agency or institution or a party acting for or on behalf of the agency or institution. These records include but are not limited to grades, transcripts, class lists, student course schedules, health records (at the K-12 level), student financial information (at the postsecondary level), and student discipline files. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail."

Student Academic Records may be presented by the student, submitted on behalf of the student, or created by the EWU. These records are used to assist offices in their support of basic institutional objectives and to document student progress and achievement in the educational process at EWU.

While most student records maintained by EWU are considered to be educational records, those listed below are specifically excluded. Memory aid records in sole possession of the maker that are not accessible to or shared with anyone else; EWU employment records if employment is not dependent on student and does not result in academic credit or a grade;

Records created by a physician; psychologist or similar paraprofessional to be used only for providing treatment to a student; Alumni records if they contain only information related to an individual after the individual is no longer a student.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
    - School officials with legitimate educational interest;
    - Other schools to which a student is transferring;
    - Specified officials for audit or evaluation purposes;
    - Appropriate parties in connection with financial aid to a student;
    - Organizations conducting certain studies for or on behalf of the school;
    - Accrediting organizations;
    - To comply with a judicial order or lawfully issued subpoena;
    - Appropriate officials in cases of health and safety emergencies; and
    - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

II. Gramm-Leach-Bliley Act

Source: https://www.ftc.gov/tips-advice/business-center/privacy-and-security/gramm-leach-bliley-act

The Gramm-Leach-Bliley Act requires financial institutions — companies that offer consumers financial products or services like loans, financial or investment advice, or insurance — to explain their information-sharing practices to their customers and to safeguard sensitive data.

Recommendations from NACUBO for this act and higher education institutions can be found at:

http://www.nacubo.org/Business and Policy Areas/Privacy and Intellectual Property/GLB A ct Resources.html

Policy AA3.11 Appendix B: Model Notification of Rights Under FERPA for Postsecondary Institutions

Source: http://familypolicy.ed.gov/content/model-notifications-rights-under-ferpa-postsecondaryinstitutions

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the [Name of postsecondary institution ("School")] receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

3. A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

4. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

5. The right to provide written consent before the university discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The school discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the [School] in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the [School] who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the [School].

[Optional] Upon request, the school also discloses education records without consent to officials of another school in which a student seeks or intends to enroll. [NOTE TO POSTSECONDARY INSTITUTION: FERPA requires a school to make a reasonable attempt to notify each student of these disclosures unless the school states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education 400 Maryland Avenue, SW
Washington, DC 20202

[NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.]

[Optional] See the list below of the disclosures that postsecondary institutions may make without consent.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials, including teachers, within the [School] whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) -(a)(1)(i)(B)(2) are met. (§99.31(a)(1))

Policy AA3.11 Appendix C: EWU Directory Information

The following types of data are considered Directory Information:

- Student's full name
- Student's classification
- Major field of study
- Dates of attendance
- Degrees and awards received
- Full and part-time enrollment status
- Photographic image

Policy AA3.11 Appendix D: University Record Retention Schedule

Record Series	Description	Retention Period	Medium / Storage	Remarks
General Student Records Requirements	An institution shall maintain records of the following of each student who is enrolled in an educational program: • Name • Address • e-mail address • telephone number	3 years after graduation term or last term of attendance	SIS*	
Records for Domestic Applicants Who Are Denied Admission OR Do Not Enroll	Records may include but are not limited to: • electronic application for admission • notification of denial of admission • supplemental application forms • reports, letters of recommendation, resumes, • transcripts, and related documentation and correspondence	1 year after application term.	SIS	
Records for International Admitted Students Who Do Not Enroll (Article 11 and SEVIS)	No additional record keeping is needed if student does not enroll.	Destroy existing records after start of first term of non--enrollment.	SIS	

Record Series	Description	Retention Period	Medium / Storage	Remarks
Inactive Records for Domestic and International Students Who Enroll but Fail to Complete a Degree	Records may include but are not limited to: • applications for admission • recommendations/evaluations for admission • notices of admission • standardized placement and evaluation exams • transcripts from other institutions • requests to audit courses • major department/degree change requests • assignment of an advisor • grade reports • course waiver requests • removal of incomplete grades forms • time-limit appeal records • petitions or letters requesting exemption from institution regulations or procedures • on-leave requests and approvals • advising checklists • transcripts from other institutions • awards • registration history and related documentation and correspondence • Academic transcript	6 years after term of last attendance.	SIS	

Additional Records
 	
for International
 	
Students Who Enroll
 	
(from C.F.R. §214.3
 	
as of Aug. 25 2014)
	Records must include:
	
	• Identification of the student, to include name while in attendance (record any legal name change), date and place of birth, country of citizenship, and EW student identification number
	• Current address where the student and his or her dependents physically reside
	• Record of coursework. Identify the student's degree program and field of study. For each course, give the periods of enrollment, course identification code and course title; the number of credits or contact hours, and the grade; the number of credits or clock hours, and for credit hour courses the credit unit; the term unit (semester hour, quarter hour, etc.). Include the date of withdrawal if the student withdrew from a course. Show the grade point average for each session or term. Show the cumulative credits or clock hours and cumulative grade point average. Narrative evaluation will be accepted in lieu of grades when the school uses no other type of grading.
	• Record of transfer credit or clock hours accepted. Type of hours, course identification, grades.
	• Academic status. Include the effective date or period if suspended, dismissed, placed on probation, or withdrawn.
	• Whether the student has been certified for practical training, and the beginning and end dates of certification.
	• Statement of graduation (if applicable). Title of degree or credential received, date conferred, program of study or major.
	• Termination date and reason. - SEVIS
	• Issuance of Certificate of Eligibility. A DSO of an SEVP-certified school must sign any completed Form 1-20 issued for either a prospective or continuing student or a dependent. A Form 1-20 issued by a certified school system must state which school within the system the student will attend. Only a DSO of an SEVP-certified school may issue a Form I- 20 to a prospective student and his or her dependents, and only after the following conditions are met:
	  o The prospective student has made a written application to the school.
	  o The written application, the student's transcripts or other records of courses taken, proof of financial responsibility for the student, and other supporting documents have been received, reviewed, and evaluated at the school's location in the United States.
	  o The appropriate school authority has
		3 years after graduation term or last term of attendance	SEVIS or SIS
			
			whichever is
			
			applicable	

Record Series	Description	Retention Period	Medium / Storage	Remarks
	determined that the prospective student's qualifications meet all standards for admission. o The official responsible for admission at the school has accepted the prospective student for enrollment in a full course of study.			
Records for Students Who Complete a Degree	These records document students' admission into programs at the institution and their subsequent academic progress resulting in completion of degrees. Records may include but are not limited to: • applications for admission • notices of admission • standardized placement and evaluation exams • transcripts from other institutions • requests to audit courses • major department/degree change requests • assignment of an advisor and any changes thereof • proposed program sheets • transmittal sheets for records • statements of goals and objectives • certification of transferred courses • grade reports • course waiver requests • removal of incomplete grades forms • time-limit appeal records • petitions or letters requesting exemption from institution regulations or procedures • advising checklists • transcripts from other institutions • on-leave requests and approvals, official graduation audit • program advisors' reports showing progress towards academic degrees • awards • registration history, and related documentation and correspondence.	3 years after graduation term or last term of attendance	SIS	
Academic Transcript	Academic transcript	Permanent		

Record Series	Description	Retention Period	Medium / Storage	Remarks
Permanent Student Records for Students Who Enroll	The degree or certificate granted and the date on which that degree or certificate was granted. The courses and units on which the certificate or degree was based. The grades earned by the student in each of those courses (transcripts)	Permanent	SIS	
Federal Disclosure Records	College Costs, accreditation, textbook information, transfer credit policy (complies with HEOA) Crime Statistics/Security Reports (complies with Clery Act) Graduation/completion, transfer-out data (complies with Student Right to Know legislation) Institutional information (cost of attendance, withdrawal procedures, accreditation, etc.) (5) Race/ethnicity reporting- reports of student enrollment, graduation, and other metrics by race and ethnic origin (required by IRS of private institutions) (6) enrollment statistics - per term report of enrolled students (as required by IPEDS and by the IRS of private institutions (if applicable))	3 years from date of required disclosure	SIS	

Policy AA3.12: Departmental Student Academic Records Management

Policy Type: Academic Affairs Initial Policy Approved: July 6, 2015 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

A Department's practices and procedures must cover all aspects of Student Academic Records management including maintaining, identifying, retrieving, preserving and destroying Student Academic Records. Such practices must take into account business needs as well as legal and security requirements. In addition, such practices should allow for efficient access and retrieval of Student Academic Records.

Division/Department units must handle all student academic records under their control in accordance with the requirements of ***Policy AA3.11: University Student Academic Records Management***, and are responsible for ensuring that EWU student academic records under their control are retained, secured and disposed of in accordance with EWU policy, as well as state and federal law.

Each department or division will designate a student academic records contact to facilitate records management in conjunction with the Registrar. Responsibilities of the records contact in relation to student academic records management will include, but is not limited to facilitating the maintenance, security, and review of records. The records contact must maintain an accurate inventory of active, inactive and disposed records. Regular disposition of records will include coordination with the Registrar for proper disposition, transfer, or archiving of records which have met their retention period.

II. Background and Guidelines

III. Procedure

Indexing System

The University shall implement and maintain a centralized and/or uniform indexing system with which all employees and/or non-employee representatives must comply. This will ensure efficient and streamlined accessibility, retrieval, and destruction. Thus, the same indexing system used for maintaining Active Student Academic Records in the ordinary course of business should be followed for the centralized storage of Inactive Student Academic Records.

Protection and Security of Confidential Information

All applicable Departments employees and/or non-employee representatives must implement practices that protect confidential information contained in Student Academic Records in accordance with relevant laws and University policies. Such protections must be applied in maintaining Active Student Academic Records, the storage of Inactive Student Academic Records and Permanent Student Academic Records, and the destruction of Expired Student Academic Records. Thus, the level of security that applies to an Active Student Academic Record must be maintained when such a record becomes an Inactive or Archival Record. See Section F below for further requirements for destroying such records.

Response to Records Requests

All requests for Student Academic Records must be addressed to the Custodian of Records.

IV. Policy Owners

- Registrar

V. Related Documents

VI. Definitions

VII. Revision History

- Initial Approval: July 6, 2015
- Student Academic Record Management Policy separated into AA3.11 University Student Academic Record Management and AA3.12 Departmental Student Academic Record Management: August 19, 2016

Policy AA4.01: Admissions Requirements

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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

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

Other requirements might apply depending on the course/program of study.

The University enforces additional admissions requirements for International students. Individual programs may create and enforce specific requirements for admission to a major. The University may create separate requirements for applicants seeking a short-term certificate or individual courses.

Special consideration will be given to those who may not meet the above requirements on a case-by-case basis.

The University offers an Honors program for highly qualified students based on their admission application.

II. Background and Guidelines

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.

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 Students Advisor as soon as they decide to study at EWU.

III. Procedure

<u>Admissions Application Process</u>

- 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 University placement tests in English and mathematics. These tests are administered free of charge. Students with at least 12-quarter hours of college level transfer credits or equivalent each 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 Heath, 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.

International Student Applications

- 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.
  - For students from non-English speaking countries, submit a test of English as a Foreign Language (TOEFL) score report with a minimum score of 520 (or 200 on the computer based test), or a request to transfer at least 12-quarter hours of college level credit with grades of C or better from a U.S. institution with instruction in English.
  - For transferring students to EWU, submit a transfer release form to be obtained from the designated School official (DSO)/International Student Advisor of East-West University.
- International students who desire dormitory housing should immediately contact the University after making an application. The University does not require students to live in the University's student housing, and can also refer students to other nearby, privately owned dormitories, or provide advice about making independent housing arrangements.
- 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).

Reentering Students

- Students who interrupt their studies at East-West University for more than one full academic year must complete a re-entry form at the admissions office. Such students will be subject to the most current program and degree requirements.

Admissions Review Process

- 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 quarter which begins at the end of June.

Honors Program

Acceptance into the Honors Program will be based on a composite of grade point average and ACT scores. In addition to Honors Courses, 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.

Exceptions

- Special consideration will be given to those who may not meet the above requirements on a case-by-case basis. All exceptions must be approved by the Provost of the University.

IV. Policy Owner

- Director of Admissions

V. Related Documents

- None

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA4.02: Application of Transfer Credit

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

If a student transfers to East-West University from another institution, the transfer credits accepted by the university will count as total semester credits attempted and total semester credits completed. The grades from such credits will not be included in the calculation of minimum cumulative GPA.

If a student is readmitted to East-West University, credits that are applicable to the student's current program will count as total semester credits attempted, and credits from East-West will count toward the student's minimum cumulative credits completed at East-West. The grades from such credits will be included in the calculation of minimum cumulative GPA.

Determinations about the transferability of courses applicable to program requirements are made by the Program Director for the appropriate department. Determinations about the transferability of courses for general education requirements are made by the Director of General Education. 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. A numeric average of 70 percent or better is required for schools not using a traditional grading scale.
- All courses completed at another U.S. accredited institution for an earned 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, 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.

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 hours earned at colleges which operate on a semester basis will be multiplied by 1.5 in order to convert them to quarter hours.

The Provost, in conjunction with the Registrar, is responsible for documenting procedures for transfer of external credit, which is made available to students in the academic catalog.

II. Background and Guidelines

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.

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 applied to a student's progress or eventual transcript if the same or an equivalent course is taken at East- West University.

III. Procedure

Evaluation of Foreign Transcripts

Credit earned at foreign institutions must be externally evaluated by a foreign credential evaluator approved by the National Association of Credential Evaluation Services or American Association of Collegiate Registrars and Admission Officers (see www.naces.org or www.aacrao.org for a list of approved evaluators).

Credit for Prerequisite Courses

Advanced courses frequently have prerequisite courses that cover material required for the subsequent course. If a student receives transfer credit for an advanced course, transfer credit is not awarded for the prerequisite course if the student did not take the corresponding course. However, the requirement to take the prerequisite course may be waived at the discretion of the Program Director.

Exceptions

- Special consideration will be given to those who may not meet the above requirements on a case-by-case basis. All exceptions must be approved by the Provost of the University.

IV. Policy Owner

- Registrar

V. Related Documents

- Policy AA4.02 Appendix A: Standards for Transfer Evaluation

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA4.02 Appendix A: Standards for Transfer Evaluation

Program Directors and Director of General Education assess the credit transfer value of educational work completed elsewhere. The Directors base their decisions on course content, age, and other factors as appropriate. Additional documentation, such as course descriptions and/or syllabi, may be requested.

The following standards serve as guidelines for the assessment process:

- Courses must have been college level. Credits earned in development course work and English-as-a–Second-Language courses may not be transferred.
- An undergraduate course must have been completed with a grade of C or better. A numeric average of 70 percent or better is required for schools not using a traditional grading scale.
- Military course work must be evaluated according to the criteria of the America Council on Education.
- Provided all course objectives are met, a mismatch of one unit of credit between the East-West degree program course and the external course is allowed.
- One semester credit hour is equivalent to 1.5 quarter credit hours.
- Core course requirements cover the knowledge and technical skills required for success in a program's major subject and, typically, only course credit may be awarded in these areas. For this type of credit, the credit evaluator must validate the comparability of the external course work with the specific course. Discipline credit may be awarded for courses not offered by East-West University when the Program Director deems it appropriate.
- Program requirements for general education courses may or may not require the mastery of certain skills or concepts. When considering whether a transfer course is equivalent to a required general education course, the Director of General Education shall consider whether the specific course objectives are met, and consult with the Program Director regarding a decision to apply general discipline credit for a required general education course.

Policy AA4.03: Proficiency Examinations

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The University recognizes the College Level Examination Program (CLEP). CLEP provides students with the opportunity to demonstrate college-level learning through examinations that assess the knowledge and skills taught in common college courses. The University may offer its own proficiency examinations for courses for which CLEP exams are not available.

Proficiency examinations taken by a student only for purposes of placement in a course do not generate credit hours toward graduation. The student must take another course as substitute. It is the student's responsibility to check with the Program Director to determine if an exam can be applied for credit or only for placement purposes.

Credits earned through proficiency examinations may be used to satisfy course requirements and credit hour requirements.

The academic credit awarded through 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 requirements for an associate or a 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 will be charged.

II. Background and Guidelines

East-West University recognizes that some students have acquired proficiency in college-level material outside the traditional college classroom. East-West University provides students an opportunity to earn academic credit through testing and proceed directly to advanced study through the use of proficiency examinations.

III. Procedure

<u>CLEP Examination Credit Awards</u>

East-West University awards credit for satisfactory performance on both the CLEP general examination and the subject area examinations based on guidelines established by American Council of Education (ACE). Credit awarded on the basis of the CLEP general examinations is not course-specific and will be applied towards East-West University's general education requirements.

Specific course credit awarded on the basis of CLEP is subject to the following provisions:

- CLEP examinations may not be taken to improve grades or remove failures in courses.
- CLEP examinations do not count towards fulfillment of residency requirements for an associate or a bachelor's degree.

Official CLEP scores must be sent to the East-West University Registrar's Office to be evaluated for credit.

East-West University is an approved CLEP testing site.

University Proficiency Examinations

Students who wish to take proficiency examinations in courses for which there is no CLEP test 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 an application form available from the record's office prior to the beginning of the quarter in which the credit by proficiency examination is desired by the student.
- Pay the appropriate fee in advance.
- Take the examination on the prescribed date.

IV. Policy Owner

- Registrar

V. Related Documents

- None

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA4.04: Prior Learning Assessment

Policy Type: Academic Affairs Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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.

Students interested in credit for Prior Learning Assessment should contact their Student Advisor. The advisor will identify the correct Program Director with whom the student must discuss the requirements for a Prior Learning Portfolio that can be evaluated for credit.

II. Background and Guidelines

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.

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.

III. Procedure

Prior Learning Portfolio Development

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 Program Director for the appropriate subject area will provide students with direction on the learning outcomes that the portfolio should document and offer advice on appropriate content.

The portfolio developed in the PLA200 course should identify the particular learning outcomes, describe relevant experience, and offer a critical self-assessment of what college-level learning has been acquired through selected non-traditional experiences. It must include:

- A narrative autobiography of the student providing an overview of his/her learning history, background, goals and aspirations.
- A description of claimed prior learning.

- Appropriate supporting documentation, such as transcripts, credentials, certificates or licenses, testimonials, letters of recommendation, awards and honors, descriptions of jobs held, and samples of work product demonstrating successful effort.

Prior Learning Portfolio Evaluation

Once the Prior Learning Portfolio is completed and submitted, the Associate Dean will appoint a set of faculty evaluators who are subject matter experts to evaluate:

- If the identified skills are appropriately tied to the outcomes of specific EWU courses.
- The quality of the evidence demonstrating that those skills.
- Whether the demonstrated mastery of learning outcomes is sufficient for a grant of credit.
- The maximum credit that may be awarded to one student for PLA is 48 quarter credits.

East-West University assesses fees for the evaluation of Prior Learning Assessment Portfolios based on the 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 tuition charge for the quarter credits awarded.

IV. Policy Owners

- Associate Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy AA4.05: Admissions Advising

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

To initiate the admissions application process, a prospective student may contact the Admissions Office by email at admissions@eastwest.edu, or by phone at 312-939-0111.

East-West University also generates student leads through a contract with Royall.

An Admissions Counselor will schedule an interview with each prospective student to discuss their interests and qualifications. The Admissions Counselor will advise the student in accordance with Policy IO2.07 Admissions Advising Code of Ethics, and recommend application to the University if in the Counselor's judgment the student is likely to succeed at the University.

Admissions Counselors will provide an application for admission to prospective students on request. The Counselor will personally walk each student through each enrollment step. The Counselor will also:

- Explain all documentation needed to accompany the admissions application.
- Explain what documents are needed to receive transfer credit for previous college work.
- Describe the University's process for Prior Learning Assessment.
- Explain the process for applying for federal financial aid and for institutional scholarships.
- Explain the University requirement for placement tests in English and Mathematics, and assist with scheduling.

Once an application for admission has been completed, the Admissions Counselor will schedule an interview with the Director of Admissions or his designee. That individual will make a final decision on acceptance.

II. Background and Guidelines

III. Procedure

Pre-Admission Tours

Admissions Counselors conduct tours of the campus, describing facilities and introducing student to faculty and staff.

Individual & Family Tours

Tours of the EWU campus are typically available Monday-Friday at 10:00 AM and 2:00 PM. However, there may be exceptions to these days and times. Please check for availability by calling 1-312-939-0111 or contact us online and a staff member can help you find a time that works best for you.

Group Tours

EWU schedules group tours on request. Group tour options can include:

- A dynamic presentation on academic departments, future careers, and college funding options.
- An EWU student panel with time for questions
- Hands-on lab experience in a variety of disciplines

- A tour of our campus

Admissions Counselor Training

The Director of Admissions is responsible for maintaining and updating the Admissions Counselor Training Manual. The Director of Admissions provides individualized training for every new Admissions Counselor.

Admissions Counselor Training Manual contains and covers:

- Detailed information and fact sheets on East-West University.
- The Admissions Counselor job description.
- Good practice information from the National Association for College Admissions Counseling (NACAC).
- Dress code policy.
- Detailed scripts and outlines for Admissions Counselor interactions with prospective students.
- Advise and guidelines for phone communication.
- A communication plan for contact with prospective students, including mailing and email text.

The Admissions Counselors are kept up to date on changes to University policy through meetings organized by the Director of Admissions. The Counselors are kept up to date on changes to academic program features, academic program requirements, and new opportunities available through the academic programs by the Program Directors. Any Program Director can request a training meeting with the Admissions Counselors, which will be organized and scheduled by the Director of Admissions.

The Admissions Counselors rely on the CAMS Data Entry Manual for Prospects and Matriculation prepared by the Academic Records office for ongoing reference on procedures for data collection and record keeping. The Registrar provides initial training for new admissions counselors, and can request additional training with the Department, which will be organized and scheduled by the Director of Admissions.

IV. Policy Owners

- Director of Admissions

V. Related Documents

- Policy AA4.05 Appendix A: Admissions Checklist
- Policy AA4.05 Appendix B: EWU Application Form
- Policy AA4.05 Appendix C: Admissions Counselor Job Description
- Admissions Counselor Training Manual
- CAMS Data Entry Manual for Prospects and Matriculation

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA4.05 Appendix A: Admissions Checklist

☐

I. Admission Documents

COMPLETED FOLDER (all documents need to be in by 10-1-2015)	Missing Items
☐ Completed Application	☐
☐ FERPA Form	☐
☐ Copy of Identification or Drivers Liscense	☐
☐ High School Transcripts or High School Diploma	☐
☐ ACT Score	☐
☐ Transfer: Official Transcripts from all previous schools	☐
☐ COMPASS Test Results	☐
☐ Registration Form w/Schedule	☐

_____

_____

Admissions Representative

Record Only: Initial & Date

Policy AA4.05 Appendix B: EWU Application Form

(Note: this appendix describes the content and not the appearance of the application).

YOUR PERSONAL INFORMATION

Name: Preferred Name:

Last Name First Name Middle Name

Home Phone Number: Cell Phone Number:

I give permission to East-West University to send me important updates via text messaging. (Standard message charges apply.)

Email Address: Birth Date: Gender:

Social Security Number: Your Social Security number is required if you are planning to apply for financial aid.

YOUR ADDRESS

Permanent Address:

Address Apt. #

City State/Province ZIP/Postal Code Country

Is your mailing address the same as your permanent address? Yes / No

Mailing Address:

Address Apt. #

City State/Province ZIP/Postal Code Country

YOUR FAMILY

We'd like to keep your family up to date, To whom should we send information?

Parent/Guardian One

Relationship: Father Mother Legal Guardian Other Title: Dr. / Miss / Mrs. / Rev

Name: Parent Email Address:

Last Name First Name

Parent Phone Number: Phone Type: Cell Home

I give permission to East-West University to send important updates via text messaging. (Standard message charges apply.)

Is this parent's/guardian's address same as your permanent address? Yes / No

Parent/Guardian Two

Relationship: Father Mother Legal Guardian Other Title: Dr. / Miss / Mrs. / Rev

Name: Parent Email Address:

Last Name First Name

Parent Phone Number: Phone Type: Cell Home

I give permission to East-West University to send important updates via text messaging. (Standard message charges apply.)

Is this parent's/guardian's address same as your permanent address? Yes / No

CITIZENSHIP

Citizen Type: (1) U.S. Citizen (2) Permanent Resident (3) Not a U.S. Citizen or Permanent Resident

Country of Citizenship (If 2 or 3 is chosen above):

_____

Visa Status (If 2 or 3 is chosen above):

_____

Alien Registration Number (If 2 or 3 is chosen above):

_____

OPTIONAL INFORMATION

If you wish to be identified with a particular ethnic group, please select the choice that most accurately describes your heritage. No information you provide will be used in a discriminatory manner.

Are you Hispanic or Latino? Yes / No

Please select one or more of the following races:

American Indian or Alaska Native / Asian / Black or African American / Native Hawaiian or Other Pacific Islander / White

HIGH SCHOOL

Please list any high school(s) you have attended.

Name:

_____

_____

Address

_____

City State/Province ZIP/Postal Code Country

_____

Attended From (month/year) Attended To (month/year)

Name:

_____

Address

City State/Province ZIP/Postal Code Country

Attended From (month/year) Attended To (month/year)

High School Counselor Counselor Name:

Last Name First Name

Counselor Email Address:

COLLEGE

Please list any college(s) you have attended previously,

Name:

Address

City State/Province ZIP/Postal Code Country

Attended From (month/year) Attended To (month/year)

Name:

Address

City State/Province ZIP/Postal Code Country

Attended From (month/year) Attended To (month/year)

ACADEMIC INTEREST

What subject are you most interested in studying?

When do you plan to enroll?

❑ Spring 2016 (April—June) Summer 2016 (July—August) Fall 2016 (September—December)

TEST SCORES

What is your GPA to the nearest decimal?

What GPA scale is used? 4-Point 5-Point

Have you taken the SAT? Yes / No

_____

SAT Critical Reading Score / SAT Math Score / SAT Writing Score

If you plan to take the SAT, when will you do so? _____

(month/year)

Have you taken the ACT? Yes /No

_____

ACT Composite Score

If you plan to take the ACT, when will you do so? _____

(month/year)

STATEMENTS

Please note that East-West reserves the right to request a writing sample if deemed necessary to make an admission decision.

Have you ever been convicted of a felony? If yes, please explain.

_____

_____

_____

_____

_____

Have you been suspended from any school? If yes, please explain.

_____

_____

_____

_____

_____

❑ I certify that the information on this application is complete and correct, and I understand that the submission of false information is grounds for denial of my application, withdrawal of any offer of acceptance, cancellation of enrollment or any appropriate disciplinary action.

❑ I authorize the University to verify the information I have provided with all the schools I have attended. I agree to notify the proper officials of the institution of any changes infthe information provided. I give my high school(s) permission to send my official transcript(s) directly to East-West University.

❑ I waive my right to review or access letters and statements of recommendation written on my behalf.

Next steps: Once you've sent your application to East-West University with the reply envelope provided, instruct your guidance counselor tp send your official high school transcript(s) to East-West University as soon as possible. After we receive all required documents, we'll provide you with an admission decision in two weeks.

Have you already submitted a Free Application for Federal Student Aid (FAFSA) to East-West University? Yes / No

If you have not already submitted the FAFSA, make sure to include East-West's school code (015310) when you do.

East-West University | 816 S. Michigan Ave. I Chicago, IL 60605

Policy AA4.05 Appendix C: Admissions Counselor Job Description

I. Position Title:

Admissions Counselor

II. Job Summary:

Under the general supervision of the Director of Admissions, the Admissions Counselor will follow through with the strategies, recruitment plans, and goals for designated student markets. Responsibilities include activities to educate incoming students, parents, and counselors about East-West University and the overall admissions process. S/he will be responsible for all aspects of the admission enrollment process including achieving quarterly recruitment goals, counseling, advising, and evaluation of prospective students.

III. Minimum Qualifications:

- A Bachelors degree is required.
- 2-3 years of higher education, sales and student management experience preferably in admission/enrollment management and/or student services.
- Proven success with over achieving sales and performance goals on a consistent basis.
- Strong recruitment, relationship building and sales skills combined with a strong work ethic and a goal-oriented, self-motivated approach toward achieving consistent results.
- Knowledge and experience with Microsoft Office, PowerPoint and Excel.
- Must be willing to work evenings and weekends
- Ability to drive, have a valid Illinois driver's license, and ability to travel within Chicago and Illinois
- Bilingual strongly preferred (English/Spanish)

IV. Principal Duties:

- Clearly articulates the mission and value of East-West University to effectively recruit new undergraduate students from diverse backgrounds.
- Completes outbound calls and emails to interested inquiries in a timely manner.
- Conducts campus tours and admissions interviews to engage prospective students regarding their educational goals and interest. S/he will effectively match academic program options with the prospective student.
- Maintain consistent follow-up communication via telephone, in person and email with all applicants to advise those regarding admission requirements. S/he must ensure that all enrollment paperwork is completed properly and timely so the student can begin class.
- Excellent communication and listening abilities: dynamic telephone presence, active listening skills and adaptable interpersonal and public relations skills.
- Must be able to represent the organization in a professional manner, recruit and work within a diverse community and follow all policies and procedures with a keen attention to detail.
- Leadership, organizational, time management and multi-tasking abilities.
- Coordinate and present at on-campus recruitment events and work collaboratively with school administrators and faculty.
- Consistently achieves established performance goals and metrics for each term (4+ per year) for each stage of the admissions and enrollment process.
- Assist the Director with special projects and community outreach.

Policy AA5.01: Developmental Courses

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The University offers Higher Education Basics (HEB) courses in writing, reading comprehension and mathematics 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 three areas. Students who score below the designated cutoff points are required to complete the appropriate HEB as a condition of admittance to the degree program.

HEB course credits do not count toward the minimum credit hours required for graduation.

II. Background and Guidelines

III. Procedure

IV. Policy Owner

- Registrar

V. Related Documents

- None

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA5.02: Independent Study

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Under special circumstances, a student may take a course as independent study with the prior permission of the Program Director and Provost.

Appropriate forms for registration are available from the Registrar's Office and must be completed and submitted to the Registrar's Office in the first week of the relevant term

II. Background and Guidelines

III. Procedure

Faculty Assignment

- Only full-time faculty members are allowed to conduct independent study courses. Faculty members are compensated $75.00 for each student per completed independent study course.
- A faculty member may not exceed three independent study course students per quarter unless specifically allowed by the program chairperson or the Provost.
- After appropriate consultation between the student and the faculty advisor, the faculty advisor prepares the Approval for Independent Study form.
- After the student and the faculty member have signed and dated the form, it is sent to the program director for approval.
- After approval, the form is sent to the Records Office.
- The student then may register for the course.
- The faculty member is responsible to work with the student in accordance with the schedule and progress report as outlined in the Independent Study form. The form summarizes the student's requirements and must include at least three formal meetings with the faculty member.
- The form includes a signed statement of confidence and commitment
- Payment is made to the faculty member when the faculty submits the final grade. The chair person may request a copy of written work and exams completed by the student.

IV. Policy Owner

- Registrar

V. Related Documents

- Independent Study Registration Form

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016

- Board Review and Approval: August 19, 2016

Policy AA5.03: Cooperative Education Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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. Associate degree seeking students must have completed 48 credit hours in order to be eligible for the Cooperative Education program. Bachelor's degree seeking students must have completed 96 credit hours.

Associate and Bachelor degree seeking students can earn up to four hours of academic credit toward their major or concentration for cooperative education work. 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.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA5.04: Behavioral and Social Sciences Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

East West-University offers a Bachelor of Arts (BA) degree program in Behavioral and Social Sciences through the Department of Behavioral and Social Sciences (BHS). The department consists of those disciplines which primarily focus on the behavior of human beings as individuals and as members of the society. These disciplines include the entire range of academic study of the human behavior, societal and institutional functioning, social structures, and relational impacts. The BHS disciplines include anthropology, criminal justice, economics, foreign languages, history, Islamic studies, political science, psychology, sociology, and social work.

BHS offers majors in its disciplines to students completing an Associate of Arts in the Liberal Arts.

Program Description

At its core, behavioral and social sciences study of human behavior, the evolution and process of change of the structure and function of individuals, societies, and institutions. Our program emphasizes inter- and intra-connected contextual impacts. Disciplines include anthropology, criminal justice, economics, political science, psychology, sociology, and social work – with foreign languages, history, and Islamic Studies as additional areas.

Our Department of Behavioral and Social Sciences provides a number of multidisciplinary academic offerings with disciplines focused primarily on the behavior of human beings as individuals, and as members of society in a contextual setting.

Our Bachelor of Arts in Behavioral Sciences gives you the flexibility to customize your education through areas of concentration in African-American studies, criminal justice, international relations, psychology, social work, or sociology. Explore social science in Chicago to pursue your degree as a broad generalist or with a focus on a specific discipline – whichever best fits your educational goals and objectives.

Program Mission

The Behavioral and Social Sciences program at East-West University helps prepare graduates for a wide range of human service careers in executive, managerial and administrative positions. Students majoring in this area will have both the technical ability and the practical understanding of the role of research, science, culture, and technology in social and human development.

Program Learning Objectives

Combining applied scientific research with a sound grasp of major theories in the behavioral and social sciences, students will obtain the technical ability and theoretical comprehension to recognize, articulate, and assess:

- Artistic, social, and scientific contributions of many different cultures and peoples.
- Implications of the comprehensive global interconnectedness and interdependence of all forms of life as specifically related to humankind.
- Key assumptions of diverse sociopolitical, historical, and psychological theories.
- Critical functions and importance of science and technology in social and human development.
- Needs and aspirations of all human beings which contribute to the basis of all socio-economic, political and cultural activities.

Upon completion of the program, you will be able to contribute proactively to solutions of current and future challenges substantially resulting from globalization and global interdependence.

This program is particularly suited to merging your vocational sense of mission in service to humanity with that of a highly skilled profession. It also provides excellent and permanent employment opportunities. All of the major areas – be it political science, psychology, criminal justice, social work, or sociology – embrace high degree of realistic, practical, hands-on application, thorough familiarity with foundational theoretical knowledge, and comprehensive reflective assessment allowing for constant improvement and growth. Your focus ultimately remains on making the world community a better place in which to live.

II. Background and Guidelines

Students opting to select this program are encouraged to take a broad and interdisciplinary approach to the academic study of Behavioral and Social Sciences, and may in addition focus on a particular discipline or combination of disciplines. The program combines applied scientific research with a sound grasp of major theories in the Behavioral and Social Sciences.

Upon completion of the program students will be in a position to contribute proactively toward a positive solution to contemporary and future-oriented challenges resulting from all forms of globalization and all levels of global interdependence. Generically structured, the program provides options for students to assist them in the preparation for graduate studies and/or professional careers in the fields of criminal justice, political science, history, law, psychology, sociology, social work, international relations, government, public relations, urban and social planning, human resource management, and related areas.

Specific career positions for graduates include

- Career counseling
- Child welfare administration
- Probation/parole officer positions
- Government and foreign service
- Research and evaluation
- Public relations
- Human services case work
- Personnel analyst
- Human resource specialist

Students pursuing professional careers in the human services area are encouraged to take courses in the division of Business Administration, Computer and Information Science, Electronic Engineering, or any other of the Liberal Arts and Science areas. All students are also encouraged to take a sequence of three courses in a foreign language. These courses will be counted in the free electives category.

III. Procedure

<u>Changes to Credit Requirements</u>

Changes to Credit Requirements, including required courses, quantitative requirements, introduction and retirement of specializations, and other matters of academic program management are made by the Program Director after careful consideration, and on approval from the Provost. The Program Director is responsible for updating this policy with any new requirements, and only Board of Trustees notification, and not approval, is required for such changes. This policy is the source of information to be included in the Academic Catalog, which is to be updated as required. Students have the option of fulfilling the requirements in the catalog in effect at their time of matriculation, or electing to be bound be the requirements of any subsequent catalog published during their time of enrollment, while that catalog is in effect, notwithstanding the retirement of any specific courses in which case the Program Director shall make a determination of what courses may be used to fulfill such a requirement.

Credit Requirements

To complete the program students are required to earn 64 credit hours of general education core, 60 credit hours of the program major courses, and 56 credit hours of free electives for a total of at least 180 credit hours. The department strongly encourages students to pursue a field concentration by selecting 20 credit hours of their electives in either African-American Studies, Criminal Justice, International Relations, Psychology, Social Work or Sociology.

44 hours of the general education requirements are required to be in specified courses, with the remaining 16 hours selected from specific designated courses.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
English and Communications		
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN154 or EN157	Technical Writing or Practical Research Writing	4
EN166	Speech	4
EN491	Senior Seminar	4
Mathematics and Sciences		
MT154	Essentials of Mathematics	4
	Four courses from BL CH, MT, and PH	16
Behavioral and Social Sciences and Humanities		
HM279	East-West Signature Course	4
PL101	Introduction to American Government	4
SC101	Introduction to Sociology	4
PS101	Introduction to Psychology	4
	One course selected from EN, HS, HM, IS, PL, PS, SC, or SP	4
Computer Science		
CI101	Computer Technology and Applications	4

Program major courses are specified as:

Course Code	Course Name	Credits
CI213	Microcomputer Spreadsheet	4
EC201 or EC202	Principles of Microeconomics or Principles of Macroeconomics	4
EC311	Comparative Economic Systems	4
HS326	Contemporary America	4
MT221	Fundamentals of Statistics	4
PL310	Development of Political Thought	4
PL381	International Relations	4
PS311	Life Span Development	4
SC 322	Crime, Society, and Social Justice	4
SC 335	Social Research Methods	4

CJ276	Criminal Profiling	4
PS310 or PS 321 or PS 341	Urban Psychology or Social Psychology or Theories of Personality	4
SC333 or SC363 or SC384	Social Problem Solving or The Family or Society and Culture	4
	One 200/300/400 level course in CJ, HS, PL, PS, or SC	4
	One 300/400 level course in CJ, HS, PL, PS, or SC	4

Among the 56 credit hours of free electives, students are encouraged but not required, to select at least one area of focused interest, as determined by the educational goals and objectives of the student, from the following:

African-American Studies

- EN341 African-American Literature
- HS231 African History
- HS336 African-American History
- PL313 Politics of American Minorities
- PS203 Psychology of the African American Experience

Criminal Justice

- CJ201 Introduction to the Criminal Justice System
- CJ202 Administration of the Criminal Justice System
- CJ203 Administration of the Juvenile Justice System
- CJ220 Criminal Law and Procedure
- CJ230 Introduction to Investigation
- CJ240 Police Organization and Management
- CJ250 Professional Responsibility in Criminal Justice
- CJ260 Constitutional Law
- CJ270 Crisis Intervention and Deviant Behavior
- CJ276 Criminal Profiling

International Relations

- BS321 International Business
- EC431 International Economics
- PL311 World Political Systems: Ideal and Actual
- SC311 Population and Human Ecology
- HS231 African History
- HS241 Survey of Latin American Civilization
- HS251 Survey of Middle Eastern Civilization

Psychology

- PS330 Abnormal Psychology
- PS346 Motivation
- PS350 Physiological Psychology
- PS410 Experimental Psychology
- PS412 Psychological Testing

Social Work

- SC313 Environment of the Community
- SC320 Introduction to Social Work

- SC424 Issues in Welfare
- SC430 Social Work Practice I
- SC431 Social Work Practice II

Sociology

- SC301 History of Sociological Thought
- SC311 Population and Human Ecology
- SC312 Human Relations
- SC313 Environment of the Community
- SC363 The Family
- SC 384 Society and Culture

Assessment Program Requirements:

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's assessment program. A student is required to take an exam based on the degree being sought:

Degree	Assessment Exam
Associate	General Education
Bachelor	Major Field Achievement Test (MFAT)

Students in the final year of their program are eligible for this assessment.

Faculty Credential Review and Tracking

The Program Director is responsible for reviewing and evaluating the credentials of any faculty hired to teach courses in the program. The Program Director shall consider relevant education and experience in determining whether a faculty member is qualified to teach a specific course.

The Program Director is responsible for updating the Faculty Credential and qualified course assignment information in the appendix to this policy. Such updates are not considered a policy change and need undergo no further approval process. The Provost shall regularly review updated Faculty Credential and qualified course assignments as part of the regular supervision of Program Chairs.

IV. Policy Owners

- Program Chair, Behavioral and Social Sciences Program

V. Related Documents

- Policy AA5.04 Appendix A: Faculty Credentials and Qualified Courses

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Update: October 22, 2020

Policy AA5.04 Appendix A: Faculty Credentials and Qualified Courses

VIII. Full-Time Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Frank Brooks	PhD; Political Science	Cornell		PL and SC
Dr. Ekkehard-Teja Wilke	PhD, History	Illinois	1967	HS, select SC, HM

IX. Adjunct Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Stefan Griffith	JD/PhD, Sociology	Northwestern	2011	SC
Nadia Hallak	PhD, Psychology	Argosy U	2011	PS
Sequoya Hayes	MSW	U of Michigan	2008	SC
Charles Brown	PhD, Psychology	National Lewis U	2012	PS
Farid Muhammad	EdD	U of Sarasota	1998	PS, SC
Narwell Lewis	MS Law Enforcement	Calumet College of St. Joseph	2003	CJ
Carl Cooper	MBA	California Coast U., Santa Ana	2001	CJ
Beverly Carnes	MSW	U. of Illinois	1998	SC
Wasi M. Khan	EdD/PhD	Indiana U.	1974	IS

Policy AA5.05: Biology Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

The Biological Sciences Program promotes an understanding of life spanning all levels of organizations, starting from atoms, molecules to cells, and organisms to ecosystems.

The Biology Department provides affordable, quality education and career opportunities to both traditional and non-traditional students in the life sciences, and particularly in the health sciences; To accomplish this mission, our faculty and staff adhere to very high academic standards in instructional delivery and hands-on laboratory / clinical exercises.

The program offers a Bachelor of Science in Biology, which provides students with a rigorous background in the field. Students interested in Nursing may also pursue an Associates in Liberal Arts with a focus on Biology, which provides them with the necessary prerequisites for Nursing School. The Biological Sciences program is designed to increase and optimize the student's future opportunities. It prepares them for graduate work, entrance exams, professional and/or research-oriented further studies and careers in biology and health sciences. To elaborate, the program offers courses such Anatomy and Physiology, Microbiology, Chemistry, Statistics, Life Span Development and Abnormal Psychology, most of which are the prerequisites for nursing school.

Our program consists of 4 faculty members having a wide spectrum of experience outside of teaching, which enhances the overall academic experience. Students will also have several opportunities for learning outside the classroom, including seminars, field visits, internships and opportunities for research.

Program Mission

Consistent with the mission of East West University (EWU), the Biology Program aims to provide quality education to a diverse student body using wide ranging and experiential classroom interventions. The Program strives to create and maintain a challenging, yet supportive learning environment which facilitates student growth.

Program Objectives

The Biology program seeks to:

- Provide students with rigorous academic preparation for pursuit of careers in the Biology such as nursing, pharmacy, dentistry, veterinary medicine, clinical medicine, and biological and clinical research.
- Provide students with knowledge of cells, tissue, organs, and organisms by correlating anatomy and physiology so that they can better appreciate health and disease processes.
- Provide students with fundamental training in the chemical and physical basis of the biology with an emphasis on biochemistry and modern molecular biology theory and techniques.
- Provide students with understanding of research literature and opportunities for practical research experience in multiple clinical research areas; excellent student research is submitted for publication in peer-reviewed lead research journals.
- Prepare and train proficient Neurodiagnostic technologists in the field of electroencephalography (EEG), polysomnography (PSG) and intraoperative monitoring (IOM).

Program Learning Objectives

The educational objectives of the Biology Program are to produce graduates who:

- Demonstrate a mastery of subject area
- Demonstrate an understanding of the diversity of fields and approaches within Biology
- Demonstrate an appreciation of the relationships among Biology and other fields
- Demonstrate an understanding of the scientific process, analyze data and communicate scientific information through lectures and laboratory exercises
- Demonstrate a working knowledge of the relevant technical skills that are necessary for a successful transition into professional schools, graduate programs, or careers in science
- Are able to tackle the professional school entrance exams (MCAT, DAT, RN, LPN or VCAT)

II. Background and Guidelines

The Biology Department offers great opportunities for students who plan to go to medical school (MD & DO), dental school (DDS & DMD), veterinary school (DVM), optometry school (OD), or podiatry school (DPM) through our rigorous Life Sciences Program. These students will be able to earn their Bachelor's degree in Liberal Arts. Prospective students interested in pursuing careers in nursing, physical therapy, marine biology, et cetera are also able to begin their academic path at East-West University.

With a Bachelor's Degree students can become Research Technologist in Pharmaceutical, Biomedical, or Ecological fields. Those interested in teaching Biology would pursue such a degree and then a Masters' or Doctorate degree depending on the academic level they wish to ultimately teach. Students interested in careers in nursing, pharmacy, dentistry, medicine, or biological research will use the training provided during the Bachelor's degree to move to the next level of professional school including Nursing, Dental, Medical, or Graduate Schools. The curriculum also prepares students for the MCAT, GRE, and similar exams required for admission to Medical, Graduate, or other professional schools. Students are provided a thorough understanding of the physical and chemical basis of life and the basis for the modern molecular biology renaissance. Training in advanced topics such as advanced physiology and genetics as well as scientific research are a focus of the program. Students completing the Bachelor's Degree will take a series of courses leading up to their Biology Capstone Project that may lead to research publications in peer reviewed journals for excellent original research. Those pursuing medical or graduate schools will find the research experience will enhance their likelihood of admission into the professional school of their choice. Students can also take courses in the department that will help them enter the fields of Neurotechnology (EEG), polysomnography (Sleep Technology; PSG), and intraoperative monitoring (IOM); departmental courses provide the basic core science prerequisites for a career in these exciting areas of clinical-diagnostic medicine. Specific courses provide the theoretical and practical knowledge in neurodiagnostic technology with internships in major Chicago-area teaching hospitals and specialized clinics. The affiliated clinical sites include, among others, Northwestern Memorial Hospital, University of Chicago Medical Center, and University of Illinois Medical Center. The Neurodiagnostics program trains individuals to become skilled technologists through rigorous classroom and laboratory exercises and placement for board exams in Neurodiagnostic specialties of EEG, PSG, or IOM. The University uses state-of-the-art Neurodiagnostics instruments to train students for real-world applications; our courses are taught by practicing experts in the neurodiagnostic and neuroscience fields. Post-graduation, students often find employment at one of the major medical centers in the Chicago-area and those are generally one of the centers where the student interns. East-West University is one of the only centers in the Midwest to offer Neurodiagnostics training and has a long history of over 25 years training Neurodiagnostics professionals in the Midwest. The Biology Program at EWU is designed to prepare students in the areas of:

- Medicine
- Nursing
- Neurotechnology
- Biotechnology
- Nutrition
- Holistic Health & Integrative Medicine
- Pharmacology
- Physical Therapy
- Occupational Therapy

- Speech Therapy
- Research

Top opportunities after Biology

A biology degree provides the foundational training necessary to pursue further (graduate or professional) studies and/or career opportunities:

1. Nurse Practitioner
2. Physicians Assistant
3. Physician and Surgeon
4. Dentist
5. Pharmacist
6. Podiatrist
7. Research: Biochemist or Biophysicist
8. Microbiologist
9. Food or Environmental Scientist
10. Zoologist or Wildlife Biologist
11. Lab technician
12. Phlebotomist
13. Genetic Counselor
14. Medical and Health Services Manager
15. Physiotherapist
16. Occupational Therapy
17. Speech Pathologist
18. Health Educator
19. Law: Medical Malpractice or Environmental Attorney
20. Neurotechnologist

Why Biological Sciences at East-West University?

- Experienced Faculty
- Small Classrooms allowing individualized attention
- Advanced Labs
- Field Visits and Experiential Learning
- Guest Lectures
- Poster Conferences
- Support finding Internships in Research and Healthcare
- Our emphasis on Diversity
- Sense of Community

Research Activities

East-West University has its first Research Grant funded by Medtronic, a company that pioneered cardiac pacemakers and corners the market in that area. They have funded several of our projects at the Hines VA Hospital, where Dr. Singh has active research activities, in areas of vagal activation of the heart for heart failure. The project at EWU is one that will examine the role of certain proteins in heart failure with the goal of blocking these "growth factors" in patients to stop and reverse certain forms of heart disease. The department also has ongoing research in the area of nutrition and particularly magnesium in ADD/ADHD. NIH has a newer branch that accepts applications in the area of "alternative" medicine (NCCAM) and is very interested in such studies and, thus, we are submitting multiple NIH research grant over the next few years. The students in the department benefit greatly from such research activities as many get valuable experience that graduate and medical schools look upon as a necessity and not a luxury. Many of the students, those that have displayed responsibility and have good academic records, take part in research studies including large animal surgeries for the vagal stimulation studies at Hines. Our majors will also get the opportunity, through specific classes like BL340, to take part in the Medtronic research as well.

Partnerships

Enduring partnerships and internship opportunities are continually being fostered with world-class institutions like The Field Museum, The Brookfield Zoo, and Chicago Botanical Garden to provide our students with priceless opportunities as preparation grounds for future productive lives in the workforce. Likewise, we have established clinical affiliations with state-of-the-art hospital facilities and homes in the Chicagoland area for the practicum sessions and clinical training of our health sciences programs.

Enrichment

We have an unwavering commitment to sustain and continually improve every segment of our programs as part of our scholastic endeavor. Students are encouraged not only to be active participants in the classroom, but to take advantage of life enrichment opportunities such as those provided by the University's Perspective Lecture Series which brings to EWU the finest writers, artists, philosophers, and social critics of our time.

III. Procedure

GPA Requirement

Minimum grade point average required for advancement and graduation:

- Students must maintain a minimum grade point average of 2.00 to remain in good standing in the program.
- Policies on provisional or probationary status:
- Students who fail to maintain a cumulative grade point average of 2.00 will be placed on probation. Students will have two quarters to raise their overall grade point average to 2.0 or above or they may be dropped from the program at the discretion of the Program Director.
- Students who do not achieve a 2.00 average for the program will not graduate.

Residency Requirement:

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

Changes to Credit Requirements

Changes to Credit Requirements, including required courses, quantitative requirements, introduction and retirement of specializations, and other matters of academic program management are made by the Program Director after careful consideration, and on approval from the Provost. The Program Director is responsible for updating this policy with any new requirements, and only Board of Trustees notification, and not approval, is required for such changes. This policy is the source of information to be included in the Academic Catalog, which is to be updated as required. Students have the option of fulfilling the requirements in the catalog in effect at their time of matriculation, or electing to be bound be the requirements of any subsequent catalog published during their time of enrollment, while that catalog is in effect, notwithstanding the retirement of any specific courses in which case the Program Director shall make a determination of what courses may be used to fulfill such a requirement.

Bachelor of Science Credit Requirements

To complete the program students are required to earn 64 credit hours of general education core, 48 credit hours of the program core courses, 52 credit hours of major and capstone courses, and 16 credit hours of free electives for a total of at least 180 credit hours.

Because of the technical nature of the program, 56 credits of the general education requirement are proscribed. The remaining 8 credits must consist of one elective mathematics and science general education course, and one elective behavioral and social sciences and humanities course.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
English and Communications		
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN154	Technical Writing	4
EN166	Speech	4
EN491	Senior Seminar	4
Mathematics and Science		
MT151	Intermediate Algebra	4
MT156	General Education Math	4
MT158	College Algebra	4
MT160	Elementary Plane Trigonometry	4
Behavioral and Social Sciences and Humanities		
HM279	East-West Signature Course	4
PS101	Introduction to Psychology	4
SC101	Introduction to Sociology	4
PL101	Introduction to American Government	4
Computer Science		
CI101	Computer Technology and Applications	4

Program core courses are specified as:

Course Code	Course Name	Credit Hours
Bl111/112	Biology of the Cell / Lab	6
BL121/122	Biology of the Organism / Lab	6
BL227/228	Botany / Lab	6
BL230/231	Zoology / Lab	6
CH111/112	General Chemistry I / Lab	6
CH151/152	General Chemistry II / Lab	6
CH211/212	Organic Chemistry I / Lab	6
CH261/262	Organic Chemistry II / Lab	6

Major Field Courses and Capstone Courses are specified as:

Course Code	Course Name	Credit Hours
PH110/111	College Physics I / Lab	6
PH210/211	College Physics II / Lab	6
BL291	Seminar in Biology	4

BL340	Scientific Research	4
BL391	Biostatistics	4
BL321	Molecular and Cellular Biology	4
BL329	Special Topics in Molecular Biology	2
BL351	Genetics	4
BL390	Molecular Research Methods / Lab	6
BL351	Biochemistry / Lab	4
BL451	Molecular Physiology	4
BL499	Senior Project: Capstone	4

Assessment Program Requirements:

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's assessment program. A student is required to take an exam based on the degree being sought:

Degree	Assessment Exam
Associate	General Education
Bachelor	Major Field Achievement Test (MFAT)

Students in the final year of their program are eligible for this assessment.

Faculty Credential Review and Tracking

The Program Director is responsible for reviewing and evaluating the credentials of any faculty hired to teach courses in the program. The Program Director shall consider relevant education and experience in determining whether a faculty member is qualified to teach a specific course.

The Program Director is responsible for updating the Faculty Credential and qualified course assignment information in the appendix to this policy. Such updates are not considered a policy change and need undergo no further approval process. The Provost shall regularly review updated Faculty Credential and qualified course assignments as part of the regular supervision of Program Chairs.

IV. Policy Owners

- Program Chair, Biology Program

V. Related Documents

- Policy AA5.04 Appendix A: Faculty Credentials and Qualified Courses
- Policy AA5.04 Appendix B: Student Activities and Memberships (current 2016)

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Update: October 22, 2020

Policy AA5.04 Appendix A: Faculty Credentials and Qualified Courses

I. Full-Time Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Karishma Mukerji	Masters	DePaul University, Chicago, USA	2015	BL-103, Intro to Biology; BL-202/203, Anatomy & Physiology I; BL-214, Holistic Health; BL-233, Brain Health; BL-414, Immunology

II. Adjunct Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Sanjay Singh	Ph.D.	Loyola University Medical Center, Illinois, USA	2000	BL-202/203, Anatomy & Physiology I; BL-204/205, Anatomy & Physiology II; BL-200, Seminar in Biology; BL-240, Scientific Research; BL-291, Biostatistics
Rizwana Rahim	Ph.D.	Osmania University, Hyderabad, India	1983	BL-111/112, Biology of The Cell ; BL-121/122, Gen. Biology II Biology of The Organism; BL-223, Nutrition; CH-111/112, Inorganic Chemistry I; CH-151/152, Inorganic Chemistry II

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Michael Pi	Ph.D.	The University of Otago, Dunedin, New Zealand	1998	BL-101, Intro to Biology; BL-155, Foundations of Science; BL-222, Reproduction & Sexuality; BL-251/252, Molecular & Cellular Biology;
Reddy S Gurramkonda	Ph.D.	Sri Venkateshwara University, Tirupati, India	1979	BL-103, Intro to Biology; BL-121/122, General Biology; BL-230/231, Zoology;
Paul Kump	Ph.D.			
Sivakumar Ramu	Ph.D.			
Alexander Bautista (REEGT)				
Herbert Wilde (REEGT)				

Policy AA5.04 Appendix B: Student Activities and Memberships (current 2016)

I. Poster Conference (26th May 2016)

Students of the Holistic Health Class presented a poster conference on 26th May, 2016. Students displayed posters on a range of topics pertaining to holistic health and integrative health i.e. nutrition, immunity, stress management, meditation, mindfulness, aromatherapy, Tai Chi, menopause etc. The posters demonstrated application of knowledge in practical settings.

The conference was designed to give the students the opportunity to demonstrate their work in an interactive and professional manner. The interactive, open space-style allowed participants, jurors and guests to visit with a variety of posters/ presentations, further facilitating intellectual discussions on health related topics.

In addition to EW faculty, external jurors from the field of psychology were also invited in order to provide students an opportunity to network, and to increase the professionalism of the undergraduate student experience. To further increase efficiency, the experience included a one-on-one interaction between students and jurors, wherein jurors graded students on professional demeanor while presenting, knowledge of subject and creativity.

II. Group Research, Analysis, & Presentations (to be planned in the future)

In the fall quarter, group presentations will be planned on biology and health related topics. Through a variety of progressive experience integrated in the curriculum (e.g.: case studies, research paper and lab work), students would have acquired the skills for group interaction and teamwork. They will utilize this to develop communication skills, independent and creative thinking and leadership qualities. A rubric will be provided to grade students on knowledge, presentation and effective communication.

III. Field Trip to Shedd Aquarium (6th June 2016)

Students of the Zoology and Molecular & Cellular Class visited the Shedd Aquarium. The field visit was designed to encourage contact among students from different backgrounds (social, racial/ethnic, religious etc) and improve the overall academic environment of the biology program.

The academic focus of the field visit further allowed students to make connections between our ecosystem and the dynamic complexities of the Ocean (including temperature, pH value, ammonia and oxygen levels). Students viewed presentations on animal care, water filtration, and how the exhibits compared to an open ocean system. With the help of instructors, students engaged in a discussion of fin shape, swimming, and feeding behaviors.

IV. Professional /Informational Interview as Final Paper (16th June 2016)

For the final assignment in the Holistic Health Class, students are required to interview a professional from the field of integrative medicine. This assignment has been designed to help students get firsthand, relevant information about the realities of working within a particular branch of integrative medicine. Students were encouraged to learn about the benefits and challenges of the field and ask for tips about how to prepare for and enter a given career. While doing so, students also get to expand their professional network and meet people who might forward job leads to them in the future. It also allows them to improve their communication skills and confidence speaking with professionals.

V. Scientific Research at EWU

ADD and ADHD are reported to be caused by nutritional deficiencies. Dr. Sanjay Singh and Dr. Michael Pi from the Biology program are currently conducting research on the role of magnesium (Mg) in improving the symptom of ADD and ADHD subjects. Their goal is to supplement the diet with Mg and look at markers for improvement in symptom of ADD and ADHD. The process includes conducting interviews for evaluation for diagnosis and evaluation by Dr. Karishma Mukherji and recording of EEG by EWU alumni working as neurotechnologists. Students taking the scientific research class are familiarized and involved in the research process.

VI. Jobs & Internships:

Students, who are currently enrolled in the program and are interested in getting hands-on experience, are linked to internships within the field. Since January 2016, the Biology program has developed professional affiliations with Loyola University Medical Center, Rush Hospital, Presence St. Francis Hospital and Ann Lurie Hospital, who have offered clinical rotations (and job positions) to eligible EWU students.

As of June 2016, 1 current student has been employed by Loyola University Medical Center as a neurology technician during the spring quarter. 2 alumni are currently in the process of interviewing at Ann Lurie Hospital.

The Biology Program is also in the process of building an alliance with the Northwestern Memorial Hospital.

VII. Guest Speakers (Planned for fall quarter):

Invite guest speakers from the industry (such as doctors, pathologists / lab technicians, nurses, etc.) to supplement learning. This will allow students to ask questions regarding real-life scenarios to the professionals.

Policy AA5.06: Business Administration Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

East West-University offers a Bachelor of Sciences (BS) degree program in Business Administration through the Department of Business Administration. The BS degree program provides students with a broad base of knowledge in the business disciplines, to prepare them for career possibilities in business related areas, to provide them with the fundamental skills necessary to participate in a civil society, and to provide a foundation for further studies and graduate and professional work. The concentration areas of the program are accounting and finance, forensic studies, general business, international business, management, and digital and social marketing.

Concentration areas in the business program include Accounting, General Business, Information and Telecommunications Systems Management, International Business, Management, and Marketing. Accounting offers a solid survey of the accounting field. Marketing allows a student to specialize in either advertising, corporate communications, public relations or sales. Management can have emphasis on more traditional management topics like Organizational Behavior or students can choose unique courses such as Sports and Entertainment Management.

The Department also offers an Associate of Applied Science degree in Office Administration. The program familiarizes students with current technologies and procedures of today's work environment in real or virtual settings and develops skills in a wide variety of corporate communication methodologies. Graduates can seek a terminal degree or enter into the corporate work force. A mandatory internship is a required part of the curriculum. The program will prepare students to work in virtual teams and in telecommunicating careers as well. This program seamlessly articulates into a four-year terminal degree in Business Administration or English and Communications.

Program Mission

The Bachelor of Science degree in Business Administration (BSBA) offers students a diversified and challenging set of core courses for East-West University students. In addition to traditional courses like Accounting, Economics, Finance, Management, and Digital and Social Media Marketing. Students also take courses in challenging and important areas such as Business Communications, Entrepreneurship, and International Business. These courses offer students a well-rounded background in business and specialization in their area of concentration. A new concentration at EWU planned is in the dynamic, growing field of Healthcare Administration.

Studies in Business Administration are intended to provide students with a broad base of knowledge in business disciplines, prepare them for career possibilities, provide them with the fundamental skills necessary to participate in a civil society, and provide a foundation for further studies and graduate work.**BS Program Learning Objectives**

Graduates of the East-West University BS in Business Administration program will:

- Be capable of using information and analyzing data to formulate tactical and strategic decisions.
- Have an awareness of the internal and external factors that are relevant to small business which interact to effect managerial decisions.
- Understand the interactions between and among legal, ethical, social, technological, political, economic, and competitive factors that impact ownership and managerial decisions.
- Have an ability to research and integrate large quantities of data in quantitative, qualitative, or mixed formats.
- Communicate effectively both orally and in written form, as well as understand and appreciate the use of technology to aid in business decision-making.

AAS Program Learning Objectives

Graduates of the East-West University AAS in Office Administration program will learn about:

- Standard professional business communication
- Use of data, word processing, presentation and desktop publishing software
- Use of professional multimedia software
- Use of appropriate social media tools and skills required for telecommunicating careers
- Corporate and intercultural communication: techniques and practice
- Business etiquette and ethics.

II. Background and Guidelines

In additional to traditional courses like accounting, economics, finance, and management, students also take courses in challenging and current areas of endeavor in entrepreneurship, personal financial planning, forensic accounting and international economics and business. Current events are covered in every class as the opportunity arises. In a global and diverse society, it is imperative to bring and discuss critical issues in the classroom as they are happening. Courses in the Business Administration Department at EWU are not traditional lecture classes. Students are encouraged to participate and become active and engaged learners and will develop excellent verbal and written communication skills. They also learn to work together in real and virtual teams, acquiring skill sets that will become invaluable in today's ever-changing job market and society.

The East-West University Business Program has a strong emphasis on ethics. Most classes in the business area use real-life ethical dilemmas which teach the student that "Following the Rules is Sometimes Not Enough." We also have made an effort to train students in English, writing, communications, and analytical thinking. The program carefully builds on general education requirements to thoroughly train students in English, writing, communications, and analytical thinking. Students have opportunities to take classes that are applicable to their major in Behavioral and Social Sciences, English/Communications, Computer Science and Multimedia. Studies in Business Administration are intended to provide students with a broad base of knowledge in the business disciplines, to prepare them for career possibilities in business-related areas, and to provide a foundation for further studies and graduate work.

The program integrates a strong global theme that runs throughout the curriculum. The program is truly cross curricular and students are required to take classes in negotiation, intercultural communication, and social media as part of the Business degree plan. Student can and are encouraged to take classes in English/Communications, Computer Information Systems, and Behavioral and Social Sciences as part of their degree plan.

Midterm conferences have been found to be extremely helpful in having the student bond with the department and feel closer to the program. Most students graduating from EWU in the Business area have taken one or two CP classes. We are considering internships and a service learning project as a requirement as part of the curriculum in the very near future.

An East-West University BSBA graduate will have a significant number of career opportunities. These include, but are not necessarily limited to:

- Accountant
- Bank officer (management or operations)
- Entrepreneur / Small business owner
- Management consultant
- Marketing manager
- Principal of a marketing company, Public Relations Staff, or Advertising Staff

Some of the many careers open to graduates with the Associate of Applied Science degree in Office Administration are the following:

- Administrative and executive assistants
- Office managers
- Desktop publishers
- Multimedia specialists
- Corporate communication specialists concentrating in marketing, public relations and advertising.

III. Procedure

Changes to Credit Requirements

Changes to Credit Requirements, including required courses, quantitative requirements, introduction and retirement of specializations, and other matters of academic program management are made by the Program Director after careful consideration, and on approval from the Provost. The Program Director is responsible for updating this policy with any new requirements, and only Board of Trustees notification, and not approval, is required for such changes. This policy is the source of information to be included in the Academic Catalog, which is to be updated as required. Students have the option of fulfilling the requirements in the catalog in effect at their time of matriculation, or electing to be bound be the requirements of any subsequent catalog published during their time of enrollment, while that catalog is in effect, notwithstanding the retirement of any specific courses in which case the Program Director shall make a determination of what courses may be used to fulfill such a requirement.

Bachelor of Science Credit Requirements

To complete the program students are required to earn 64 credit hours of general education core, 68 credit hours in program core courses, 24 credit hours in a specific concentration, and 24 credit hours of free electives (of which 12 credit hours must be at the 300-400 level) for a total of at least 180 credit hours.

The program has requirements for 44 credits of the general education program identifying specific courses that must be completed. If a student places into a higher level course, that course may of course be used to satisfy the requirement. The remaining courses must meet the standards of the general education requirements of the liberal arts program but may otherwise be chosen from any courses in the general education areas.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
English and Communications		
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN166	Speech	4
EN491*	Senior Seminar	4
Mathematics and Sciences		
MT155	Intermediate Algebra	4
MT156	General Education Math	4
MT221	Fundamentals of Statistics	4
Behavioral and Social Sciences and Humanities		
HM279*	East-West Signature Course	4
SC101	Introduction to Sociology	4
PL101	Introduction to American Government	4
Computer Science		
CI101	Computer Technology and Applications	4

Program core courses are specified as:

Course Code	Course Name	Credit Hours
AC101	Financial Accounting I	4
AC102	Financial Accounting II	4
AC207	Managerial Accounting	4
BS101	Introduction to Business	4
BS201	Entrepreneurship	4
BS205	Business Communications	4
BS210	Business Law	4
BS321	International Business	4
BS350	Business Ethics	4
BS440	Strategic Management and Policy	4
BS441	Microcomputer Spreadsheet	4
CI213	Principles of Microeconomics	4
EC201	Principles of Macroeconomics	4
EC202	Principles of Corporate Finance	4
FN201	Principles of Management	4
MN201	Principles of Marketing	4
MR201	Business Calculus	4
MT200	Financial Accounting I	4

Concentration Courses are specified as:

Course Code	Course Name	Credit Hours
	Accounting and Finance	
AC303	Intermediate Accounting	4
AC401	Auditing Theory	4
N370	Group Dynamics and Team Building	4
	Three additional FN courses of 300 level or higher	12
	Forensic Studies	
AC320	Forensic Accounting	4
A330	Criminal Tax Practice and Procedure	4
AC340	Principles of Fraud Investigation	4
AC420	Current Topics and Cases in Forensic Accounting	4
	Two additional 300-400 level AC, BS, MR, EC, FN, MN, or CS courses, approved by the program director.	8
	General Business	
BS421	Current Topics in International Business	4
EN370	Group Dynamics and Team Building	4
MN341 or MN 421	Ethical Leadership and Corporate Social Responsibility or Current Topics in Management	4
	Any 300-400 MR course	4
	Any 300-400 MN or BS course	4

	FN302, FN 305, EN371, EN373, or EN380	4
Entrepreneurship		
BS301	Entrepreneurial Finance	8
BS351	Creating New Ventures and Venture Capital	8
BS450	Special Topics in Entrepreneurship	8
EN370	Group Dynamics and Team Building	8
	Two additional elective courses chosen from the 300-400 level in AC, BS, MR, EC, FN, or MN, or EN371 or EN373	8
International Business		
BS421	Current Topics in International Business	4
EC311 or MR355	Comparative Economic Systems or International Marketing Strategies	4
EC431	International Economics	4
EN370	Group Dynamics and Team Building	4
EN373	Intercultural Communication	4
FN341 or EN380	International Finance or Negotiation	4
Management		
EN370	Group Dynamics and Team Building	4
MN310	Organization Theory and Development	4
MN312	Human Resource Management	4
MN316	Current Issues in Labor and Management Law	4
	One additional 300-400 level MN course	4
	One additional 300-400 level MN course, or EN371, or EN373	4

Associate of Applied Science Credit Requirements

To complete the program students are required to earn 28 credit hours of general education core, 40 credit hours in major field of concentration, and 8 credit hours of free electives for a total of at least 92 credit hours.

The program has requirements for 12 credits of the general education program identifying specific courses, and area requirement for the remaining 16 credit hours.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
English and Communications		
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN166	Speech	4
Mathematics and Sciences		
	One course higher than MT150	4
Behavioral and Social Sciences and Humanities		
	One course	4
Behavioral and Social Sciences and Humanities		
	One course	4

Computer Science		
	One course	4

Major field courses are specified as:

Course Code	Course Name	Credit Hours
CI101	Computer Technology and Applications	4
AC101	Financial Accounting I	4
BS101	Introduction to Business	4
MN201	Principles of Management	4
MR201	Principles of Marketing	4
BS205	Business Communications	4
BS350	Business Ethics	4
CI105	Web Page Design	4
EN154	Technical Communication	4
EN228	Desktop Publishing	4
EN370	Group Dynamics and Team Building	4
EN371	Social Media in Today's Workplace	4
OA213/CI213	Microcomputer Spreadsheet	4
OA215/CI214	Microcomputer Database Management	4
OA240 or CP300	Special Projects in Office Administration or Cooperative Education I	4
HM279	East-West Signature Course	4

Introductory Level Midterm Conferences

The Business Department requires mandatory midterm conference in all 100 level classes. At these conferences, the instructor discusses the student's progress not only in the business class, but in all other classes the student has.

Advising

Students are advised by Business Department staff in conjunction with CSA. Special attention is given to program flow and adequate prerequisites taken. The student is always aware of their degree plan which aids in planning future class registration.

Cooperative Education and Internships

All students are encouraged to take cooperative education/internship courses. The Business curriculum design process allows for (3)- 300 electives and (3)-100-200 electives.

Assessment Program Requirements:

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's assessment program. A student is required to take an exam based on the degree being sought:

Degree	Assessment Exam
Associate	General Education

Bachelor	Major Field Achievement Test (MFAT)

Students in the final year of their program are eligible for this assessment.

Faculty Credential Review and Qualified Courses

The Program Director is responsible for reviewing and evaluating the credentials of any faculty hired to teach courses in the program. The Program Director shall consider relevant education and experience in determining whether a faculty member is qualified to teach a specific course.

The Program Director is responsible for updating the Faculty Credential and qualified course assignment information in the appendix to this policy. Such updates are not considered a policy change and need undergo no further approval process. The Provost shall regularly review updated Faculty Credential and qualified course assignments as part of the regular supervision of Program Chairs.

IV. Policy Owners

- Program Chair, Business Program

V. Related Documents

- Policy AA5.06 Appendix A: Faculty Credentials and Qualified Courses

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Update: October 22, 2020

Policy AA5.06 Appendix A: Faculty Credentials and Qualified Courses

I. Full-Time Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Kenneth Gaines	MA, MBA	Roosevelt University	2000	Business, Fraud examination, economics
Katherine Trainer	DBA	Argosy University	2010	All business, finance accounting and economics

II. Adjunct Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Edward Nowak	JD	The John Marshall Law School	2003	Business Law, Real Estate Analysis
George Lattas	MBA, JD	DePaul University	2008	Business Law, Ethics, Management Topics
Kumarduwati Petersen	MBA	Marshall University, West Virginia	1988	International Business, Business
Carolyn Stevenson	EdD, MBA,MA	Roosevelt University, Kaplan university	2003, 2013	Management, Leadership

Policy AA5.07: Computer and Information Science Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

The Computer and Information Science program at East-West University offers a Bachelor of Science (BS) and an Associate of Applied Science (AAS) degree programs. The BS program offers six concentrations:

- Artificial Intelligence (AI) and Data Science Specialist
- Mobile and Web Technology Specialist
- Cyber Security Specialist
- Digital Media Specialist
- Software Engineering Specialist
- Business Intelligence Specialist

The Computer and Information Science program puts forth a great emphasis on technical and professional education that merges the academic coursework with relevant "hands-on" laboratory experiences. The study involves well-organized methodologies, programming skills, scripting languages, algorithms, databases, networking, cyber security and cryptography, computer architecture, operating systems, cloud computing, web development, mobile development, artificial intelligence, software techniques, digital media, data warehousing, and business intelligence development.

Computer Science involves the systematic study of programming, algorithms, databases, networks, security, computer architecture, operating systems, cloud computing, web information retrieval, artificial intelligence, software techniques, digital media, data warehousing, and business intelligence development. The program emphasizes technical and professional education that merges the academic course work with practical laboratory experiences.

Program Mission

The Computer and Information Science program is dedicated to bridging the gap between academic pursuits and technical competencies required in the business environment. The program provides a wide range of courses to lay the foundation for further studies and graduate work.

Program Learning Objectives

Graduates of the East-West University Computer and Information Sciences program will:

- Create software packages in a variety of programming languages.
- Customize applications by using commercial spreadsheets, presentation and/or database applications.
- Develop client or web-based database applications.
- Develop/design an enterprise data warehouse (EDW) infrastructure to support the increasing needs of business to facilitate critical decision making.
- Develop a Business intelligence/Analytics solution to bring business users data, and reporting to key decision makers.
- Design distributed processing computer networks including telecommunications and data transmission techniques.
- Design/develop E-commerce infrastructure, web sites and payment systems.
- Create dynamic animation for digital media and the web.

- Develop comprehensive projects integrating video and audio technologies, and create complex, realistic video games.

II. Background and Guidelines

The Computer and Information Science program at East-West University puts forth great emphasis on technical and professional education that merges the academic course work with relevant "hands-on" laboratory experiences. The study of Computer Science is the combination of computation and solving information-based problems in the world by the application of theoretical and practical techniques. The study involves well-organized methodologies and skills of programming, scripting languages, algorithms, databases, networking, security and cryptography, computer architecture, operating systems, cloud computing, web information retrieval, artificial intelligence, software techniques, digital media, data warehousing and business intelligence development.

The Computer and Information Science program is dedicated to bridging the gap between academic pursuits and technical competencies required in the business environment. The program provides a wide range of courses to lay the foundation for further studies and graduate work.

The Computer and Information Science program is flexible enough that it provides the students with the academic and professional preparation for industrial careers as well as the pursuit of higher degrees. The program designs core courses and concentration courses that integrate the theoretical with the practical while preparing the students.

East-West University CIS graduates will have a significant number of career opportunities. These include, but are not necessarily limited to:

- Business Analysis Specialist
  - Employment opportunities are available in the fields of sales, accounting, manufacturing, banking, telecommunication, financing, and education.
- Web Technology Specialist
  - Employment opportunities include positions in web application development, computer related sales and marketing.
- Information Systems Analyst
  - Employment opportunities range from planning technical solutions, recommending software and systems, coordinate development projects, and technical specification writing.
- Digital Media Specialist
  - Employment opportunities include graphic and media training solutions, using video effects/animation, graphic design, print communication, and advanced flash animation.
- Software Engineering Specialist
  - Employment opportunities range from software risk analyst, software quality assurance, software engineer, and programmer to software architect.
- Telecommunications Specialist
  - Employment opportunities are available in the areas of network planning, design, development, operation, and maintenance.

III. Procedure

Changes to Credit Requirements

Changes to Credit Requirements, including required courses, quantitative requirements, introduction and retirement of specializations, and other matters of academic program management are made by the Program Director after careful consideration, and on approval from the Provost. The Program Director is responsible for updating this policy with any new requirements, and only Board of Trustees notification, and not approval, is required for such changes. This policy is the source of information to be included in the Academic Catalog, which is to be updated as required. Students have the option of fulfilling the requirements in the catalog in effect at their time of matriculation, or electing to be bound be the requirements of any subsequent catalog published during their time of enrollment, while that catalog is in effect, notwithstanding the retirement of any specific courses in which case the Program Director shall make a determination of what courses may be used to fulfill such a requirement.

Associate of Applied Science Credit Requirements

To complete the program students are required to earn 32 credit hours of general education core, 12 credit hours in cognate or supporting fields, and 48 credit hours in the major field of concentration, for a total of at least 92 credit hours.

Because of the technical nature of the program, selected courses for the general education requirement are proscribed. If a student places into a higher level course, that course may of course be used to satisfy the requirement.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
	English and Communications	
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN154	Technical Communication	4
	Mathematics	
MT155	Intermediate Algebra	4
MT156	General Education Math	4
MT158 or MT170	College Algebra or Finite Mathematics	4
	Humanities	
HM279	East-West Signature Course	4
	Behavioral Sciences	
	Any course	4

Required courses in cognate or supporting fields are specified as:

Course Code	Course Name	Credit Hours
BS101	Introduction to Business	4
	Two courses from AC, BS, EC, FN, MN, or MR.	8

Required courses in the major field of concentration are specified as:

Course Code	Course Name	Credit Hours
CI101	Computer Technology and Applications	4

CI105	Web Page Design	4
CI214	Desktop Database Management	4
CI215	JAVA I	4
CI216	C# I	4
CI245	JAVA II	4
CI246	C# II	4
CI256	HTML5	4
CI275	Computer Organization and Architecture	4
	Three additional courses higher than CI200 or DM200 (digital media)	12

Bachelor of Science Credit Requirements

To complete the program students are required to earn 64 credit hours of general education core, 52 credit hours in Computer and Information Science courses, 12 credit hours in cognate or supporting fields, 32 credit hours in a concentration, and 20 credit hours of electives (of which at least 8 credit hours should be at the 300 or 400 level), for a total of at least 180 credit hours.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
	English and Communications	
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN154	Technical Communication	4
EN166	Speech	4
EN491	Senior Seminar	4
	Mathematics and Sciences	
MT155	Intermediate Algebra	4
MT156	General Education Math	4
MT158	College Algebra	4
	Two courses from BL, CH, ET, or PH	8
	Behavioral Sciences and Humanities	
HM279	East-West Signature Course	4
	Four courses from EN, HS, HM, IS, PL, PS, SC, or SP	16
	Computer Science	
CI101	Computer Technology and Applications	4

Computer and Information Sciences courses are specified as:

Course Code	Course Name	Credit Hours
CI215	JAVA I	4
CI216	C# I	4
CI245	JAVA II	4
CI246	C# II	4

CI256	HTML5	4
CI275	Computer Organization and Architecture	4
CI301	Data Communications	4
CI310	Principles of Database	4
CI321	Computer Operating Systems	4
CI354	SQL Server Database Programming	4
CI355	Data Warehousing	4
CI358	Data Warehousing & Business Intelligence I	4
CI492/DM490*	Senior Project/Digital Media Portfolio Production* (* Digital Media Specialist only)	4

Cognate or Supporting Courses are specified as:

Course Code	Course Name	Credit Hours
BS101	Introduction to Business	4
MT160	Elementary Plane Trigonometry	4
MT201/EN170*	Calculus I/ Writing for Digital Media* (* Digital Media Specialist only)	4

Concentration Courses are specified as:

Course Code	**Course Name**	**Credit Hours**
	Business Analysis Specialist	
CI415	Data Mining	4
CI425	Cloud Computing	4
CI456	Business Intelligence II	4
CI458	Advanced Business Intelligence	4
	Four additional courses chosen from other specialist sections	16
	Web Technology Specialist	
CI105	Web Page Design	4
CI205	Advanced Web Page Design	4
CI270	Introduction to Mobile Development	4
CI335	E-Commerce and Web I	4
CI365	ASP.NET MVC web Application	4
CI435	E-Commerce and Web II	4
CI455	E-Commerce Web User Experience	8
	Information Systems Analyst	
CI214	Desktop Database Management	4
CI312	Systems Analysis and Design	4
CI340	Artificial Intelligence	4
CI460	Management Information Systems	4
MN201	Principles of Management	4

MN310	Organization Theory and Development	4
	Two additional courses chosen from other specialist sections	8
Digital Media Specialist		
CI105	Web Page Design	4
DM240	Computer Graphic Design	4
DM260	Digital Imaging: Photoshop I	4
DM290	Digital Video Production	4
	Three additional DM courses	12
	One additional DM course or CI205, Advanced Web Page Design	4
Software Engineering Specialist		
CI320	Data Structures	4
CI356	Object-Oriented Programming in JAVA	4
CI357	Software Engineering	4
CI420	Algorithms	4
CI457	Software Development and Testing	4
	Three courses chosen from CI215, CI216, CI245, CI246, or CI312	12
Telecommunication Specialist		
CI421	Advanced Operating Systems	4
CI431	Telecommunications Network I	4
CI432	Telecommunications Network II	4
CI434	Network Security	4
	Four additional courses chosen from other specialist sections	16

Elective Courses are specified as:

Course Code	Course Name	Credit Hours
	Two courses should be at the 300 or 400 level	8
	Any three courses	12

Assessment Program Requirements:

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's assessment program. A student is required to take an exam based on the degree being sought:

Degree	**Assessment Exam**
Associate	General Education
Bachelor	Major Field Achievement Test (MFAT)

Students in the final year of their program are eligible for this assessment.

Faculty Credential Review and Tracking

The Program Director is responsible for reviewing and evaluating the credentials of any faculty hired to teach courses in the program. The Program Director shall consider relevant education and experience in determining whether a faculty member is qualified to teach a specific course.

The Program Director is responsible for updating the Faculty Credential and qualified course assignment information in the appendix to this policy. Such updates are not considered a policy change and need undergo no further approval process. The Provost shall regularly review updated Faculty Credential and qualified course assignments as part of the regular supervision of Program Chairs.

IV. Policy Owners

- Program Chair, Computer and Information Sciences Program

V. Related Documents

- Policy AA5.07 Appendix A: Faculty Credentials and Qualified Courses
- Policy AA5.07 Appendix B: Student Activities (current 2016)

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Update: October 22, 2020

Policy AA5.07 Appendix A: Faculty Credentials and Qualified Courses

I. Full-Time Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Injoo Kim	Ph.D.	Illinois Institute of Technology	1999	CI105, CI205, CI216, CI246, CI321, CI256, CI492
Julie (Yu) Zhang	Ph.D.	DePaul University	2011	CI213, CI214 CI215, CI245 CI354, DM240 DM260, DM375 DM490

II. Adjunct Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Ogar Haji	M.S.	DePaul University	1986	CI101
Sung-Uk Kwon	M.S.	Pace University	1996	CI215, CI275, CI301, CI310, CI320
Ken Chang	M.S.	DePaul University	1992	DM290

Policy AA5.07 Appendix B: Student Activities (current 2016)

I. Programming Club

Programming club is meant to encourage students to seek out opportunities to expand their knowledge in computer programming. Furthermore, the club provides the relevant resources to help students incrementally develop programs in JAVA or C#. Students meet every other Tuesday from 11:00AM to 12:00 PM in E213 for SP-16.

II. EWU Student Graphic Design Competition

EWU Student Graphic Design Competition supplies our student chance to shine and show their graphic design works. The designs can be individual and group projects, and created with Adobe Illustrators software. The competition invites all students in East-West University to participate with their best works.

2016 Competition deadlines include:

- Submit Deadline: June 7th, 2016
- Competition Presentation Date: June 14th, 2016

Policy AA5.08: Electronics Engineering Technology Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University offers Associate of Applied Science (AAS) and Bachelor of Science (BS) degree programs through the Department of Electronics Engineering Technology. The programs include concentrations in:

- Analog Circuits
- Digital Systems
- Digital Electronics
- Communications
- Fiber Optics Technology
- Industrial Electronics
- Environmental Engineering
- RF Engineering

The Electronics Engineering Technology (EET) programs have a professional focus that trains students to meet technological challenges, using skills learned in Electronics, Mathematics, Physics, and Computer Science classes. The program is continually redesigned to keep abreast of the developments in the field. The Electronics Engineering Technology program offers courses in the areas of solid-state devices, digital systems, RF communications, filters, integrated circuits, networks, analog circuits, fiber optics, industrial electronics, environmental electronics and UNIX operating system for engineers.

Program Description

Almost every aspect of daily life depends on highly sophisticated electronics systems. From the time we wake up in the morning, using electronic tooth brushes, to the time we retire at night turning on the security system, we use gadgets made up of electronics. The challenges in designing and delivering reliable, safe and cost-efficient electronics engineering systems require a complex integration of application knowledge, software and electronics, interfaced to a rapidly changing world. With continuing advancing technologies and high expectations of users the need for suitably qualified and accredited engineers is as important as ever.

The Electronics Engineering Technology department at East-West University offers a program of study leading to a Bachelor of Science in Electronic Engineering Technology or an Associate of Applied Science in Electronic Engineering Technology. If you're looking for a Chicago electronic engineering degree to prepare for any number of electronic engineering careers, these programs will equip you with a broad view of the systems involved.

Unlike pure computing degrees which often concentrate on the software, scientific and mathematical aspects of computing, our degree programs will give you the information about electronic engineering you need to succeed. They aim to provide a much wider range of engineering skills, particularly in hardware and electronic systems. The courses within our degree programs cover both hardware and software technologies and an understanding of their application to the design of systems, from the smallest embedded micro-processor to global communication systems. Electronic technology is intricately-woven into many sectors of industry which affects our daily lives. Every year, new and exciting communications in wired, wireless, and satellite services impact devices and machines which change the way people live, work, and play. It's a dynamic environment that requires professionals to sustain its progress. Increasing demand for these services creates the need for technicians with skills to assist these growing sectors of the world economy. The department of Electronics Engineering Technology has been playing a vital role in producing engineers of high caliber.

Almost every aspect of daily life depends on highly sophisticated electronics systems. From the time we wake up in the morning, using electronic tooth brushes, to the time we retire at night turning on the security system, we use gadgets made up of electronics. The challenges in designing and delivering reliable, safe and cost efficient electronics engineering systems require a complex integration of application knowledge, software and electronics, interfaced to a rapidly changing world. With continuing advancing technologies and high expectations of users the need for suitably qualified and accredited engineers is as important as ever. The AAS and BS programs in Electronic Engineering Technology aim to equip those seeking a broad view of these systems. Unlike pure computing degrees which often concentrate on the software, scientific and mathematical aspects of computing, our degree programs aim to provide a much wider range of engineering skills, particularly in hardware and electronic systems.

The courses within our degree programs cover both hardware and software technologies and an understanding of their application to the design of systems, from the smallest embedded micro-processor to global communication systems. Electronic technology is intricately-woven into many sectors of industry which affects our daily lives. Every year, new and exciting communications in wired, wireless, and satellite services impact devices and machines which change the way people live, work, and play. It's a dynamic environment that requires professionals to sustain its progress. Increasing demand for these services creates the need for technicians with skills to assist these growing sectors of the world economy. The department of Electronics Engineering Technology has been playing a vital role in producing engineers of high caliber.

The department offers a program that cater to the challenging needs of technical excellence in all areas of electronics engineering such as - Analog and Digital Circuits - Digital Communication - Drone Technology - Optical Fiber Communication - RF Engineering - Industrial Technology - Environmental Engineering - UNIX for Engineers, etc.

Engineering technologists play a critical role, serving as a binding between engineers and technicians. From conception to design, development to testing, and quality control to fabrication, they are essential to the entire production process.

Program Mission

The Electronics Engineering Technology program at EWU is committed to prepare students to understand both the fundamentals and subtle aspects of Electronics and Computer Engineering, as well as to explore the modern developments, through hands on laboratory simulation, as practiced by Industrial Engineers.

The specific objectives of the EET program are as follows:

Program Learning Objectives

The Electronics Engineering Technology program has the following learning objectives for completing students:

- To understand the traditional aspects of electronics as well as explore the developments which are changing the industry.
- To apply theorems, axioms and postulates while designing and testing electronic circuits.
- To apply state-of-the-art technology with an emphasis on analog circuits, digital systems, A/D communications, VLSI tools and design, RF analysis and synthesis, environment engineering, industrial engineering, embedded technology, and using Unix operating systems and simulation protocols
- To use testing and measuring instruments to acquire data, analyze problems, and design a system or process.
- To identify, analyze and solve technical problems. Demonstrate an ability to manage engineering technology projects.
- To analyze and implement systems containing hardware and software components.
- To prepare and encourage students to pursue graduate education

II. Background and Guidelines

Almost every aspect of daily life depends on highly sophisticated electronics systems. From the time we wake up in the morning, using electronic tooth brushes, to the time we retire at night turning on the security system, we use gadgets made up of electronics. The challenges in designing and delivering reliable, safe and cost efficient electronics engineering systems require a complex integration of application knowledge, software and electronics, interfaced to a rapidly changing world. With continuing advancing technologies and high expectations of users the need for suitably qualified and accredited engineers is as important as ever. The AAS and BS programs in Electronic Engineering Technology aim to equip those seeking a broad view of these systems. Unlike pure computing degrees which often concentrate on the software, scientific and mathematical aspects of computing, our degree programs aim to provide a much wider range of engineering skills, particularly in hardware and electronic systems. The courses within our degree programs cover both hardware and software technologies and an understanding of their application to the design of systems, from the smallest embedded micro-processor to global communication systems. Electronic technology is intricately-woven into many sectors of industry which affects our daily lives. Every year, new and exciting communications in wired, wireless, and satellite services impact devices and machines which change the way people live, work, and play. It's a dynamic environment that requires professionals to sustain its progress. Increasing demand for these services creates the need for technicians with skills to assist these growing sectors of the world economy. The department of Electronics Engineering Technology has been playing a vital role in producing engineers of high caliber.

Career opportunities for graduates of the Electronics Engineering Technology program continue to be plentiful and diverse. The major goal of the Department of Electronics Engineering technology is to produce highly knowledgeable, competent and resourceful young engineers who can perform well in a wide variety of job profiles. To achieve this, curriculum provides a strong foundation in both the analytic and technological aspects of Electronics Engineering. It also provides ample opportunities to students to work on major projects, develop communication skills, explore internship opportunities in industry and other continue education in graduate programs in major Universities.

As the technology develops, the need for EET graduates also increases. Graduates of EET program secure jobs as:

- Systems design engineers
- Quality control engineers
- Communications engineers
- Firmware engineers
- Test engineers
- RF engineers
- Digital systems designers
- Information technologists
- Quality assurance engineers
- Technical marketing specialists
- Environmental engineers
- Prototyping technologists
- Embedded circuit design engineers
- Logic circuit technologists

III. Procedure

<u>Changes to Credit Requirements</u>

Changes to Credit Requirements, including required courses, quantitative requirements, introduction and retirement of specializations, and other matters of academic program management are made by the Program Director after careful consideration, and on approval from the Provost. The Program Director is responsible for updating this policy with any new requirements, and only Board of Trustees notification, and not approval, is required for such changes. This policy is the source of information to be included in the Academic Catalog, which is to be updated as required. Students have the option of fulfilling the requirements in the catalog in effect at their time of matriculation, or electing to be bound be the requirements of any subsequent catalog published during their time of enrollment,

while that catalog is in effect, notwithstanding the retirement of any specific courses in which case the Program Director shall make a determination of what courses may be used to fulfill such a requirement.

Associate of Applied Science Credit Requirements

To complete the program students are required to earn 32 credit hours of general education core, 16 credit hours in cognate or supporting fields, and 44 credit hours in the major field of concentration, for a total of at least 92 credit hours.

Because of the technical nature of the program, the courses for the general education requirement are proscribed. If a student places into a higher level course, that course may of course be used to satisfy the requirement.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
English and Communications		
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN154	Technical Writing	4
Mathematics		
MT155	Intermediate Algebra	4
MT158	College Algebra	4
MT160	Elementary Plane Trigonometry	4
Humanities		
HM279	East-West Signature Course	4
Behavioral and Social Sciences		
SC101	Introduction to Sociology	4

Required courses in cognate or supporting fields are specified as:

Course Code	Course Name	Credit Hours
CI101	Computer Technology and Applications	4
CI105	Web Plan Design	4
CI215	Introduction to Java	4
MT170	Finite Mathematics	4

Required courses in the major field of concentration are specified as:

Course Code	Course Name	Credit Hours
ET101	Basic Electronics	4
ET102	Basic Electronics Workshop	4
ET106	Circuit Analysis	4
ET107	Circuit Analysis Laboratory	4
ET150	Introduction to Digital Systems	4
ET151	Digital Systems Laboratory	4
ET155	Solid State Devices	4

ET156	Solid State Devices Laboratory	4
ET203	Communication Engineering	4
ET208	Unix for Engineers	4
ET330	Industrial Electronics I	4

Bachelor of Science Credit Requirements

To complete the program students are required to earn 64 credit hours of general education core, 84 credit hours in Electronics Engineering Technology courses (including 32 credit hours of core courses and 48 credit hours of concentration courses to include a 4 hour senior project), 28 credit hours in cognate or supporting fields, and 4 credit hours of an elective (to be selected from Computer and Information Sciences, Mathematics, Chemistry, Business, or Biology), for a total of at least 180 credit hours.

The program has specific course requirements for 60 credits of the general education program, and area requirements for the remaining 4. If a student places into a higher level course, that course may of course be used to satisfy the requirement.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
	English and Communications	
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN166	Speech	4
EN491	Senior Seminar	4
	One course selected from EN154, EN213, or EN214	4
	Mathematics and Sciences	
MT155	Intermediate Algebra	4
MT158	College Algebra	4
MT160	Elementary Plane Trigonometry	4
PH220	Engineering Physics I	4
PH221	Engineering Physics Laboratory I	4
	Behavioral and Social Sciences and Humanities	
HM101	Humanities I	4
PL101	Introduction to American Government	4
SC101	Introduction to Society	4
EC201	Principles of Micro Economics	4
HM279	East-West Signature Course	4
	Computer Science	
CI101	Computer Technology and Applications	4

Electronics Engineering Technology core courses are specified as:

Course Code	Course Name	Credit Hours
ET101	Basic Electronics	4

ET102	Basic Electronics Workshop	4
ET106	Circuit Analysis	4
ET107	Circuit Analysis Laboratory	4
ET150	Introduction to Digital Systems	4
ET151	Digital Systems Laboratory	4
ET155	Solid State Devices	4
ET156	Solid State Devices Laboratory	4

Electronics Engineering Technology Concentration Courses:

Students must take at least 48 credit hours of courses from this list, including at least 12 credit hours at the 400 level.

Course Code	Course Name	Credit Hours
ET203	Fundamentals of Communication Engineering	4
ET208	UNIX for Engineers	4
ET270	Digital Circuits I	4
ET271	Digital Circuits Laboratory I	4
ET290	Microcontrollers	4
ET291	Microcontrollers Lab	4
ET295	Electronics CAD	
ET300	Filter Design	4
ET301	Filter Design Laboratory	4
ET303	Digital Communication Engineering I	4
ET315	Integrated Circuits	4
ET316	Integrated Circuits Laboratory	4
ET320	Laser Fundamentals	4
ET330	Industrial Electronics I	4
ET364	RF Circuit Design and Applications II	4
ET370	Digital Circuits II	4
ET371	Digital Circuits Laboratory II	4
ET375	Environmental Electronics I	4
ET378	Digital Signal Processing	4
ET379	Digital Signal Processing Laboratory	4
ET403	Digital Communications Engineering II	4
ET420	Fiber Optics	4
ET430	Industrial Electronics II	4
MT430	Engineering Math	4
ET475	Environmental Electronics II	4
ET485	Embedded Design	4
ET486	Embedded Design Laboratory	4
ET492	Senior Project (while not technically a core course, all graduates must complete in their final year)	4

Cognate or Supporting Courses are specified as:

Course Code	Course Name	Credit Hours
Computer and Information Sciences		
CI105	Web Page Design	4
CI215	Introduction to JAVA	4
CI216	C#	4
Mathematics		
MT170	Finite Mathematics	4
Mt201	Calculus I	4
Mt202	Calculus II	4
Mt203	Calculus III	4

Senior Course Guidelines

The Department of Electronics Engineering Technology has specific guidelines for the capstone course called 'Senior Project" identified by course number ET 492. This course could be registered for either four or eight credit hours, depending upon the complexity of the project selected by students and upon the approval of the program director.

Project work is divided into two modules:

- Part-A: Student has to select a topic for the project work, based on his/her interest and the available facilities. The project work to be conducted by the student should be approved and duly signed by the director of the program.
- Part-B: The guide will evaluate execution of the project periodically.

While utmost attention must be paid to the content of the Project Work, which is being submitted in partial fulfilment of the requirements of the B.S degree in EET, it is imperative that a standard format be prescribed. The same format shall also be followed in preparation of the final soft copies to be submitted to the Library in future.

Organization of the Project Work

The Project report shall be presented in a number of chapters, starting with Introduction and ending with Summary and Conclusions. Each of the other chapters will have a precise title reflecting the contents of the chapter. A chapter can be subdivided into sections, subsections and sub-subsection so as to present the content discretely and with due emphasis. When the work comprises two or more mutually independent investigations, the report may be divided into two or more parts, each with an appropriate title. However, the numbering of chapters will be continuous right through.

Introduction: The title

Chapter 1 shall be Introduction. It shall justify and highlight the problem posed, define the topic and explain the aim and scope of the work presented in the report. It may also highlight the significant contributions from the investigation.

Review of Literature

This shall normally form present a critical appraisal of the previous work published in the literature pertaining to the topic of the investigation. The extent and emphasis of the chapter shall depend on the nature of the investigation.

Report on the present investigation

The reporting on the investigation shall be presented in one or more chapters with appropriate chapter titles. Due importance shall be given to experimental setups, procedures adopted, techniques developed, methodologies developed and adopted. While important derivations/formulae should normally be presented in the text of these chapters, extensive and long treatments, copious details and tedious information, detailed results in tabular and graphical forms may be presented in Appendices. Representative data in table and figures may, however, be included in appropriate chapters. Figures and tables should be presented immediately following their first mention in the text. Short tables and figures (say, less than half the writing area of the page) should be presented within the text, while large table and figures may be presented on separate pages. Equations should form separate lines with appropriate paragraph separation above and below the equation line, with equation numbers flushed to the right

Results and Discussion

This shall form the penultimate chapter of the report and shall include a thorough evaluation of the investigation carried out and bring out the contributions from the study. The discussion shall logically lead to inferences and conclusions as well as scope for possible future work.

Summary and Conclusions

This will be the final chapter of the report. A brief report of the work carried out shall form the first part of the Chapter. Conclusions derived from the logical analysis presented in the Results and Discussions Chapter shall be presented and clearly enumerated, each point stated separately. Scope for future work should be stated lucidly in the last part of the chapter.

Assessment Program Requirements:

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's assessment program. A student is required to take an exam based on the degree being sought:

Degree	Assessment Exam
Associate	General Education
Bachelor	Major Field Achievement Test (MFAT)

Students in the final year of their program are eligible for this assessment.

Outcomes Assessment Criteria and Procedures

The Program evaluates its success based on the following criteria:

- 90% of the students must maintain at least a CGPA of 2.5 in all major fields of concentration.
- At least 90% of graduates must procure employment in the major field within six months of graduation.
- At least 50% of the graduates must report applying for further education for an advanced degree within two years of graduation.
- 70% of the graduates will report membership in one or more professional organizations.
- At least 80% of the Students will secure a minimum of 75% in the major fields assessment test (MFAT).
- At least 75% of employers will report the standard performance of graduates within one year of employment.

Faculty Credential Review and Tracking

The Program Director is responsible for reviewing and evaluating the credentials of any faculty hired to teach courses in the program. The Program Director shall consider relevant education and experience in determining whether a faculty member is qualified to teach a specific course.

The Program Director is responsible for updating the Faculty Credential and qualified course assignment information in the appendix to this policy. Such updates are not considered a policy change and need undergo no further approval process. The Provost shall regularly review updated Faculty Credential and qualified course assignments as part of the regular supervision of Program Chairs.

IV. Policy Owners

- Program Chair, Electronics Engineering Technology Program

V. Related Documents

- Policy AA5.08 Appendix A: Faculty Credentials and Qualified Courses
- Policy AA5.08 Appendix B: Student Activities (current 2016)

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Senior project moved from core to concentration, ET295 added to concentration, faculty appendix updated, Provost approval: August 30, 2016
- Update: October 22, 2020

Policy AA5.08 Appendix A: Faculty Credentials and Qualified Courses

I. Full-Time Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Badrinath Mirmira	BE (Electrical Engineering) MS (Electrical Engineering)	Osmania Engineering College, India University of Illinois at Chicago	1975 1986	Eligible to teach all courses

II. Adjunct Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Varsha Charotta Moonmambeth	MS (Electrical Engineering)	St. Joseph Engineering College, India	2007	Eligible to teach all courses

Policy AA5.08 Appendix B: Student Activities (current 2016)

I. IEEE membership

A Student member must carry at least 50% of a normal full-time academic program as a registered undergraduate student in a regular course of study in IEEE-designated fields. The total cumulative period for a member to hold the Student member grade is limited to eight years.

Student members, upon graduation or upon reaching the eight-year limit (whichever occurs first), with a baccalaureate or higher degree (or its equivalent) from an accredited institution in an IEEE-designated field will be transferred automatically to member grade.

At present, there are sixteen EET students applied for the membership. The coming fall of 2016, the department would encourage at least 50% of the students in the EET program to join the IEEE membership.

II. Illinois Junior Academy of Science (IJAS)

The Illinois Junior Academy of Science exists for the benefit of students in the state of Illinois. The process students follow for the IJAS gives these students some insight into the problems and methods of thinking that are particular to the scientist. This process encourages these students to find information concerning new investigations and discoveries in science. It gives them a chance to use, and gain an understanding of, scientific equipment. It gives a reason for students with a special interest in science to go beyond the classroom curriculum and develop their own investigation(s). It encourages students in their progress towards a career in science.

From the past four years, EWU students from EET program helped the IJAS competition by being judges and evaluating various science projects. This year the director of EET program is planning to accompany three students to the IJAS state competition to be held at Millikin University, Decatur, Illinois on May 13 and 14, 2016.

III. Fieldtrips

Fermilab:

- Purpose of fieldtrip: Expose students to Science and Engineering
- Every year students participate in a guided tour to Fermilab, Batavia, Illinois.
- Typically it is a complete day fieldtrip where students are given a three hour guided tour by a senior electrical engineer or physicist, who explains the role of engineers and scientist to develop new technology, applications, etc. to enhance and improve quality of life.
- This year the fieldtrip of 22 students was monitored by Prof. C.M. Varsha on Nov 22, 2015.

National Argonne Lab

- Purpose of Field Trip: Explore and Test own ideas in Engineering and Innovation
- Undergrads are just beginning their journey into the world of science and engineering. At Argonne, scientists and engineers thrive to make world a better place through leading edge technology. Discovery by pushing boundaries, facing challenges, and stretching abilities are the highlights of this laboratory. Hence, Argonne laboratory is an excellent place for undergrads to explore and test their own ideas in science and technology.
- Argonne can help undergrads grow, choose and hone their areas of interest with programs that immerse them in cutting-edge research and discovery in all areas of the Lab. EWU students have internship opportunities Argonne offers. Argonne Lab hire undergraduate students for part-time and temporary assignments to provide technical support to scientists and engineers.
- The fieldtrip is planned for spring 2016 and is booked for June 9, 2016. The details are yet to be finalized. The total estimated number of students for the workshop/fieldtrip is 25. The title of the workshop is “Extreme X-Rays and Particle Accelerators”

Adler Planetarium

- Purpose of fieldtrip: To understand the role of Optics and Optical Instrumentation
- Astronomers have studied the cosmos for thousands of years, but until about 400 years ago, they did it without telescopes! In Telescopes: Through the Looking Glass, you'll find extraordinary beauty and technology in some of the world's most important telescopes and learn how these clever light-catching devices helped us discover our Universe.
- The fieldtrip is planned for May 2. 2016. The total estimated number of students for the workshop/fieldtrip is 25. The title of the workshop is "Discover the South Pole Telescope, and the cosmic microwave—the oldest light in the Universe."

Chess Club

For five years, students from EET department were maintaining a chess club. However, 2014 and 2015 the activities decreased substantially. Again, this quarter Mr. Cory Jarvis, student and TA in EET department has taken initiative. We officially have a Chess club at EWU.

Battle of the Majors

It is the tradition of EWU to conduct the competition among all majors by selecting two students from each major. A panel of judges are selected to conduct the battle. Questions from various areas are asked and the group who answers maximum correct answers is selected as winners. EET students won the battle of majors several times and last year they secured second place.

Policy AA5.09: English and Communications Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University offers a Bachelor of Arts (BA) degree in English and Communication through the Department of English and Communications. The BA degree program provides students with a broad base of knowledge to enable them to write and design professional texts, analyze and interpret complex situations, interpret and act appropriately using the codes governing their personal and professional lives, and be prepared for graduate school in English, Communication, business, or law.

The department offers a major in English and Communications to students completing an Associate of Arts in the Liberal Arts.

The English and Communications program at East-West University is varied, flexible and dynamic. It combines practical communications with the study of literature and culture. English and Communications majors can work in entertainment, politics, social media, business, law, or management. Most fields require clear communication skills, understanding other people, and critical thinking. Studies show that employers find these soft skills as important or more important than profession-specific hard skills.

Program Mission

The English and Communications program at East-West University is designed to develop the student's ability to communicate effectively by concentrating on reading, writing and analyzing. Students completing the program will demonstrate an ability to read and write with an increased awareness of structure, substance and style; sophistication in expository and creative writing; a sense of literary and film history and genres; an ability to argue persuasively; and an appreciation of differing values in visions of human existence.

Students learn to see the design of what they read and to design what they write thoughtfully. They explore the possibilities of various genres as communication tools, understand how cultures affect communication, and appreciate differing visions of human existence and see the world through the eyes of other people, other cultures, and other time periods. They also develop and practice composition skills, shaping arguments to the needs of different audiences and designing and presenting documents in print and other media.

Program Learning Objectives

The Program's specific Learning Objectives are that at graduation students are able to:

- Express themselves precisely and effectively in a variety of media.
- Analyze the logic and implications of texts supporting their analysis with internal evidence, historical context, and credible evidence from current academic sources.
- Build arguments, using relevant primary sources and credible current secondary sources, citing them correctly.
- Create logical and persuasive arguments, using authoritative and current sources, for a variety of audiences.
- Design and present documents in print and other media.

II. Background and Guidelines

A background in English and Communications prepares students for a number of challenging and rewarding fields including careers in:

- Graduate study in language, literature, communication theory, journalism, management, and teaching.
- The law.
- Teaching professions.
- Editing, journalism, public relations, technical writing, and copywriting for advertising agencies.
- Poetry, fiction, and drama.

Recommended Sequences

English and Communication majors may take up to 14 electives. This makes the education we offer varied and flexible, to match students' diverse interests and career goals. As in all other majors, English and Communications majors are required to take courses in General Education, including the freshman composition sequence and courses in mathematics, natural sciences, social sciences, humanities, computer information science.

Classes recommended for students interested in communication, media and public relations:	Classes recommended for students interested in law:	Classes recommended for students interested in writing, literature, poetry:
Courses in this area prepare you to effectively use social media, to design and present documents both in print and electronically, to argue persuasively for a variety of audiences in a variety of styles. You can work in such areas as advertising, marketing, blogging, radio, film, event planning. We recommend that students choose from the following courses: 1. EN371 Social Media in Today's Workplace 2. BS205 Business Communication 3. CI105 Web Page Design 4. EN155 Introduction to Journalism 5. EN175 Introduction to Digital Media 6. EN205 Creative Writing 7. EN217 Persuasion and Public Issues 8. EN225 Desktop Publishing 9. EN220 Introduction to Digital Film; 10. EN380 Negotiation 11. EN370 Group Dynamics and Team building 12. EN440 Persuasion and Debate 13. MR311 Public Relations 14. CP300 and CP301 Cooperative Education 15. EN412 Media and Society 16. Students can also take electives in Marketing and Advertising	Courses in this area prepare you for law school and law practice; students earn to interpret complex texts, increase their vocabulary, and create rational and persuasive arguments. We recommend that students choose from the following courses: 1. BS210 Business Law 2. EN205 Creative Writing 3. EN217 Persuasion and Public Issues 4. PL310 Development of Political Thought 5. EN440 Persuasion and Debate 6. EN412 Media and Society 7. EN433 Language and Society 8. EN260 Applied Grammar 9. EN301 Advanced Composition 10. EN341 African-American Literature 11. EN342 Latin American Fiction 12. Other literature courses: Mystery and Suspense, Narrative and Horror, Science Fiction, William Shakespeare, Role of Romance in Literature. 13. CP300 and CP301 Cooperative Education 14. Students can also take electives in Business Law, Ethics, Philosophy and Criminal Justice	Courses in this area prepare you to look at the world through the eyes of other people, other cultures and other time periods. You will leave the program with a firm grasp of historical and critical principles and with the ability to examine the values of the past and the present. You can become a writer or prepare for graduate school in any profession. If you wish to focus on literature, select from the following: 1. EN205 Creative Writing 2. EN227 Introduction to Literature 3. EN260 Applied Grammar 4. EN301 Advanced Composition 5. EN270 Mythologies of the World 6. EN271 Science Fiction 7. EN342 Latin American Fiction 8. EN360 Narrative and Horror 9. EN361 The Role of Romance in Literature 10. EN362 Mystery and Suspense 11. EN366 Comedy 12. EN406 William Shakespeare 13. CP300 and CP301 Cooperative Education 14. EN249 Introduction to Film

III. Procedure

Changes to Credit Requirements

Changes to Credit Requirements, including required courses, quantitative requirements, introduction and retirement of specializations, and other matters of academic program management are made by the Program Director after careful consideration, and on approval from the Provost. The Program Director is responsible for updating this policy with any new requirements, and only Board of Trustees notification, and not approval, is required for such changes. This policy is the source of information to be included in the Academic Catalog, which is to be updated as required. Students have the option of fulfilling the requirements in the catalog in effect at their time of matriculation, or electing to be bound be the requirements of any subsequent catalog published during their time of enrollment, while that catalog is in effect, notwithstanding the retirement of any specific courses in which case the Program Director shall make a determination of what courses may be used to fulfill such a requirement.

Bachelor of Arts Credit Requirements

To complete the program students are required to earn 64 credit hours of general education core, 60 credit hours in major area courses, and 56 credits of free electives, for a total of at least 180 credit hours.

The program has requirements for 32 credits of the general education program identifying specific courses that must be completed. If a student places into a higher level course, that course may of course be used to satisfy the requirement. The remaining general education courses must satisfy additional area requirements.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
	English and Communications	
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN166	Speech	4
EN154	Technical Writing	4
EN491	Senior Seminar	4
	Mathematics and Sciences	
MT155	Intermediate Algebra	4
	One course from BL, CH, ET, or PH	4
	Three courses from BL, CH, ET.MT. or PH	12
	Behavioral and Social Sciences and Humanities	
HM279	East-West Signature Course	4
	Three courses from EN, FR, HS, HM, IS, PL, PS, SC, or SP	12
	Computer Science	
CI101	Computer Technology and Applications	4

Program core courses are specified as:

Course Code	Course Name	Credit Hours
EN213	Persuasion and Research	4
EN260	Applied Grammar	4
EN301	Advanced Composition	4
EN411, EN432, EN433, or EN444	Communication Theory, Language and Mind, Language and Society, or The History of the English Language	4
EN406, EN440, or EN453	William Shakespeare, Rhetoric and Debate, or Gender and Identity	4

	Five additional courses from the 100-200 level I English and Communications	20
	Five additional courses from the 300-400 level I English and Communications	20

Assessment Program Requirements:

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's assessment program. A student is required to take an exam based on the degree being sought:

Degree	Assessment Exam
Associate	General Education
Bachelor	Major Field Achievement Test (MFAT)

Students in the final year of their program are eligible for this assessment.

Faculty Credential Review and Tracking

The Program Director is responsible for reviewing and evaluating the credentials of any faculty hired to teach courses in the program. The Program Director shall consider relevant education and experience in determining whether a faculty member is qualified to teach a specific course.

The Program Director is responsible for updating the Faculty Credential and qualified course assignment information in the appendix to this policy. Such updates are not considered a policy change and need undergo no further approval process. The Provost shall regularly review updated Faculty Credential and qualified course assignments as part of the regular supervision of Program Chairs.

IV. Policy Owners

- Program Chair, English and Communications Program

V. Related Documents

- Policy AA5.09 Appendix A: Faculty Credentials and Qualified Courses

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Update: October 22, 2020

Policy AA5.09 Appendix A: Faculty Credentials and Qualified Courses

I. Full-Time Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Lawrence Gorman	PhD	Northern Illinois University	1981	EN121, College Reading EN321. English Literature I EN342, Latin American Fiction EN362 Mystery and Suspense
Maria Polski	PhD	University of Moscow	1994	EN166 Speech EN301 Advanced Composition EN412 Media and Society EN440 Persuasion and Debate EN491 Senior Seminar HM210 Introduction to Philosophy HM211 Ethics and Society HM279 East-West Signature Course
Carolyn Stevenson	ED	Roosevelt University	2003	EN370 Group Dynamics and Team Building EN371 Social Media in Today's Workplace EN373 Intercultural Communication EN380 Negotiation HM280 Research in the Liberal Arts

II. Adjunct Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
John Franklin Dandridge	MFA	Columbia University	2003	EN121 College Reading EN123 College Writing EN151 Rhetoric and Style EN152 Writing from Sources

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Lana Yonkoff	MA	Roosevelt University		EN152 Writing from Sources EN154 Technical Communication
Annie Schultz	MA	University of Chicago	2013	EN211 Introduction to Drama EN213 Persuasion and Research EN249 Introduction to Film EN491 Senior Seminar HM01 Humanities I HM102 Humanities II HM103 Humanities III
Peter Murray	MA	Northeastern Illinois University	2015	EN 151 Rhetoric and Style EN152 Writing from Sources EN491 Senior Seminar
Gloria Johnson	MS	National-Lewis University	2001	EN151 Rhetoric and Style EN152 Writing from Sources
Annie Newby	MA	DePaul University	2012	EN154 Technical Communication EN166 Speech HM279 East-West Signature Course
Katherine Dzielawa			2013	EN121 College Reading EN123 College Writing EN152 Writing from Sources HM279 East-West Signature Course

Policy AA5.10: Mathematics Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University offers a Bachelor of Arts (BA) degree program in Mathematics through the Department of Mathematics. Courses are offered in both theoretical and applied mathematics to meet the needs of students from differing academic and professional areas. In the 21st century, as the country advances in its technology, the ability to perform mathematics is crucial to many professional and academic fields in the United States of America. The Mathematics program at East-West University focuses on pure mathematics, mathematics with computer applications, and mathematics with digital electronics applications.

The department offers majors in Mathematics to students completing an Associate of Arts (AA) degree in Liberal Arts.

The department also offers specialized classes in mathematics which prepare students who major in other disciplines to increase their effectiveness in their own particular fields.

Program Description

Math is stimulating and challenging! The need for mathematicians in the fields of computer science, engineering, and education will continue to dramatically increase well into the 21st century. As the country advances in its technology, mathematicians, teachers, and scientists will be in great demand and can expect to command attractive salaries. At East-West University, we provide the quality of education that is necessary for the success of our students. We are an accredited college; you can earn a Bachelor's Degree in Mathematics. Courses are offered in both theoretical and applied mathematics to meet the needs of students in different academic and career areas.

Why should you consider the Mathematics Department at East-West University? Some good reasons: We are dedicated to the students at East-West University, and provide many resources, like tutoring services, to support their success. We have small class sizes, to ensure that each student receives one-on-one attention with instructors. Technology is integrated into many of the courses, providing students with experience using computers, same as they would in the workplace. At East-West University, we do not treat our students as "numbers"; we work closely with them and we know their names. The Department of Mathematics offers three main options listed below: Specialized classes in Mathematics that will prepare students who are majoring in other disciplines to increase their effectiveness in the fields they are pursuing. An Associate of Arts degree program, which a liberal arts education can be combined with a solid background in Mathematics. A Bachelor of Arts degree program with a major in Mathematics, which prepares the student for a math-related career.

Program Mission

The main objective of the Mathematics Department is to support and provide services and training to students as they pursue degrees in computer science, business, electronics and other academic fields as well as in everyday life. The aim of the department is to provide math training and prepare students to move into the jobs of the future. The Mathematics Program is designed:

- To provide relevant, innovative, and convenient education.
- To provide and build concrete mathematics skills.
- To develop high levels of proficiency in mathematics.
- To support other department's programs by providing adequate mathematics curriculum to meet their needs.

Program Learning Objectives

The Mathematics program has the following learning objectives for completing students:

- To apply learned concepts in a variety of associated career areas.
- To provide the academic foundation necessary to pursue a graduate degree in mathematics.
- To acquire an overall mastery of both theoretical and applied mathematics.

II. Background and Guidelines

Specialized classes in Math prepare students who major in other disciplines to increase their effectiveness in their own particular fields

- A variety of basic level Mathematics courses support and reinforce students' training in arithmetical and algebraic skills
- A variety of advanced Mathematics courses support and reinforce students' training in trigonometric and calculus skills.
- A variety of applied and specialized Mathematics courses support and reinforce students' training in statistical math, data analysis, and business math.
- Math courses prepare the student for a computer science-related career.
- Math courses prepare the student for an electronics engineering -related career.

Mathematics is not only a discipline in its own right, but also the foundation for careers in many fields such as architecture, banking, computers and engineering. The amount of mathematics needed for a career depends on the career itself. Private companies and government agencies use mathematical applications extensively for planning and research. Furthermore, all business transactions involve mathematics. Many career opportunities are available for graduates with a degree in mathematics. Employers find that the problem-solving skills and reasoning abilities that result from mathematical training are excellent qualifications for jobs in many areas. These include jobs in fields such as:

- Accounting
- Computer Programming
- Actuarial Work
- Teaching
- Engineering
- Economics
- Physical and Social Sciences
- Statistics

In addition, students are also prepared for graduate study leading to advanced degrees in pure and applied mathematics.

III. Procedure

Changes to Credit Requirements

Changes to Credit Requirements, including required courses, quantitative requirements, introduction and retirement of specializations, and other matters of academic program management are made by the Program Director after careful consideration, and on approval from the Provost. The Program Director is responsible for updating this policy with any new requirements, and only Board of Trustees notification, and not approval, is required for such changes. This policy is the source of information to be included in the Academic Catalog, which is to be updated as required. Students have the option of fulfilling the requirements in the catalog in effect at their time of matriculation, or electing to be bound be the requirements of any subsequent catalog published during their time of enrollment,

while that catalog is in effect, notwithstanding the retirement of any specific courses in which case the Program Director shall make a determination of what courses may be used to fulfill such a requirement.

Bachelor of Arts Credit Requirements

To complete the program students are required to earn 64 credit hours of general education core, 60 credit hours in Mathematics major courses, and 56 credit hours of electives (of which at least 24 credit hours must be at the 200-400 level), for a total of at least 180 credit hours.

The program has specific course requirements for 36 credits of the general education program, and area requirements for the remaining 28. If a student places into a higher level course, that course may of course be used to satisfy the requirement.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
English and Communications		
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN154	Technical Writing	4
EN166	Speech	4
EN491	Senior Seminar	4
Mathematics and Sciences		
MT155	Intermediate Algebra	4
	Four courses selected from BL, CH, PH, or MT (higher than MT150)	16
Behavioral and Social Sciences and Humanities		
HM279	East-West Signature Course	4
	Three courses selected from HS, HM, IS, PL, PS, SC	12
Computer Science		
CI101	Computer Technology and Applications	4
CI213	Microcomputer Spreadsheet	4

60 Credit hours in **Mathematics major courses** must be selected from the following:

Course Code	Course Name	Credit Hours
MT158	College Algebra	4
MT160	Elementary Plane Trigonometry	4
MT170	Finite Mathematics	4
MT200	Business Calculus	4
MT201	Calculus I	4
MT202	Calculus II	4
MT203	Calculus III	4
MT221	Fundamentals of Statistics	4
MT301	Advanced Calculus I	4
MT302	Advanced Calculus II	4

MT306	Linear Algebra	4
MT310	Differential Equations	4
MT311	Abstract Algebra	4
MT322	Inferential Statistics	4
MT340	Elements of Applied Mathematics	4
MT411	Introduction to Real Analysis	4
MT430	Engineering Mathematics (Optional)	4

Homework and Assignments

Guidelines below for the amount of mathematics homework assignments per week:

- 100 level courses should have 40-50 problems
- 200 level courses should have 30-35 problems
- 300 level courses should have 25-30 problems

All math instructors must collect and return homework assignments to their students twice per week.

Grading System for All Math Courses

In order to ensure Academic Quality, the Math Department uses a Standard Grading System to evaluate student performance as follows:

To receive an "A" 90-100, grade student must demonstrate the following:

(1) Excellent understanding of course objectives

(2) Excellent performance on quizzes and exams

(3) Excellent understanding of the concepts and techniques according to the syllabus and professional opinion of instructor

To receive a "B" 80-89, grade student must demonstrate the following:

(1) Good understanding of course objectives

(2) Good performance on quizzes and exams

(3) Good understanding of the concepts and techniques according to the syllabus and professional opinion of instructor

To receive a "C" 70-79, students must demonstrate the following:

(4) Satisfactory level of understanding of course objectives

(5) Satisfactory performance on quizzes and exams

(6) Satisfactory understanding of the concepts and techniques according to the syllabus and professional opinion of instructor

To receive a 'D" 60-69, students must demonstrate the following:

(7) Inadequate understanding of course objectives

(8) Inadequate performance on quizzes and exams

(9) Inadequate understanding of the concepts and techniques according to the syllabus and professional opinion of instructor

To receive an "F" 59 or below, students have shown:

(10) Poor understanding of course objectives

(11) Poor performance on quizzes and exams

(12) Poor understanding of the concepts and techniques according to the syllabus and professional opinion of instructor

Math Tutoring

The Tutoring Room has been created for the necessities of all East-West University students. The tutoring is not only for students who risk failing but also for students who want to maximize their chances of getting an A. The tutoring is in room E-411 facilitated by Math tutors who have a broad range of talents. Moreover, it is mandatory and absolutely required of East-West students that you go to receive tutoring when advised. The goal is not only to help students pass but allow them every opportunity to make a decent grade.

Schedule for Math Tutoring Program:

- Monday through Thursday 9:00 AM – 7:00 PM
- Friday 10:00 AM – 1:00 PM or by appointment

Assessment Program Requirements:

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's assessment program. A student is required to take an exam based on the degree being sought:

Degree	Assessment Exam
Associate	General Education
Bachelor	Major Field Achievement Test (MFAT)

Students in the final year of their program are eligible for this assessment.

Faculty Credential Review and Tracking

The Program Director is responsible for reviewing and evaluating the credentials of any faculty hired to teach courses in the program. The Program Director shall consider relevant education and experience in determining whether a faculty member is qualified to teach a specific course.

The Program Director is responsible for updating the Faculty Credential and qualified course assignment information in the appendix to this policy. Such updates are not considered a policy change and need undergo no further approval process. The Provost shall regularly review updated Faculty Credential and qualified course assignments as part of the regular supervision of Program Chairs.

IV. Policy Owners

- Program Chair, Mathematics Program

V. Related Documents

- Policy AA5.10 Appendix A: Faculty Credentials and Qualified Courses

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Update: October 22, 2020

Policy AA5.10 Appendix A: Faculty Credentials and Qualified Courses

I. Full-Time Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Phinaitrup, Supha	Doctorate	Loyola University	1988	MT 121, 123, 155, 156, 158, 160, 200, 201, 202, 203, 301, 221, 310
Creel, Robert	Masters	University of New Orleans	2009	MT 121, 123, 154, 155 156, 158, 160, 201, 202, 203, 301, 221, 306, 310
Miller, Kyle	Masters	Ohio University	2008	MT 121, 123, 155, 156, 158, 160, 201, 202, 203

II. Adjunct Faculty

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Fong, Simon				
Harki, Benjamin				
Kim, Haemoon	Doctorate	Illinois Institute of Technology	2007	MT 121, 123, 155, 156, 158, 160, 200, 201, 202, 203, 221, 322
Mesyef, Tatyana	Doctorate	Illinois Institute of Technology	1987	MT 121, 123, 155, 158, 221
Pitzele, Robert	Masters	University of Chicago	1969	MT 121, 123, 155, 156

Policy AA5.11: Liberal Arts and Sciences Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University offers a program of study leading to the Associate of Arts (AA) degree in Liberal Arts.

The division of Liberal Arts and Sciences offers courses to meet the University's general education requirements, to complete the associate and/or bachelor's degree programs in liberal arts, or to take a minor, minors, or free electives in Arabic, Biology, Chemistry, Criminal Justice, Economics, English and Communications, History, Humanities, Islamic Studies, Mathematics, Physics, Political Science, Psychology, Sociology, or Spanish.

The General Education curriculum promotes an integrative academic experience to support the acquisition of the abilities, skills and knowledge sets fundamental to lifelong learning and the enhancement of professional and civic lives.

Program Description

Looking for an education that will help you excel professionally wherever your future takes you? The Liberal Arts program at East-West University provides a traditional college education in core academics such as English, mathematics, history, humanities, physics, physical sciences and more. EWU's Liberal Arts program offers an Associate of Arts degree, helping students will develop the kinds of critical reading, writing and reasoning skills necessary to success on the job and in life.

Featuring small class sizes, supportive instructors and challenging subject areas, our Liberal Arts program strives to give each student the opportunity, and ability, to explore their passions, interests and futures.

Program Mission

The Liberal Arts and Sciences program is committed to giving students the opportunity to explore how the many forces which shape their lives are interrelated. Students will develop the reading, writing and thinking skills necessary to succeed in both professional and personal life.

Program Learning Goals

The Liberal Arts program has the following learning goals for completing students:

- Students will have the communication skills and cultural, historical, and scientific knowledge that allow them to participate in civic life.
- Students will learn and evaluate information necessary to grow in their personal, professional, and civic lives.
- Students will acquire the skills to solve problems that confront them in their personal, professional, and civic lives.

Measurable Learning Objectives

- Students will be able to express their meanings clearly and effectively, supporting their arguments with credible evidence, logically organized, citing their sources properly.
- Students will be able to summarize the literal meaning of texts, evaluate the logic and credibility of the evidence supporting the arguments, and articulate the implications of the language of texts.

- Students will be able to measure quantities and understand the relationships between quantities.
- Students will be able to use computers to conduct research, create documents, and create graphics.

II. Background and Guidelines

The Liberal Arts and Sciences are meant to prepare students to examine the world critically, to understand the consequences of actions, and to appreciate human potential and the beauty of our world. These classes can lay a foundation for vocational eminence, develop character, and transmit cultural heritage. Successful graduates grow in self-understanding and are able to act effectively in their social world.

The General Education program at East-West University provides students with the skills and knowledge they will need to participate fully in the contemporary world, to exercise civic responsibility, and to advance in their work and careers. The program offers classes in reading, writing, mathematics, the physical and social sciences, and the humanities. The courses are designed to improve essential communication skills, analytic and problem-solving skills, the ability to see relations, to relate texts to contexts, and to appreciate the differing values and visions of human experience.

Students will learn the skills they need to succeed in their majors. They will appreciate how theories are developed, they will understand how different theories relate to their own beliefs and how their beliefs inform their actions, and they will construct arguments that are logically organized and supported by credible evidence.

The Liberal Arts and Sciences Division offers several fields of concentration and an opportunity for studying the relationships among the disciplines. It helps students develop the reading, writing, and thinking skills necessary for success in both academic and professional life.

General Education Philosophy

East-West University's general education program is based on a philosophical recognition of the value of the traditional common core of liberal education, a wide-ranging and thought-provoking overview of student achievement in college described comprehensively by the Association of American Colleges and Universities (AAC&U) Liberal Education and America's Promise (LEAP) project. In 2004, LEAP oversaw a cooperative study by leaders at the nation's institutional accreditors and by several higher education associations and came to a remarkable consensus on a few key outcomes that all students, regardless of major or academic background, should achieve during undergraduate study. These recommended liberal education outcomes provide a practical framework for evaluating any higher education institution proposing to change its mission in order to enter the world of undergraduate liberal education, include:

- Knowledge of Human Culture and the Natural World:
    - Science
    - Social sciences
    - Mathematics
    - Humanities
    - Arts
- Intellectual and Practical Skills:
    - Written and oral communication
    - Inquiry, critical and creative thinking
    - Quantitative literacy
    - Information literacy
    - Teamwork
    - Integration of learning
- Individual and Social Responsibility:

- Civic responsibility and engagement
- Intercultural knowledge and actions
- Propensity for lifelong learning

For its general education program, East-West University examined this set of outcomes that are highly prized both by the academy and by employers, and identified critical thinking, quantitative literacy, communication skills, and civic engagement as the outcomes most important in the education of nurses, determining that focusing on this set of general education outcomes will benefit students, ensure their preparation for advanced study, and better prepare them for the lives they will lead after college.

Career Opportunities

Today's job market is very competitive. It takes a degree just to get a foot in the door for many career opportunities. A degree from this program could be the key to pursuing any number of jobs for Liberal Arts majors. The degree tells employers you're serious about your future, about bringing those analytic and thinking skills to the job. Bottom line, they know they can work with you, train you to excel, because you have proof you know how to learn.

III. Procedure

Changes to Credit Requirements

Changes to Credit Requirements, including required courses, quantitative requirements, introduction and retirement of specializations, and other matters of academic program management are made by the Program Director after careful consideration, and on approval from the Provost. The Program Director is responsible for updating this policy with any new requirements, and only Board of Trustees notification, and not approval, is required for such changes. This policy is the source of information to be included in the Academic Catalog, which is to be updated as required. Students have the option of fulfilling the requirements in the catalog in effect at their time of matriculation, or electing to be bound be the requirements of any subsequent catalog published during their time of enrollment, while that catalog is in effect, notwithstanding the retirement of any specific courses in which case the Program Director shall make a determination of what courses may be used to fulfill such a requirement.

Associate of Arts Credit Requirements

To complete the program students are required to earn 44 credit hours of general education core courses, 40 credit hours in a selected major, and 8 credit hours of free electives, for a total of at least 92 credit hours.

The program has specific course requirements for 36 credits of the general education program, and area requirements for the remaining 28. If a student places into a higher level course, that course may of course be used to satisfy the requirement.

Required general education courses are specified as:

Course Code	Course Name	Credit Hours
English and Communications		
EN151	Rhetoric and Style	4
EN152	Writing from Sources	4
EN166	Speech	4
Mathematics and Sciences		
	Three courses including one mathematics course higher than MT150, and one biological or physical science course	12
Humanities		
HM279	East-West Signature Course	4

Behavioral and Social Sciences		
	Two courses selected from PL, PS, SC	12
Computer Science		
CI101	Computer Technology and Applications	4
	One course selected from CI	4

40 Credit hours in **Major courses** must be include:

Course Code	Course Name	Credit Hours
HM280	Research in the Liberal Arts	4
	Nine courses selected from one of the academic departments	4

Assessment Program Requirements:

As part of qualifying for graduation, all students scheduled to complete degree programs must satisfy all requirements of the University's assessment program. Students are required to successfully pass the assessment exam which assesses the student's competencies. A score of 70% or higher is required.

Degree	Assessment Exam
Associate	General Education

Faculty Credential Review and Tracking

The Program Director is responsible for reviewing and evaluating the credentials of any faculty hired to teach courses in the program. The Program Director shall consider relevant education and experience in determining whether a faculty member is qualified to teach a specific course.

The Program Director is responsible for updating the Faculty Credential and qualified course assignment information in the appendix to this policy. Such updates are not considered a policy change and need undergo no further approval process. The Provost shall regularly review updated Faculty Credential and qualified course assignments as part of the regular supervision of Program Chairs.

IV. Policy Owners

- General Education Director

V. Related Documents

- Policy AA5.10 Appendix A: Faculty Credentials and Qualified Courses
- Policy AA5.11 Appendix B: Program Student Learning Assessment

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Assessment program details added: August 30, 2016
- Update: October 22, 2020

Policy AA5.10 Appendix A: Faculty Credentials and Qualified Courses

I. Full-Time Faculty (Program Director)

NAME	HIGHEST DEGREE	INSTITUTION	YEAR	EWU COURSES TAUGHT
Carolyn Stevenson	ED	Roosevelt University	2003	EN370 Group Dynamics and Team Building EN371 Social Media in Today's Workplace EN373 Intercultural Communication EN380 Negotiation HM280 Research in the Liberal Arts

General Education courses are staffed by faculty from other departments.

Policy AA5.11 Appendix B: Program Student Learning Assessment

Program Learning Goal to Course Matrix:

Learning Goal	Courses Addressing	Required Course?
Students will have the communication skills and cultural, historical, and scientific knowledge that allow them to participate in civic life.	CI101, EN151, EN152, EN157, EN166, EN491, HM279	Required
Students will have the communication skills and cultural, historical, and scientific knowledge that allow them to participate in civic life.	EN170, EN210, EN211, EN212, EN213, EN215, HM101, HM102, HM103, HM210, HM211, HM280, PL101, PS101, SC101	Elective
Students will have the communication skills and cultural, historical, and scientific knowledge that allow them to participate in civic life.	CI101, EN151, EN152, EN157, EN166, EN491, HM279,	Required
Students will be able to find and evaluate information necessary to grow in their personal, professional, and civic lives.	BL222, B223, EN170, EN210, EN211, EN212, EN213, EN215, HM101, HM102, HM103, HM210, HM211, HM280, MT154, MT155, MT156, PL101, PS101, SC101	Elective
Students will be able to solve problems that confront them in their personal, professional, and civic lives.	BL222, B223, EN170, EN210, EN211, EN212, EN213, EN215, HM101, HM102, HM103, HM210, HM211, HM280, MT154, MT155, MT156, PL101, PS101, SC101	Elective
Students will be able to solve problems that confront them in their personal, professional, and civic lives.	CI101, EN154, EN491, HM279, PL101, SC101	Required

Assessment Opportunity Mapping:

Learning Outcome	Strategy	Performance	Collect Evidence
Students will be able to express their meanings clearly and effectively.	Students will write essays and give presentations.	Essay will earn a score of 3 on a 4-point scale.	EN151 Fall EN491 Spring HM279 Winter General Ed Spring
Students will be able to summarize the literal meaning of texts, evaluate the logic and credibility of the evidence supporting the arguments, and articulate the implications of the language of texts.	Students will write essays	Essay will earn a score of 3 on a 4-point scale	EN152 Fall EN491 Spring HM279 Winter
Students will be able to measure quantities and understand the relationships between quantities.	Students will solve problems	75% answers will be correct	
Students will be able to measure quantities and understand the relationships between quantities.			
Students will be able to use computers to research, create documents, and graphics	Students will write research papers.	Research paper will earn a score of 3 on a 4-point scale.	EN154 Fall EN491 Spring HM279 Winter

Policy AA5.12: Academic Program Review

Policy Type: Academic Affairs Initial Policy Approved: August 19, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: October 22, 2020

I. Requirements

East-West University conducts program reviews on a seven-year cycle.

Each program review begins with the assignment of a Program Review Committee, chaired by the Program Director, with a membership selected by the Provost to include full-time and part-time faculty from the program, reviewers recruited from outside the institution, and other staff from the institution needed to provide data and inform analysis on other vital aspects of the program, such as enrollment and advising support.

The Program Review Committee is responsible for the development of a Program Review Study, in which critical information about the program is collected. The Program Review Committee also develops an initial set of suggestions for program improvement.

The initial draft of the Program Review Study is reviewed by the Faculty Council, the Curriculum and General Education Committee, the Student Success Committee, and University Assessment committee, who are responsible for evaluating the initial suggestions for program improvement, and developing and adding their own recommendations for program improvement in a revised draft.

The externally reviewed report is provided to the Administrative Core Group, who determine directives for program improvement activities to be delegated to other committees and individuals.

II. Background and Guidelines

Program reviews serve to examine, assess, and improve the academic programs. They also provide the opportunity to conduct a comprehensive assessment of program goals, resources and outcomes relative to the institutional mission and current strategic plan.

III. Procedure

Timeline and Schedule

The Provost is responsible for designating the schedule for program review and making updates and changes to Policy AA5.12 Appendix A: Seven-Year Program Review Cycle.

The annual program review process coincides with the beginning of the academic year. This allows committee assignments to be coordinated with faculty contracting and course load assignments, as well as allowing the allocation of additional resources through the annual budgeting process. The initial Program Review Study is to be completed by the end of the Fall quarter, with a schedule for review and selection of external reviewers completed by the beginning of the Spring Quarter. The review process is to be scheduled for completion in March, to coincide with the development of the upcoming year's budget.

Program Study Reports

Program Study Reports should cover all information and issues identified in the Program Review Template.

A central repository of all completed program reports (with final determinations and proposed changes based on the content of the reports) shall be maintained by the Provost.

IV. Policy Owners

- Provost

V. Related Documents

- Policy AA5.12 Appendix A: Seven-year Program Review Cycle
- Policy AA5.12 Appendix B: Program Review Study Template

VI. Definitions

VII. Revision History

- Board review and approval: August 19, 2016
- Schedule Updated: October 22, 2020

Policy AA5.12 Appendix A: Seven-Year Program Review Cycle

Program	FY15 -16	FY16 -17	FY17 -18	FY18 -19	FY19 -20	FY20 -21	FY21 -22	FY22 -23
Behavioral Sciences		x						
Biology					x			
Business			x					
Computer and Information Sciences				x				
Electronics Engineering Technology	x						x	
English and Communications	x							x
Mathematics		x						
Liberal Arts and Sciences				x				

Policy AA5.12 Appendix B: Program Review Study Template

Report Section	*Specific Requirements*
1. Table of Contents	• Should identify all other elements of the study • Should identify appendices including all supplemental reports and evidence cited in other sections of the study
2. Basic Program Information	• Program Name • Institution • Year • Program charter and policies
3. Program Structure	• Degrees and Degree Requirements • List and description of program courses, identifying prerequisites • Sample degree completion plans
4. Mission Assessment	• Full text of University Mission Statements • Full text of Program Mission • Description of relationship between University and Program Mission
5. Program Learning Outcomes	• Full description of program learning outcomes • Identification of measured learning outcomes (minimum of three) • Description of assessment opportunities related to each measurable learning outcome.
6. Curriculum-Course Outcome Mapping	• Matrix relating program learning outcomes to course learning outcomes. • Assessment plan identifying learning assessment points by course.
7. Program Learning Outcome Data	• Full report of learning outcome assessment data • Discussion of strengths and weakness identified by the data
8. Student Demand	• Program enrollment and individual course statistics for preceding seven years and analysis of trends • Program student retention and graduation data for preceding seven years and analysis of trends • Environmental scan of student interest in program identifying motivating factors
9. Market Assessment	• Description of employment and job skills that the program provides, identification of demand in the field for related positions, and analysis of prevailing wages • Analysis of cost-return on student investment in educational program
10. Program Currency	• Environmental analysis of trends in the field related to academic developments and professional requirements • Identification of content development priorities
11. Academic Personnel	• Lists and qualifications of full-time and part-time program faculty • Identification of necessary instructional competencies, and analysis of sufficiency of current staffing to meet instructional requirements

Report Section	*Specific Requirements*
12. Support Personnel	• Lists and qualifications of program support staff • Description of necessary administrative support services • Analysis of sufficiency of current staffing to meet administrative requirements
13. Learning Resources	• Library Resources • Special Resources – Marketing Materials; Catalog; Website Review • Anticipated changes in needs during the next 5 years
14. Support Services	• Description of current advising and support services available to the program • Evaluation of current advising and support efficacy and performance • Identification of additional support and advising needs
15. Facilities	• Current Facilities • Capital Equipment • Needed Additional Facilities • Needed Additional Equipment
16. Financing	• Financial support currently available to the program • Assessment of the sufficiency of current financial support • Identification of predictable additional costs to maintain the program in its current state • Preliminary cost estimates for any initiatives to be proposed in committee recommendations
17. Program Review Recommendations	• To be completed prior to internal peer review
18. Faculty Council Recommendations	• Internal peer review outcome
19. Curriculum and General Education Committee Recommendations	• Internal peer review outcome
20. Student Success Committee Recommendations	• Internal peer review outcome
21. University Assessment Committee Recommendations	• Internal peer review outcome
22. Priorities and Initiatives	• To be completed by the Administrative Core Group after completion of all reviews. • Should identify specific initiatives, schedules, criteria for success, and methods of collecting data for initiative evaluation.

Policy AA5.13: Academic Course Reviews

Policy Type: Academic Affairs Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University will maintain high-quality courses using the best practices and research in higher education. Program Directors are responsible for scheduling and ensuring that periodic reviews are conducted for all courses in a program. These reviews include assessment results and feedback from students and faculty.

II. Background and Guidelines

III. Procedure

Timeline and Schedule

Program Directors are responsible for scheduling and ensuring that reviews are conducted for all courses in a program cyclically, not to exceed 3 years, or as needed.

The general paradigm for review is that newer programs require more frequent reviews.

Technology-intensive courses require frequent content reviews in order to maintain their relevance, in addition to the reviews of course design and instructional technologies needed to deliver the course. Content becomes rapidly outdated in technological fields. It is essential that the deans and chairs ensure that all courses continue to be of high quality and meet accreditation standards and the needs of our students.

Budgeting

The annual cost to maintain or retire each course will be reviewed along with the original business plan. The maintenance cost must be balanced against the number of students who will be taking the course over time and other costs associated with the delivery of the course.

Content of Reviews

A course review includes content, course design, instructional technologies, and other pertinent aspects of the class. Additionally, reviews include assessment results (including course hour estimates), and feedback from both students and faculty. The feedback from faculty and students will be considered and incorporated where applicable and appropriate. Continuous improvement is part of the University culture.

IV. Policy Owners

- Provost

V. Related Documents

- Policy AA5.13 Appendix A: Course Development Handbook

VI. Definitions

VII. Revision History

- Board review and approval: August 19, 2016

Policy AA6.01: Graduation

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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 a re-entering student and is bound by the catalog of the year of re-entrance.

The graduation ceremony to award Associate and Bachelor 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 degree seeking students who have earned 134 quarter hours or more and associate degree seeking students who have earned 44 quarter hours or more will be notified during the summer by the record's office of their eligibility for graduation upon successful completion of the upcoming academic year. The student must contact the Program Director during the fall quarter to request a degree audit and graduation contract to be signed by the student. The contract will be submitted to the record's office for review and forwarded to the Provost for approval.

Every student graduating from East-West University must:

- Meet the academic requirements of the program in which he/she is majoring.
- Attain a 2.0 overall GPA with a 2.0 GPA in the major.
- Pass all outcome measures required by the assessment program.
- Fulfill the residency requirement.
- Submit the application for graduation to the records office by the specified deadline.
- Clear all financial obligations to the University.

Prospective graduates for a Bachelor 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 a required GPA of 2.0 overall and a 2.0 GPA in courses in their major by the end of the winter quarter preceding the ceremony.

Associate degree candidates must complete all requirements before they participate in the graduation ceremony.

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

II. Background and Guidelines

III. Procedure

<u>Degree Check Process</u>

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

2. appointments are scheduled for the first 3 weeks of the term, or during midterm and final exam weeks.

3. Print your current unofficial transcript from the Student Portal; bring it with you to your scheduled appointment.

4. At your appointment, you will receive a degree candidacy application form to complete.

5. The Records Officer will then complete the General Education Check portion of your application, and provide you with a Degree Check Form.

6. 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.

7. 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.

8. 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.

9. Your Academic Advisor will also verify that the major program GPA requirement has been met with 2.0 or higher.

Once an Academic Advisor has completed a degree program check, Degree Check and Graduation Application forms must be returned to the Records Office. One copy will immediately be provided to the student, and one copy will be forwarded to the 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.

IV. Policy Owner

- Registrar

V. Related Documents

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA6.02: Graduation Assessment Program

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

In order to qualify for graduation, must satisfy all requirements of the University's Graduation Assessment Program.

This program assesses the student's competencies in two areas: general education and the student's major field of study.

II. Background and Guidelines

III. Procedure

IV. Policy Owner

- Registrar

V. Related Documents

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA6.03: Recognition of Academic Excellence

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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

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

Students who consistently demonstrate academic and leadership excellence may be eligible for inclusion in the Honor Society.

II. Background and Guidelines

III. Procedure

IV. Policy Owner

- Registrar

V. Related Documents

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA7.01: Student Service Philosophy

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Student support services at East-West University are provided to assist students to accomplish their educational objectives and allow them to participate in a number of extra-acurricu1ar and co-curricular activities. The primary objective of this area is to ensure the right of every student to receive the services promised in this policy. Student support services include the following:

- Academic counseling to help students in selecting courses, choosing academic majors and minors, setting educational goals and exploring alternatives.
- Financial counseling to help students make decisions to meet their educational and personal financial needs.
- Career counseling to help students assess their interests, values and capabilities.
- Personal counseling for students who feel the need for short-term help with problems.
- Advising and assisting students interested in enrolling in graduate and professional programs.
- Co-curricular and extra-curricular activities to enrich the students' academic and personal lives.
- Placement activities to help students and alumni identify and secure employment, internships and cooperative education positions.
- Orientation activities to explain to all new students the University programs, services and facilities and introduce some of the varied college activities.

The student support services area also enforces the Student Code of Conduct for the safety and protection of the University community and the preservation of academic integrity.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Director of Counseling and Student Affairs

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA7.02: Student Advising

Policy Type: Academic Affairs
Initial Policy Approved: May 1, 2016
Current Revision Approved: October 22, 2020
Procedure Effective Date: August 19, 2016

I. Requirements

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

Apart from academic advising, counseling is available from the counseling and financial aid staff also.

Students should contact their advisor if they need to select courses and register, they need to drop or add a class or otherwise adjust their schedule, they are having difficulty in a course, they are trying to decide on a major, they have questions about degree requirements, they need to withdraw from school, they 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. Apart from academic advising, counseling is also available from the counseling and financial aid staff.

II. Background and Guidelines

Students are encouraged to meet regularly with their academic advisor either by appointment or by walking-in. When students meet with an advisor, they are asked to sign in and the assigned advisor will assist students without appointments according to the sign-in sheet.

III. Procedure

Advisor Assignment

All students are notified of the name of their academic advisor by the end of the fourth week of each term. The list of advisors and advisees is also posted on the bulletin board located in the East building.

Service Expectations

Advisors will respond to all student contact within 24 hours.

Advising Communication Plan

Advisors have numerous scheduled and trigged contacts with students:

Week	Activity	Description
1	No-Show Review 1	Advisors address No-Show (students who have not attended any class) list with phone calls and emails to students on the list.
2	No-Show Review 2	Advisors continue to address No-Show list. Advisors make a special to students who are absent from one class but attending another, to identify intentions. Advisors make every attempt to locate and communicate with identified students via phone, emails and class visits.
3	SAP (Satisfactory Academic Progress) Check	Pull attendance for those students with identified SAP concerns; schedule to meet with student and develop a plan to address any support needs.
4	Registration Fair	Review degree audits for each registering student. Assist students with registration for the next quarter. Discuss how classes are going so far. Contact all freshmen and sophomores about registration.

Week	Activity	Description
5	Mid-Term Review	Initiate contact with all students with previously identified issues, and students identified by faculty based on mid-term exams. Address any concerns with students that they may be struggling with give referrals for resources if applicable.
6	Registration Follow-Up 1	Solicit students via email, phone, class visits and mass mailing to register for upcoming quarter. Request that walk-ins are welcome and students can schedule an appointment with their academic advisor.
7	Advising Week	Focus on providing personalized advice to students. Continue registration and addressing any issues students may have.
8	Registration Follow-Up 2	Make calls, send emails, and mail letters to students who are not registered.
9	Grade Check	Check final grades to identify any adjustments required by failed classes for upcoming quarter registrations. Continue registration and addressing any issues students may have.
10	Withdrawal Review	Review withdrawal requests and contact students to discuss. Continue registration and addressing any issues students may have.
11	Degree Audit	Check which students are have completed program requirements, and contact students referred by Program Director to complete graduation applications. Review withdrawal requests and contact students to discuss. Continue registration and addressing any issues students may have.

In any of the weeks, faculty and administrative concerns are addressed as they arise.

Career conversations and assistance with resumes and mock interviews are ongoing.

Referrals to the Student Success Center are made as identified by faculty and/or requested by the student.

Throughout the quarter, Advisors plan and assist with all student activities.

Advisor Training

All new advisors receive CAMS (academic records system) training coordinated by the Provost.

The Director of Counseling and Student Affairs plans and schedules formal third-party developmental training with approval from the Provost.

The Director of Counseling and Student Affairs organizes and hosts internal training events. The Director provides two weeks of daily training for new academic advisors, and follow up training twice a quarter. At the end of each week during the initial training and after each follow-up training session Advisors must complete quizzes which consist of short answer and multiple choice questions and essays. Academic advisors are required to earn a 90% or higher on all exams or additional training will be required. Content of the initial training includes:

(1) Introduction to training binder given to new advisor.
(2) Introduction to institutional policies, regulations and procedures.
(3) Review of CAMS tutorial information to prepare for separate CAMS training.
(4) Behavioral training which consists of role playing Advisor-student interactions, using the Director and other advisors. New Advisors are required to complete simulations playing both roles.
(5) Introduction to student case studies using student scenarios.
(6) Training on degree audit and how to read a transcript.
(7) Review of excel sheet given to new employee with all general education courses with each prerequisite.
(8) Review of all program major information included in new trainee binder.
(9) Practice evaluating unofficial and official transcripts, and review of example cases given to and discussed with new employee.
(10) Shadowing of the Director and other academic advisors during interactions registering students and referring students for tutoring and counseling.
(11) Introduction to SAP policy, review of policy in binder along with sample academic plan.
(12) Introduction to student events and activities, discussion on advisor involvement in extracurricular activities.
(13) Introduction to Honor List and Dean's list information in binder.
(14) Role-playing practice on advising at-risk students.

IV. Policy Owners

- Director of Counseling and Student Advising

V. Related Documents

- Policy AA7.02 Appendix A: Responsibilities of Advisors
- Policy AA7.02 Appendix B: Student Expectations
- Policy AA7.03 Appendix C: Academic Advisor Job Description and Requirements
- Policy AA7.03 Appendix D: Early Alert Plan
- Policy AA7.03 Appendix E: Academic Program Welcome Letters

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Content of initial training procedure added, Director of CSA approval: August 30, 2016
- Added Early Alert Plan and Academic Program Welcome Letters: October 22, 2020

Policy AA7.02 Appendix A: Responsibilities of Advisors

The advisor's role is an active rather than a passive one and the process of advising requires the following objectives to be met for each student assigned as an advisee:

1. Help students define and develop realistic educational career plans through schedule planning for each term and summer school, if appropriate. Each student should have an up-to-date academic schedule plan through to graduation.

2. (For continuing advisees) Meet at least once each term with continuing students to plan for the coming term (or summer) and to review/revise long range academic program schedules.

3. Assist students in planning a program consistent with their abilities and interests.

4. Monitor progress toward educational/career goals and meet at least once each term to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.

5. Discuss and reinforce linkages and relationships between instructional program and occupation/career.

6. Interpret and provide rationale for institutional policies, procedures, and requirements.

7. Follow-up with the advisee on any report of unsatisfactory work (notice of class probation for poor attendance, notice of FA and/or failing grades, incomplete grades from past term(s), etc.). Special attention should be paid to students who are placed on academic probation.

8. Approve all designated educational transactions (e.g. Registration schedule drops/adds withdrawals, change of major, graduation requirements, etc.).

9. Try to make informal out-of-class/office contacts to underscore personal interest in the student as an individual.

10. Maintain an up-to-date Advising folder, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.).

11. Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals. (e.g., Student Success Center or tutoring, etc.)

12. Proactively contact and be available for student advisees on a regular basis. When students want to meet with an advisor, there is a sign-in sheet. Our office hours are emailed to students. Advisors should plan for extended hours during registration advising.

13. Consult regularly with faculty colleagues in order to have up-to-date information.

14. Take an active role in advising the student organization.

15. Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and bylaws.

16. Know the president of the organization and the current members of the organization.

17. Meet with the organization's president on a regular basis (at least twice per term).

18. Remain informed of all activities sponsored and conducted by the student organization and attend events as feasible.

19. Establish with the student organization president the manner and frequency in which the advisor will participate in the organization's activities, e.g., programs, social events, and meetings.

20. Be knowledgeable about and adhere to University policies and procedures which pertain to student organization and inform the student organization president of his/her responsibility to do the same.

21. Be knowledgeable of policies and procedures listed in the university Student Handbook.

22. Offer guidance to the organization on goal setting, organization management, program planning and problem solving and group evaluation.

23. Know the organization's process for obtaining new members.

24. Report to the Director of Counseling & Student Affairs any activities which may or will violate University policies.

Policy AA7.02 Appendix B: Student Expectations

I. Student responsibilities related to advising:

- To take the initiative to contact your advisor
- To keep advising appointments and arrive on time
- To be prepared for the advising appointment – have student ID with you at all times when on campus, know your student ID number, have a list of questions, and bring tentative course schedule (if registering for courses)
- To be familiar with the University catalog
- To observe academic deadlines
- To follow through with referrals made by your advisor
- To maintain a personal academic file or notes and copies of submitted forms

II. What students can expect from their advisor:

- To help students define and develop realistic educational career plans through planning a schedule for each quarter and summer school, if appropriate. Each student should have an up-to-date academic schedule plan through to graduation.
- To meet at least once each quarter with continuing students to plan for the coming quarter and to review/revise long range academic program schedules.
- To assist students in planning a program consistent with their abilities and interests.
- To monitor progress toward educational/career goals and meet at least once each quarter to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- To discuss and reinforce linkages and relationships between instructional program and occupation/career.
- To interpret and provide rationale for institutional policies, procedures, and requirements.
- To follow-up with the advisee on any report of unsatisfactory work (notice of class probation for poor attendance, notice of FA and/or failing grades, incomplete grades from past quarter(s), etc.). To pay special attention to students who are placed on academic probation.
- To approve all designated educational transactions (e.g., registration schedule, drops/adds, withdrawals, change of major, and, graduation requirements, etc.).
- To make informal out-of-class/office contacts in order to understand the student as an individual.
- To maintain up-to-date advising files, with a summary record of performance to date (grade reports, degree audit, transcript, requirements completed, etc.), dates of conferences, notation of special circumstances.
- To inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals. (E.g. Student Success Center or tutoring services).
- To contact and be available for student advisees on a regular basis. Office hours will be posted on the advisor's office door and advisees will be given preference early in the quarter. Advisors will plan for extended hours during registration fair and first week of each quarter.
- To assist students in forming clubs or organizations at the university.
- To consult regularly with program directors and faculty colleagues in order to have up-to-date information. Advisors will schedule appointments with students to discuss career plans and post-graduation opportunities.

Policy AA7.03 Appendix C: Academic Advisor Job Description and Requirements

I. Position Title:

Academic Advisor

II. Job Summary

Under the supervision of the Director of Counseling & Student Affairs this position is responsible for the academic advising for undergraduate students. The academic advisor will assist students with their academic progress, maintain a dialog quarterly regarding their progress towards graduation and provide motivation and support in helping students succeed.

III. Minimum Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactory, and in accordance with East-West University core values. Reasonable accommodations may be made to enable individuals with disabilities to perform functions of the job. Two years' experience in academic advising and/or admissions is a plus. Master's degree required in any related field of higher education, psychology or counseling.

IV. Roles and Responsibilities of Advisors

- Help students define and develop realistic educational career plans through schedule planning for each quarter and summer school, if appropriate. Each student should have an up-to-date academic schedule plan through to graduation.
- (2nd quarter Freshmen advisees) Meet with advisee during registration fair and/or quarterly to assist student with initial adjustment to university academic life. Special sessions should be scheduled throughout the first academic year.
- (For continuing advisees) Meet at least once each quarter with continuing students to plan for the coming quarter (or summer) and to review/revise long range academic program schedules.
- Assist students in planning a program consistent with their abilities and interests.
- Monitor progress toward educational/career goals and meet at least once each quarter to review the progress toward completing the proposed academic program and to discuss grades and other performance indicators.
- Discuss and reinforce linkages and relationships between instructional program and occupation/career.
- Interpret and provide rationale for institutional policies, procedures, and requirements.
- Follow-up with the advisee on any report of unsatisfactory work (notice of class probation for poor attendance, notice of FA and/or failing grades, incomplete grades from past semester(s), etc.). Special attention should be paid to students who are placed on academic probation.
- Approve all designated educational transactions (e.g., pre-registration/registration schedule, drops/adds, withdrawals, change of major and advisor, graduation requirements, etc.).
- Try to make informal out-of-class/office contacts to underscore personal interest in the student as an individual.
- Maintain an up-to-date Advising folder, with a summary record of performance to date (grade reports, transcript, requirements completed, etc.), dates of conferences, notation of special circumstances, up-to-date information and details, etc.
- Inform and, if necessary, refer students to other institutional resources when academic, attitudinal, attendance, or other personal problems require intervention by other professionals. (e.g., Student Success Center, Tutoring department etc.)
- Proactively contact and be available for student advisees on a regular basis. Office hours should be posted on the advisor's office door and preferably given to the advisee early in the quarter. Advisors should plan for extended hours during registration fair and during late-registration week for advising.
- Consult regularly with faculty colleagues in order to have up-to-date information. For career and graduate school options, advisors should work with students and provide when more information is needed.

- Responsible for 90% persistence rate each quarter.
- Coordinate quarterly student activities and assist with student organizations.
- Assist with the coordination/creation of the Student Ambassador program.
- Assist with coordination of the Co-op Internship program.
- Be an active participant in all Counseling & Student Affairs activities.

Policy AA7.03 Appendix D: Early Alert Plan

Identifying At-Risk Students-Before they arrive and before referral to Early Alert:

Admissions/Financial Aid identifies and prepares lists of students they know are:

1. Academically underprepared
2. Socially disadvantaged
3. Financially challenged (large aid gaps or out of pocket expenses)
4. First generation students
5. Parent has provided "alert: concerns

After they arrive and within the first TWO weeks:

1. Orientation leaders need to be "alert" and refer to Early Alert team.
2. Show parents at orientation/registration days how to refer their own student to Early Alert team.
3. Ask faculty to refer class "no shows" using Early Alert.
4. Ask academic advisors to meet with students and refer to Early Alert if necessary.
5. Every student is connected to a peer group (team/club).

List is shared with Early Alert team.

Early Alert Systems:

An early alert team can include representatives from:

- Admissions Counselor
- Counseling & Student Affairs
- Academic Support
- Financial Aid
- Residential Life
- Student Success Center
- Multicultural Affairs (International Admissions Counselor)
- Athletics
- Director of Counseling & Student Affairs and Dean of Enrollment

Identifying At Risk Students (After they arrive and within first six weeks)

- Lack of knowledge about the "college process"
- Lack of financial support
- Academic Failure
- The "teaching-learning-grading" process

Policy AA7.03 Appendix E: Academic Program Welcome Letters

Math Department Welcome Letter

Mathematics has always taken a leading role in changing the world, and in these technological times, mathematicians are more in demand than ever. Mathematicians work with engineers and scientists the world over to solve our most complex problems. An education in mathematics will put you in this exciting and lucrative world.

A degree in mathematics will open doors to many careers and is fundamental to many disciplines. This highly respected degree can increase skills in pattern recognition, analysis, mathematical modeling, problem solving, and thinking in quantitative terms. Mathematics is essential for success in older, established fields and newer, emerging fields. Many career possibilities await graduates such as: accounting, data science, actuarial science, teaching, engineering, economics, and statistics, to name just a few.

The Mathematics Department at East-West University is a small, hands-on community of teachers and learners. Students take a broad spectrum of courses along with the mathematics curriculum in order to gain a more rounded education. Classes are small and taught by professional instructors who will give personalized attention and will address the concerns of each student in divi du ally. The department is located on the second floor of the East building, and The Mathematics Tutoring Center is located in the Student Life Center on the fifth floor in room 501

Additional information about the Mathematics Department and the university are provided in the University's catalog and on www.eastwest.edu.

English and Communications Department Welcome Letter

Dear New Student,

Welcome to East-West University! I am the Program Director for the English and Communications department and I congratulate you on taking the first step toward completing your degree. I am sure you are a bit nervous, maybe even scared. Just remember one thing; you are not alone. This is the beginning of your journey, your future, and you are in control. East-West University has a lot of resources and staff that want you to succeed. They want you to do well; use them. You may be unsure of your goals, but do not let that stop you from continuing down your education path.

Ask questions, talk to your instructors, fellow students, or your advisor, and do not let a question go unanswered.

The main thing you need to remember is to enjoy the experience. Celebrate the accomplishments, learn from the mistakes, and never let them deter you from your goal. Life will give us obstacles. Work with those obstacles and, if need be, ask for help. Just tell yourself, you will succeed, you will do well, and you will graduate.

Please feel free to stop by my office (West410) or call or email anytime. I am happy to address any questions you may have about the English and Communications degree or discuss the college experience.

Behavioral and Social Sciences Department Welcome Letter

Dear [name]

Welcome to the Behavioral and Social Sciences program!

You have become a member of a group of students who have declared as a specific interest of study some aspect of how humans behave as individuals and in societal settings.

You have chosen one of the most challenging areas of study and surely one in need of the best, brightest, and most committed students. As it is, for example, we send Curiosity to Mars but our neighbors to the morgue; although we have the best trained soldiers, we have the worst veterans support network; and so it goes.

We promise full support and in turn expect your commitment. Full time student status equates to a full-time job and anything less may impact the quality of obtaining your chosen goal. We guarantee neither your success nor your total satisfaction. But our experience has been that mutual respect, professionalism, and commitment to excellence and service results in graduates positioned to manage well after graduation.

Among the five areas of interest, psychology and criminal justice currently stand out as the two most active fields. In both areas the program is well networked with institutional and professional organizations and agencies.

We shall keep you informed about anything significant concerning BHS and look forward to your becoming an active student in the program.

Make full use of the resources available to you and do not hesitate to contact us.

Computer and Information Science Department Welcome Letter

Dear Computer and Information Science Students,

I am pleased to welcome you to Computer and Information Science (CIS) at East-West University. As the Program Director of CIS, I would like to take this opportunity to share with you some of the highlights of our program and career opportunities.

The study of Computer Science involves implementing well-organized methodologies and learning relevant programming and scripting languages. The six concentrations in the Program - Cyber Security Specialist, Digital Media Specialist, Web Technology Specialist, Business Analyst Specialist, Software Engineering Specialist, and Information Systems Analyst - are designed to equip students with the theoretical, technical and practical knowledge needed for a professional or technology-related career. To do so, our faculty provides innovative approaches to both our teaching and the curriculum, involving the use of state-of- the art computer labs with up to date software. Our classroom experience is designed to reflect the changing trends of the IT world. Many of our graduates go on to successfully pursue diverse career opportunities, from web design, digital media, software engineering, business intelligence, information system, telecommunications, to further graduate work.

Our Program comprises dedicated and highly qualified full-time and adjunct faculty member whose teaching and research experience help to create a dynamic and engaging classroom environment. To ensure the academic growth of individual students, the class sizes are small, maintaining an average size of 18-20 students in each class.

I invite you to visit the CIS website (https://www.eastwest.edu/articles/computer-and- information-science/) to learn more about our mission, our degree programs, our alumni and current students' achievements, and our full-time faculty member's research activities.

All the members at East-West University are excited to meet you and look forward to welcoming you into the EWU family.

Business Department Welcome Letter

Welcome to the Department of Business at East-West University, where every student is our most important student.

I am happy that you have made such a life-changing commitment to attend East-West University. Congratulations on changing your life and the lives of your future generations. Why? Because graduating from East-West University will change your future and that is a guarantee.

Our students are the number one priority here...and every student is important to us. You will never be a nameless face at East- West, and that is a promise. Our campus is full of friendly and smiling faces, professors who genuinely care and a staff who will go out of their ·way to help. As Program Director, my door is always open and feel free to see me in Room 816 in the West Building. We will support you in any way we can and that is a guarantee.

At East-West University, you will get an outstanding education, build lifelong friendships, and find the support you need to succeed in college...and in life.

I will see you soon.

Electronics Engineering Technology Department Welcome Letter

I am delighted to welcome you to the department of Electronics Engineering Technology (EET) at East-West University.

The University is nationally recognized with state-of-the-art computer labs and modern electronic laboratories. The Department has distinguished faculty and technical advisors from various industries to teach meaningful course work geared to the present industries, such as, RF engineering, fiber optics, digital systems, and communications, and more recently introduced Drone technology.

We have very impressive facilities, for sure, but the real yardstick of collegiate success is the quality of education and the profound impact it has on students and on the community as a whole. EET offers rigorous curricula in engineering and technology and connected to professions addressing contemporary issues. Students in electronics engineering experience interactive classroom activities, creative endeavors, practical applications, and rewarding employment.

East-West University is very proud to be one of the exceptional talented communities. I encourage you to explore the faculty biographies on our web site. You will see that EWU faculty is expert in their fields and actively engaged in their professional disciplines. Our alumni are similarly accomplished, working in prestigious industries, such as AT & T, Motorola, Tech-Mahindra, Fermi-Lab, Aero- Star, Sterling Engineering, Tesla, Molex Corporation, & Nokia etc.

The University is located in the heart of Chicago that offers countless resources and activities which provide students with a rich educational experience that few universities can match.

I welcome you once again to our University and hope that your experience would be rich, and fruitful.

Biology Department Welcome Letter

Dear <<Student Name>>:

Congratulations! On behalf of East-West University's Biology Program, I am pleased to inform you that you have been accepted to the <<Program Name» Program for the «Fall / Summer / Spring / Winter>> quarter.

EWU was founded in 1980 with the mission of providing quality, affordable, multi-cultural, and future- oriented higher education. Consistent with the mission of EWU, the Biology Program aims to provide quality education using wide ranging and experiential classroom interventions. The Program strives to create and maintain a challenging, yet supportive learning environment, which facilitates student growth.

The Biology Program promotes an understanding of life spanning all levels of organizations, starting from atoms, molecules to cells, and organisms to ecosystems. Courses such as anatomy and physiology, microbiology, biochemistry, chemistry and physics etc. are designed to optimize your future opportunities and prepare you for graduate work, professional fields like nursing, medicine, physician's assistant, dentistry and/or research in biology and health sciences.

As an undergraduate student you will learn from accomplished and dedicated faculty members, having a wide spectrum of experience outside of teaching; thereby enhancing the overall academic experience. You will have an opportunity to work closely with them on research projects and creative activities to get a holistic learning experience. The small classroom size and resulting individualized attention further ensures your success.

Your success is the top priority of East-West University (EWU). With a student-centered learning environment, EWU and the Biology Program aims to provide quality education using wide ranging and experiential classroom interventions. Our focus is to facilitate your· personal, professional, and intellectual growth. The biology program is designed to optimize your future opportunities and prepare you for your career ahead. Our graduates work in professional fields like nursing, medicine, neurotechnology, research in biology and health sciences and/or are pursuing graduate studies in the field.

As an undergraduate student you will learn from accomplished and dedicated faculty members, having a wide spectrum of experience outside of teaching; thereby enhancing the overall academic experience. You will have an opportunity to work closely with them on research projects and creative activities to get a holistic learning experience. The small classroom size and resulting individualized attention further ensures your success.

«Student Name>>, I invite you to visit EWU's Downtown Chicago campus so you can explore our student-focused learning opportunities along with the cultural, intellectual and recreational offerings available to you. Discover the rich, diverse, and international perspective on possibilities, expand horizons, and make lifelong friends from a variety of backgrounds and perspectives. I am confident you will find that the program and the university best fit your academic interests. Please feel free to contact our academic advisers or other student-support staff to answer any questions that you may have during this transitional and exciting time in your life.

On behalf of the faculty and staff of the Biology Program, I am delighted to welcome you as a new member of the East-West University community. We wish you a productive and successful experience in at EWU. In the meantime, if we can be of any assistance, feel free to contact our academic advisers or other student-support staff to answer any questions.

Policy AA7.03: Tutoring Services

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: August 19, 2016

I. Requirements

The University provides tutorial services in areas of Mathematics, Writing, Computer Science, Biology, and Electronic Engineering Technology at no cost to students.

Students should 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.

Tutors are provided from the faculty of each academic department as required. Academic departments may refer students for mandatory participation in tutoring.

II. Background and Guidelines

III. Procedure

Specialized Tutoring – Writing Center

The Writing Center is located on the fifth floor of the Student Life Center; it assists EWU students to improving their writing skills. The Center is staffed with peer tutors, trained and supervised by an adjunct faculty member, who reports to the English and Communications Program Director. The tutors help students interpret assignments, organize and develop their ideas, and improve their diction and editing skills. Tutors work with assignments from all disciplines. Each quarter the Center provides a schedule of days and hours in which tutoring is available. This schedule is provided to all faculty and students and is posted throughout the University.

Specialized Tutoring – Math

The Mathematics Department is especially involved in tutoring to address preparation issues common to many students. Math Tutoring assists students who have difficulty understanding their mathematics assignments. Tutoring is staffed by both adjunct faculty and students who have shown superior math skills. Tutors explain mathematical principles and demonstrate the logic used to break down problems. Tutors work with assignments from all disciplines with mathematic content. Each quarter the department provides a schedule of days and hours when tutoring is available. This schedule is provided to all faculty and students and is posted through the University.

The Mathematics Department has made tutoring mandatory for its developmental classes and has devised a method to monitor students' use of the tutoring facilities. Tutors are frequently brought into classes to familiarize students with the tutors as persons and lessen their resistance to the tutoring process. The department has also created a great deal of ancillary educational material available through its webpage, developed special assignments to prepare students for their midterm and final examinations, and changed its grading policies to give more weight to later assignments than earlier ones. The department has also created a departmental final examination in collaboration with instructors of the developmental classes to insure that those who pass the developmental program have the requisite skills to succeed in college-level classes.

IV. Policy Owners

- Director of Counseling and Student Advising

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016
- Specialized Tutoring Procedure: October 22, 2020

Policy AA7.04: Student Bill of Rights

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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.

Every East-West University student has the right to:

- Appeal academic matters such as school policies, regulations and processes that affect his or her academic progress.
- Receive academic information in writing at the beginning of a course of instruction and to request further clarification of the following information from the professor/ instructor delivering the course:
  - The course schedule, outline and objectives.
  - The type of teaching/ learning methods to be employed in the course.
  - The methods of assessment of achievement and evaluation procedures.
  - Expectations of academic conduct from the course professor.
- Make, without fear of reprisal, a responsible complaint of unfairness, harassment or discrimination, and the right to petition the appropriate authority for changes in university policies and procedures.
- Appeal academic grades.
- Be honestly and fully informed about the reason for institutional policies and procedures and request change in policies and procedures.
- Be graded on academic performance and be protected by well-defined procedures designed to prevent prejudiced or capricious evaluation by professors.
- Have privacy regarding his or her records and the right to examine such records. This includes the right to be notified in the event of adverse information being placed in the student's official student file.
- Receive protection from release of information concerning any of his or her files to anyone without the student's prior written consent, in accordance with the Freedom of Information and Privacy Act.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Director of Counseling and Student Advising

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA7.05: Student Code of Conduct

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

All students 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 nation.

All students shall obey the rules, regulations and policies of the University. The following acts are considered violations of the Student Code of Conduct:

- Failure to display University ID while at campus.
- Unauthorized presence on or use of University property.
- Academic dishonesty, including 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 authorized University activity.
- Use of cell phones during any class or exam.
- 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 such rules and regulations of the University, as defined in this and other policies, may result in disciplinary action including probation, suspension, and/or dismissal. Violations may also lead to the termination of a student's federal, state, and institutional financial aid or scholarships.

The Student Conduct Committee decides on most violations. Depending on the severity of the violation, immediate action may be taken by the Associate Provost and/or Associate Dean.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA7.06: Disciplinary Review

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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 are required to appear before the Committee and abide by the Committee's decision.

Appeals to 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 may be required to appear before the Student Conduct Committee as part of the reapplication procedure.

All policies and procedures related to disciplinary review shall be published in the Student Handbook.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

- Student Handbook
- Policy IO3.14: Student Conduct Committee

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA7.07: Alumni Services

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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

II. Background and Guidelines

III. Procedure

Alumni ID Cards

The Director of Facilities is responsible for issuing University acceptable ID cards to alumni.

IV. Policy Owners

- Director of Counseling and Student Advising

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA7.08: Student Complaints and Grievances

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University classifies complaints as grievances and concerns.

Grievances are formal disputes with official determinations of the University, and cannot be dealt with informally. These include Grade Appeals, Academic Progress Appeals, Student Code of Conduct Appeals, and Sexual Harassment claims, which shall be subject to the appeal or judicial processes outlined in specific policies addressing those issues. Students may also file a grievance to protest the outcome of the concern review process, subject to General Grievance review.

All other complaints are classified as concerns. Concerns may be raised by a student or on behalf of the student by faculty, advisors, or applicable East-West University staff. The University has standard review processes for academic and non-academic concerns.

II. Background and Guidelines

Students are encouraged to attempt to resolve all concerns informally by working directly with their advisor.

III. Procedure

Specific Appeals Policies

The following types of grievances will follow the established policy and procedures as follows:

- Academic Progress Appeal – Policy AA1.05: Satisfactory Academic Progress
- Student Code of Conduct Appeal – Policy AA7.10: Code of Conduct Violations and Penalties
- Sexual Harassment – Policy AA7.13: Sexual Misconduct

Non-Academic Concern Review Process

- Students are expected to contact their Advisor within 10 days of the occurrence of the issue.
- The advisor will work with the student to find a resolution.
- If unable to resolve the complaint, the advisor will record the complaint and direct the concern to the appropriate department head to investigate the issue.
- The department head will provide a decision within 5 working days.
- If the appropriate department head is not able to resolve the issue to the student's satisfaction, the student may appeal the decision of by submitting a brief, written summary of the problem to XXXX within 5 working days of the decision.
- XXXX will issue a final decision within 5 working days of receipt of a complaint appeal.

Academic Concern Review Process

- Students are expected to contact their Advisor within 10 days of the occurrence of the issue.
- The advisor will work with the student to find a resolution.
- If unable to resolve the complaint, the advisor will record the complaint and direct the concern to the appropriate program chair for resolution.

Escalation to Grievance

- If the appropriate department head or program chair is not able to resolve a concern to the student's satisfaction, the student may appeal the decision of by submitting a brief, written summary of the problem to the Associate Provost within 5 working days of the decision. The summary should identify any potential witnesses with information about the issue.
- The Associate Provost will refer the issue to the Student Grievance Committee (SGC) to schedule a hearing to take place within seven to ten working days of receipt the grievance.

Student Grievance Committee

- The Student Grievance Committee (SGC) maintains, implements, and administers the Student Grievance policy. It also reviews and updates this policy as needed.
- The SGC is chaired by the Associate Provost, and includes a member of the Counseling and Student Affairs Office, and a faculty member appointed by the Provost annually. If the grievance involves a member, the Provost may appoint an ad-hoc substitute.
- Within three working days of receipt the grievance the SGC will inform the student and any other involved parties (staff, faculty, administrators) of:
    - The hearing date.
    - The requirements of the review process.
    - Their right to appear and state their case, or to allow the SGC to make a decision in their absence.
- The SGC shall request at this time any other parties to the grievance to suggest additional witnesses. Responses must be received within two working days.
- The SGC shall consider witness suggestions and invite individuals to attend the hearing or provide written statements as appropriate.

Grievance Adjudication

- No attorneys or other representatives are allowed for any party.
- The student may bring one support person who is not connected to the issue, and who may not give testimony.
- The student may make an oral statement, or have a written statement read.
- Other parties may make an oral statement, or have a written statement read.
- The committee may question the student or other involved party.
- The committee may read any written witness statements it has requested.
- The committee, the student, and other involved party may question any witnesses the SGC has invited to appear.
- The SGC meets in closed session following any presentations to consider its decision.
- The SGC provides a written statement of any decision describing the findings of fact on which the decision is based.

Notification of Resolution

- The Director of Counseling and Student Affairs then informs all involved parties and assures enforcement of the decision as regulated by established policies and procedures.
- The student is informed that if he or she is not satisfied with the institutional settlement of the grievance, the student may contact state accreditation boards, and other accreditation or regulatory bodies.

Disclosure of Regulators and Accreditors Accepting Student Complaints

- Higher Learning Commission

  230 South LaSalle Street, Suite 7-500
  Chicago, IL 60604
  complaints@hlcommission.org
  Main: (800) 621-7440
  Complaint Procedure: https://www.hlcommission.org/HLC-Institutions/complaints.html

- Illinois Board of Higher Education

  431 East Adams, 2nd Floor
  Springfield, Illinois 62701-1404
  Main: (217) 782-2551
  Email: info@ibhe.org
  Complaint Website: http://www.ibhe.state.il.us/consumerinfo/complaint.htm

- Department of Education

  400 Maryland Avenue, SW
  Washington, D.C. 20202
  Complaint Procedure: http://www2.ed.gov/policy/highered/reg/hearulemaking/2009/sa.html

Arbitration

- Students agree to resolve legal disputes and claims against East-West University using arbitration.

IV. Policy Owners

- Associate Provost

V. Related Documents

- Complaint Form
- Grievance Form

VI. Definitions

- **Academic Concerns** include, but are not limited to issues regarding:
  - Faculty performance
  - Technical issues
  - Program content
  - Program effectiveness
  - Administrative

- **Non-Academic Concerns** include, but are not limited to issues regarding:
  - Financial Aid and Student Accounts
  - Technical and Information Technology
  - Administration

VII. Revision History

- Formalization/Standardization: May 1, 2016

- Board Review and Approval: August 19, 2016

Policy AA7.09: Student Responsibilities

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University believes academic integrity is the foundation of the academic community. Every member of the East-West University community is responsible for promoting and maintaining honesty within the institution. Students shall submit written or other work that is the product of their own efforts and was not accomplished dishonestly.

Other actions that demonstrate a lack of integrity may also be in breach of student responsibilities and subject to action up to and including dismissal from the University. These include:

- Violating the Code of Conduct or other policies of East-West University.
- Furnishing false or misleading information to school officials or on official records.
- Forging, altering or misusing the school name, the name of any school employee, documents, records or identification.
- Using any technology to infringe upon the rights of others.
- Using technology (or verbally threatening to do so) to take any action that endangers or impairs the safety, health, life or freedom of any person affiliated with East-West University.
- Not conducting oneself in a professional and courteous manner in the classroom environment.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Director of Counseling and Student Advising

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA7.10: Code of Conduct Violations and Penalties

Policy Type: Academic Affairs Initial Policy Approved: August 19, 2016 Current Revision Approved: October 22, 2020 Procedure Effective Date: October 22, 2020

I. Requirements

One or more of the following misconduct penalties may be imposed by East-West University upon individuals, groups or organizations. Penalties for violation of institutional policies or rules and regulations may be administered regardless of whether the actions of the student are civil or criminal violations. Whenever disciplinary actions lead to the student's leaving the university, grades will be assigned in accordance with university's grade policy and the Academic Calendar.

- Admonition: This consists of a verbal or written warning. Verbal admonitions will not become a part of the student's confidential record in the Registrar's Office.
- Loss of Privileges or Imposition of Certain Tasks: Under some circumstances of misconduct, the university may deem it appropriate to take away certain privileges. Penalties such as withholding of official transcript or degree; blocking from enrollment for a specified period of time; recommendation of failing, reduction, or changing a grade in a test, course assignment, course or other academic work; suspending library and internet technology may be imposed. The student may also be required to perform certain tasks, such as making restitution, whether monetary or by specific duties; attending counseling sessions; performing additional academic work not required of other students in a specific course; complying with behavioral contract; paying of special fees, fines or service charges.
- Probation: Probation is levied for a specified time, the duration of which will be determined by the seriousness of the circumstances of the case. Probation carries with it a warning that any further violation of university regulations may result in more serious consequences, including suspension or expulsion. The two types of probation related to the Student Code of Conduct are:
    - Conduct Probation - a sanction which will be removed from the student's confidential record at the end of the period of probation.
    - Disciplinary Probation - a sanction which may or may not remain a permanent part of the student's permanent record.
- Suspension: Continued and/or flagrant violations of the probation terms or serious offense cases warranting such action may result in suspension from East-West for a specified period. The student is blocked from re-enrollment until he/she applies for readmission to the university and is cleared by appropriate officials. Suspension becomes a part of the student's permanent record in the registrar's office.
- Withdrawal: Withdrawal is administrative removal of a student from a class or from the University and may be imposed in instances of unmet financial obligations to the University; for reasons of health; or pending the outcome of competent medical evaluation. The withdrawn student may also be barred from re-enrollment until such a time specific conditions have been met.
- Expulsion: Expulsion is permanent severance from East-West University.
- Revocation of Degrees: The revocation of degrees may occur for discovered misconduct of prior students. Allegations of misconduct which may result in a revocation of a degree will be considered by the appropriate academic process.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

- Policy AA7.10 Appendix A: Admitted Students Conduct Mailing
- Policy AA7.10 Appendix B: Classroom Behavior Contract

VI. Definitions

VII. Revision History

- Board Review and Initial Approval: August 19, 2016
- Addition of Appendices A and B Approved: 10-22-2020

Policy AA7.10 Appendix A: Admitted Students Conduct Mailing

The following should be mailed/emailed to all admitted students. Mailing and receipt of signed copy should be tracked.

Be Aware!

1. Do you know how much you are paying or borrowing for your education? Not going to classes will cost you $111.00 per class missed!
2. In order to succeed, attendance is crucial. Your scholarship may be in jeopardy!
3. Please be respectful of each other. No foul language.
4. Disruptive behavior (e.g. excessive in & out, talking during lectures, etc.) within the classroom will affect the learning environment.
5. Cell phone usage in the classroom is prohibited.
6. Plagiarism and/or cheating will result in a failing grade.
7. Insubordination toward faculty and staff is not tolerated.

REMINDER: East-West University is a drug/alcohol/smoke free campus!

Please feel free to contact your advisors if have any questions or concerns regarding student expectations at East-West University! We look forward to learning with you!

Signed: _____

Printed Name: _____

Date: _____

Student

Policy AA7.10 Appendix B: Classroom Behavior Contract

The relationship between the student and the teacher is a two-way street. Both sides have rights and responsibilities. The expectations on both sides may seem obvious, but it is important to spell them out clearly!

The student has the right to expect that the teacher will

1. Be courteous
2. Be knowledgeable
3. Be prepared for class
4. Be willing to discuss the student's concerns and try to address them
5. Give clear constructive feedback on assignments

The teacher has the right to expect that the students will

		Initial
1.	Be courteous	_____
2.	Communicate with the teacher if they have any problems	_____
3.	Not give up in the face of difficulties, but look for productive solutions	_____
4.	Come to class on time and prepared	_____
5.	Not text their friends or be on social media during class	_____
6.	Make an effort to focus even if the student is tired or bored	_____
7.	Not leave the class without permission or before class is dismissed	_____
8.	Not expect every moment to be fun. Some schoolwork will be dry	_____
9.	Come to class sober!	_____
10.	Use only polite language in class, no swearing	_____

While the use of cannabis is legal in Illinois for adults, please do not use cannabis before or during class, just like you would not use alcohol at work or school. You and your professor depend on your alert mind for a productive class!

Signed:	_____	_____
Printed Name:	_____	_____
Course/Term:		_____
	Student	Teacher

Policy AA7.11: Letter of Reference Requests

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Students can request personal or professional reference letters from individual faculty members. Such requests should be submitted in writing directly to the faculty member along with a resume or curriculum vitae. At least two weeks' notice should be given. Reference letters are not kept on file by the university. Reference letters requested after graduation should also be submitted in writing directly to the faculty member.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA7.12: Writing Center

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University offers free, hour-long writing tutorials at the Writing Center, now located at the central Tutoring Lab in the Student Life Center, Room SLC- 501. Tutors are available to assist all currently enrolled students with any stage of the writing process, including the following:

- Getting started with writing
- Strengthening organization
- Improving writing style
- Clarifying language
- Improving English writing fluency
- Reviewing basic grammar and punctuation
- Addressing APA and MLA style questions
- Citing references
- Formatting in Word
- Research (including using EBSCO, assessing sources, and incorporating sources)

II. Background and Guidelines

III. Procedure

Writing Center Hours

Will be determined from term to term and posted on the website.

Making a Writing Center Appointment

To schedule an appointment, come in during open hours or email ewuwritingcenter@gmail.com. Walk-ins are welcome, but it is not guaranteed that a tutor will be available to assist you unless you have an appointment.

Students can view the Writing Center Appointment Schedule online at:
http://www.supersaas.com/schedule/ewuwritingcenter/Tutoring_Appointments

Requirements for Writing Center Appointments

Students coming to the Writing Center for a tutorial should bring:

- The instructor's assignment guidelines/directions (either from syllabus, textbook, or handout).
- A printed (typed) or handwritten hard copy of any writing the student may have completed so far.
- The course textbook.
- Pen and paper, or a laptop computer.

IV. Policy Owners

- Associate Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA7.13: Sexual Misconduct

Policy Type: Academic Affairs Initial Policy Approved: August 19, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

Sexual misconduct includes sexual assault and abuse (criminal acts that the U.S. Department of Education defines as sexual harassment), non-consensual sexual activity, and sexual harassment.

"Consent" means voluntary, active and clear agreement, communicated by words or actions, to participate in specific sexual activity. Consensual sexual activity happens when each participant willingly chooses to participate. In cases where a victim asserts that sexual activity occurred without consent, the standard is whether a sober, reasonable person in the same circumstances as the accused should have known that the victim did not or could not consent to the sexual activity in question. The University offers extended guidelines on the interpretation of consent for all members of the University community, provided in employee training and student orientation, and all are responsible for familiarizing themselves with this material.

Sexual harassment is verbal or physical conduct or conduct using technology that is so severe or pervasive that it has the purpose or effect of unreasonably interfering with an individual's work performance or educational program participation, or that creates an intimidating, hostile, or offensive work or educational environment. A person's subjective belief that behavior is offensive, intimidating or hostile does not make that behavior harassment. The behavior must be objectively unreasonable. Expression occurring in an academic, educational or research context is considered as a special case and is broadly protected by academic freedom. Such expression will not constitute harassment unless (in addition to satisfying the above definition) it is targeted at a specific person or persons, is abusive, and serves no bona fide academic purpose.

Sexual harassment also encompasses unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when:

1) Submission to or rejection of such conduct is made, explicitly or implicitly, a basis for an academic or employment decision, or a term or condition of either; or

2) Such conduct directed against an individual persists despite its rejection.

East-West University considers sexual violence and sexual harassment, whether verbal, physical or visual, to be a form of sexual discrimination, prohibited by Title IX of the Education Amendments of 1972. Sexual misconduct in all its forms to be a serious offense and one that is subject to a range of actions up to and including suspension or dismissal. Sexual misconduct by students, faculty or staff is a violation of East-West policy and will not be tolerated.

In compliance with the Violence Against Women Reauthorization Act of 2013 ("VAWA") and the Clery Act, the University uses the State of Illinois Criminal Code's definitions of sexual assault and sexual abuse.

Reporting of sexual misconduct incidents is considered sensitive and confidential. Dissemination of information relating to sexual misconduct incidents will be limited in order to protect the privacy of those involved.

II. Background and Guidelines

Scope

This policy applies to misconduct that occurs: (1) on University property; or (2) off University property, if: (a) the conduct occurred in connection with a University or University-sponsored sponsored or recognized program or

activity; or (b) the conduct has or reasonably may have the effect of creating a hostile educational or work environment for a member of the University community.

Responding to Harassment

If you are sexually harassed, please follow these steps:

- Tell the harasser firmly, clearly and directly what specific comments or advances are unwelcome.
- Keep a record of all dates, times, places and types of incidents that have occurred and make a note of witnesses. It is important to be accurate and thorough when documenting incidences.
- Report sexual harassment incidents to the Provost. All complaints must be reported to the appropriate program office within 180 days of the incident.
- Follow the steps outlined by the Provost.

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 Director of Student 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.

Prevention and Resources

The University is committed to preventing and eliminating sexual harassment of students, faculty, and staff. To that end, this policy will be published on the University's web site. Information regarding sexual harassment and this policy will be included in orientation materials for new students, faculty, and staff as well as on its website.

Rights to File an Outside Complaint

An East-West University employee has the right to contact the Illinois Department of Human Rights (IDHR) for further information or to file a formal charge of unlawful discrimination or retaliation. Charges must be filed within 180 days of alleged sexual harassment or other alleged discrimination unless it is a continuing offense. An appeal process is available through the Illinois Human Rights Commission (IHRC) after IDHR has completed its investigation of the complaint. The investigative, charge, and complaint process, and legal recourse processes are described in more detail at http://www2.illinois.gov/dhr/FilingaCharge/Pages/Employment.aspx.

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.

III. Procedure

Reporting Sexual Harassment

A member of the University community who wishes to file a complaint about sexual harassment by 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 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.

Receipt of Complaints

All complaints of alleged sexual harassment are investigated under the oversight of the University's Office of Student Affairs when it involves students and the Office of the Chancellor when it involves University employees. The University generally does not investigate allegations of harassment or discrimination that fall outside the jurisdictional limits of the Anti-Discrimination Policy. Nevertheless, the University will process all complaints of sexual harassment in accordance with this policy, regardless of where the conduct which is the basis for the complaint allegedly occurred, in order to evaluate whether there is a hostile environment on campus that would be contrary to the University's legal obligations.

Investigation Timelines

Investigations of sexual harassment will normally be completed within 90 calendar days, with an additional 30 calendar days to complete a formal report where appropriate. If the investigation cannot be completed within that timeframe, the complainant and the respondent will be informed of the reasons for the delay and an estimated date of completion.

Interim Measures

The University may take interim measures it deems necessary during an investigation. Interim measures will be taken within the context of University policies and might include changes to class or housing assignments for students or work assignments for employees.

Complaints in Which a Student Is the Alleged Harasser

Complaints of alleged sexual harassment by a student will be investigated under the oversight of the University's Director of Student Affairs. If that investigation results in a finding that sexual harassment has occurred, the Director

of Student Affairs will file a complaint and such complaint will be processed under the student disciplinary code. In those cases, the Director of Student Affairs will be identified as the complainant and it will be the prerogative of the victim to determine in what capacity, if any, he/she will participate (i.e., co-complainant, witness, or no participation).

Complaints in Which an Employee Is the Alleged Harasser

Complaints of alleged sexual harassment by a faculty or staff member will be investigated under the oversight of the University's Office of the Chancellor. These complaints will be referred to the unit administrator of the alleged harasser or, if the alleged harasser is the unit administrator, to the unit administrator's superior. Complaints made or referred to the unit administrator of the alleged harasser or the unit administrator's superior will be processed by those individuals under the oversight of the Office of the Chancellor.

Investigation of Claims of Sexual Misconduct

Each complaint of sexual harassment must be evaluated with reference to the pertinent circumstances. On occasion, a complaint will be resolved informally. Informal resolution efforts are voluntary, and either party may request that a formal investigation of the complaint be commenced at any time. Informal resolution is facilitated by the Office of Student Affairs with reference to students and the Office of the Chancellor with reference to University employees, and does not involve any requirement that the parties meet unless both parties request such a meeting. Informal resolution, such as mediation, will not be used to resolve sexual violence complaints.

Other complaints will result in investigations, including interviews and the review of evidence, such as electronic and written material, if any exists. Both the complainant and the alleged harasser will be notified of the outcome of an investigation. If an investigation results in a determination that sexual harassment has occurred, the University will take remedial action, including, where appropriate, disciplinary action, to eliminate the harassment and prevent its recurrence.

Confidentiality

The review of sexual harassment complaints, including formal investigation, will be conducted confidentially to the extent permitted by law, except insofar as information needs to be disclosed so that the University may effectively investigate the matter or take corrective action.

Retaliation

Persons who complain about sexual harassment, or who cooperate in the University's investigation and handling of sexual harassment reports or complaints, shall not be subject to retaliation for complaining or cooperating, even if the University finds that no sexual harassment occurred. If a complainant or witness believes that she or he is being subjected to retaliation, she or he should promptly contact the Office of the Chancellor or the Director of Student Affairs (students).

Cooperation

Members of the University community are expected to cooperate in the University's investigations of alleged sexual harassment. If cooperation does not occur, the investigation will generally proceed based on the information available.

Assistance with Processing Complaints

The Office of the Chancellor is responsible for monitoring the University's compliance with federal and state nondiscrimination laws. However, a discrimination-free environment is the responsibility of every member of the community. Administrators set the tone regarding acceptable conduct and climate within their units.

Administrators, under the oversight of the Office of the Chancellor are responsible for processing complaints under this policy in which the alleged harasser is an employee. Administrators who need assistance in applying this policy, education and training with respect to the policy, or who have questions about sexual harassment prevention, may contact the Office of the Chancellor.

University Investigations without a Complaint

When necessary to meet its commitment to provide an environment free of unlawful harassment, the University may investigate alleged incidents of sexual harassment of which it becomes aware, even if no formal complaint has been filed or the individual(s) involved is unwilling to pursue a complaint or cooperate in an investigation. If a University employee becomes aware of specific and credible allegations of sexual harassment, whether through a complainant or otherwise, the allegations should be reported promptly to the Office of the Chancellor.

Adjudication of Claims of Sexual Misconduct

Claims can be adjudicated informally or formally. Either the complainant or respondent may at any time ask that the matter be handled formally rather than informally. The Provost may at any time discontinue the informal resolution process and refer the matter for formal resolution.

Informal Resolution of Complaints

At the request of the complaining party, the Provost of the University has the authority to resolve allegations of discrimination, unlawful harassment, or sexual misconduct informally. Both the complainant and respondent will have the ability to present information and suggest witnesses related to an allegation of misconduct. After considering all the information available, the Provost will use the preponderance of evidence standard to conclude if the respondent is in violation of the University's Policy on Sexual Misconduct.

If the Provost concludes the respondent is in violation of the University's Policy on Sexual Misconduct, the Provost will apply an appropriate sanction, including but not limited to, an official warning, disciplinary probation, and/or the suspension of specific student rights and privileges for a designated period of time (this may include administratively moving a residential student and/or removing a student from housing). The Provost cannot issue a disciplinary sanction of suspension, expulsion, or revocation of a degree through the informal process.

A copy of the written outcome and notice that the respondent has violated University policy or regulations will be placed in the student's educational record. The complainant and respondent will receive written notification of the outcome.

If the student is accused of in additional misconduct, the Student Conduct Committee may be informed of the earlier outcome and sanction

Formal Resolution of Complaints

If a party or the Provost decides that a matter should go to the Student Conduct Committee is to be convened, the Provost will ask the complainant to submit in writing the allegation as well as any available documentation supporting the allegation. The Provost will inform the respondent of the allegation, give the respondent a copy of the University-wide disciplinary procedures and ask the respondent to prepare a written response to the accusation. If there were witnesses to the alleged misconduct, the Provost may ask pertinent witnesses to come before the Student Conduct Committee to answer questions and/or may ask witnesses to submit a written statement.

A complainant should make every effort to include in the complaint all germane facts known at that time and provide all available supporting materials.

The general format and order of proceedings of a University-wide Disciplinary Committee follow those described in Policy AA7.06 Disciplinary Review.

To accommodate concerns for the well-being of the complainant and/or the respondent, the Provost may make appropriate arrangements enabling participation of the complainant and respondent without a face-to-face interaction. The complainant and the respondent may not directly "cross-examine" one another, but may, at the discretion and direction of the Chair of the Student Conduct Committee, suggest questions to be posed by the committee and respond to the other party.

During the hearing, if the Student Conduct Committee hears from other individuals, both the respondent and the complainant may be present. The Student Conduct Committee will apply a preponderance of evidence standard in making its determinations. Namely, the Student Conduct Committee will decide whether, in consideration of all of the information before it, it is more likely than not that the alleged misconduct occurred, or that the respondent breached standards of behavior expected of University students. Decisions are made by majority vote.

IV. Policy Owners

- Provost

V. Related Documents

- Policy AA7.14 Appendix A: Extended Guidelines on Consent

VI. Definitions

- Forms of sexual harassment may be spoken, expressive or physical conduct. 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 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.

VII. Revision History

- Board Review and Initial Approval: August 19, 2016

Policy AA7.14 Appendix A: Extended Guidelines on Consent

I. What is Consent?

Consent means voluntary, active and clear agreement, communicated by words or actions, to participate in specific sexual activity. Consensual sexual activity happens when each participant willingly chooses to participate. It is the responsibility of the person who wants to engage in a sexual activity to obtain the consent of the other person for that sexual activity. Consent may also be withdrawn or modified at any time by the use of clearly understandable words or actions.

In Illinois, the legal age of consent is 17 but rises to 18 if the accused holds a position of trust, authority, or supervision in relation to the victim. This means that there can be no consent when one participant in the sexual activity is under the legal age of consent and any other participant is at or over the legal age of consent.

In cases where a victim asserts that sexual activity occurred without consent, the standard is whether a sober, reasonable person in the same circumstances as the accused should have known that the victim did not or could not consent to the sexual activity in question.

The definition of consent does not vary based upon a person's sex, sexual orientation, gender identity or gender expression.

Because people are not telepathic, consent is best obtained through direct communication about the decision to engage in specific sexual activity. Consent need not be verbal, but verbal communication is the most reliable and effective way to seek, assess, and obtain consent. Non-verbal communication often is ambiguous. For example, heavy breathing can be a sign of arousal, but it also can be a sign of distress. To be sure, talking with sexual partners about desires, intentions, boundaries and limits can be uncomfortable, but it serves as the best foundation for respectful, healthy, positive and safe intimate relationships.

VIII. What is not Consent?

Consent cannot be obtained by threat of harm, coercion, intimidation, or force.

The lack of explicit consent does not imply consent and likewise, the lack of verbal or physical resistance does not constitute consent. Thus, silence, passivity, submission, and/or the lack of resistance (including the absence of the word "no") do not—in and of themselves—constitute consent.

IX. Incapacitation

Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

A person is mentally or physically incapacitated when that person lacks the ability to make or act on considered decisions to engage in sexual activity, i.e., when a person's perception and/or judgment is so impaired that the person lacks the cognitive capacity to make or act on conscious decisions. Initiation of sexual activity with someone whom a reasonable person knows or should have known to be deemed incapacitated is not consent.

Alcohol and drugs can impair judgment and decision-making capacity, including the ability to rationally consider the consequences of one's actions. The effects of alcohol and drug consumption often occur along a continuum. For example, alcohol intoxication can result in a broad range of effects, from relaxation and lowered inhibition to euphoria and memory impairment, and to disorientation and incapacitation. Incapacitation due to alcohol or drug use is a state beyond "mere" intoxication or even being drunk. It exists when a person lacks the ability to make or act on a considered decision to engage in sexual activity. Indicators of incapacitation may include inability to communicate, lack of control over physical movements, and/or lack of awareness of circumstances. An incapacitated person can also experience a blackout state during which he or she appears to give consent but does not have conscious awareness or the capacity to consent. Some medical conditions also can cause incapacitation.

In sum, an act will be deemed non-consensual if a person engages in sexual activity with an individual who is incapacitated, and who the person knows or reasonably should know is incapacitated.

X. Other Important Points regarding Consent

- The existence of a romantic or sexual relationship does not, in and of itself, constitute consent.
- Consent on a prior occasion does not constitute consent on a subsequent occasion.
- Consent to one sexual act does not constitute consent to another sexual act.
- Consent cannot be inferred from a person's manner or dress or other contextual factors, such as alcohol consumption, dancing, or agreement to go to a private location like a bedroom.
- Accepting a meal, a gift, or an invitation for a date does not imply or constitute consent.
- Silence, passivity, or lack or resistance alone or in combination does not constitute consent.
- Incapacitation by the person initiating sexual activity does not in any way lessen his or her obligation to obtain consent.

Policy AA8.01: Student Center

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The EWU Student Center located in the lower level of the East building offers a snack shop, lounge area, and other recreational activities.

II. Background and Guidelines

III. Procedure

Selection of Student Center Vendors

The Director of Facilities shall be responsible for identifying and reviewing potential vendors and tenants for the student center, and report to the Administrative Core Group who shall be responsible for approving contracts.

IV. Policy Owners

- Facilities Manager

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA8.02: Student Activities

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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, 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.

II. Background and Guidelines

III. Procedure

Approval of New Student Organizations

Students should discuss the desire to create a new student organization with their Academic Counselor, who can provide assistance and guidance in preparing a proposal.

Proposals for new student organizations are reviewed by the Administrative Core Group, who are responsible for approving all student organizations, and budgeting and allocating any University support.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Initial Approval: August 19, 2016

Policy AA8.03: Student Publications

Policy Type: Academic Affairs Initial Policy Approved: Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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 through Policy AA8.02: Student Activities and Organizations.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Associate Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA8.04: Computer Services

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016Requirements

The University maintains state-of-the-art computer laboratories both for instructional purposes and student work. All East-West University students have access to e-mail, the worldwide web and current academic and non-academic computer programs on University computers.

I. Background and Guidelines

II. Procedure

III. Policy Owners

- Network Administrator

IV. Related Documents

V. Definitions

VI. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA8.05: Bookstore Services

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

The bookstore at East-West University carr.es textbooks and other classroom assigned instructional materials. It also carries classroom supplies and University promotional items.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA8.06: Library Services

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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.

East-West University's library services are committed to:

1. Providing specific materials, regardless of format, for students of all degree and non-degree programs and courses offered at East-West University.

2. Providing an effective library delivery system, complete with circulation, reserves, and electronic/Internet components for all East-West University students, staff, faculty, and administration.

3. Providing a convenient physical setting conducive to learning.

4. Providing the opportunity to pursue study and research beyond specific course and

5. Providing all university constituents with the opportunity to pursue study and research beyond specific course and program requirements through information access, materials, and space;

6. Providing opportunity, in the form of information access, materials and space, for faculty development with specific reference to enhancing effectiveness in instructional delivery;

7. Providing opportunity, in the form of information access, materials, and space, for faculty development with specific reference to enhancing course content;

8. Providing library instruction to students, faculty, and staff as a component of lifelong learning

9. Providing the opportunity, in the form of information access, materials and space, for administrative and institutional research and for staff development.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Associate Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA8.07: Locker Usage

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Facilities Manager

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA8.08: Student Success Center

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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.

The Student Success Center is located in W319, Student Success Center and provides free counseling, therapy and success techniques:

Academic:

- Time management
- Academic difficulties
- Goal setting

Mental:

- Stress/ anxiety
- Self-confidence
- Grieving and loss

Physical:

- Harassment
- Disabilities
- Sexual awareness

The Student Success Center hours are from Monday-Wednesday 9am to 7pm, Tuesday and Thursday 9am-12:30pm and 4pm-7pm, and Friday 9am-5pm. Appointments are preferred, but walk-ins are welcome.

The Center can be contacted by email at studentsuccessctr@eastwest.edu or by telephone at (312) 939-0111 X 1301.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Associate Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy AA8.09: UPass

Policy Type: Academic Affairs Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy FA1.01: Student Financial Aid

Policy Type: Financial Aid Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

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. Program requirements and application procedures are defined in the EWU Financial Aid Manual, which is updated by the SFAO, and is available directly from that office or via the University website.

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 GED certificate.
- Be registered with the selective service if required to do so.
- Be a U.S. Citizen or have appropriate immigration status. 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, FSEOG, or State Grant.

Financial aid applications must be submitted each academic year.

II. Background and Guidelines

The primary goal of the SFAO 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 educational expenses.

The SFAO attempts to provide currently enrolled EWU students with information about applying for financial aid. but ultimately it is the student's responsibility to make an application. Students are encouraged to apply early (but after January 1st).

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 Manual, which may be obtained from the Student Financial Aid Office. Questions concerning financial aid should be directed to this office.

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 2016-2017 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 2016-2017 academic year is $5,815.

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 expenses for their dependent undergraduate student. The interest rate is set on July 1 and varies annually.

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.

III. Procedure

Application Deadlines

- Application deadlines may vary or change, so students should contact the SFAO directly for current application deadline information.

Student Financial Aid Application Process

Students are required to submit financial aid applications on an annual basis. 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. Tax returns must be signed or have the preparer's sections completed.

    - 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.
    - Students and/or parents who did not file a tax return are required to sign the Non-Tax Filer Verification Statement and have it attested by the local IRS office.
    - Students identified by the star on the Effective Family Contribution are required to submit the Verification Worksheet with proper signature.

- East-West University Personal Data Sheet
- Income Certification Statements – students or parents on public aid or social security are required to submit the income statements from corresponding offices.
- Citizenship/residency verification – a copy of a Social Security Card, Resident Alien Card, or Citizenship Certificate must be submitted to the SFAO.
- Students must fill out Student Certifications concerning statement of educational purpose, the statement of Selective Service registration status, and certification of understanding of the Anti-Drug Abuse Act.
- Copy of high school diploma and transcript or GED certificate.
- Immunization records.
- A picture ID.

Financial Aid Determinations

- The number and amount of financial awards and payments are subject to availability of institutional, federal, and state aid funds.
- The SFAO 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 expense.

    - 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.
    - The Federal Methodology approved is used for students who meet the independent student definition to evaluate the financial circumstances of the student (and spouse, if applicable).

IV. Policy Owners

- Director of Financial Aid

V. Related Documents

- EWU Financial Aid Manual

VI. Definitions

- **Qualified Immigration Status** includes individuals who are:

- U.S. permanent resident with a Form I-551, I-151, or I-551C (Permanent Resident Card, Resident Alien Card, or Alien Registration Receipt Card, also known as a "green card")
- Temporary Residents with an I-94 showing status as a “Refugee,” “Asylum Granted,” “Cuban-Haitian Entrant,” “Conditional Entrant” (valid only if issued before April 1, 1980), or “Parolee” (must be paroled for at least one year, and must be able to provide evidence from the USCIS to be in the United States for other than a temporary purpose with the intention of becoming a U.S. citizen or permanent resident).
- T nonimmigrants (holding a “T-visa" for victims of human trafficking) or children of parents who hold T-1 nonimmigrant status. Will also be required to produce a certification letter from the U.S. Department of Health and Human Services (must be able to provide evidence from the USCIS to be in the United States for other than a temporary purpose with the intention of becoming a U.S. citizen or permanent resident).
- A “battered immigrant-qualified alien” who is a victim of abuse by your citizen or permanent resident spouse, or you are the child of a person designated as such under the Violence Against Women Act (VAWA) (must be able to provide evidence from the USCIS to be in the United States for other than a temporary purpose with the intention of becoming a U.S. citizen or permanent resident).
- A citizen of the Federated States of Micronesia, the Republic of the Marshall Islands, or the Republic of Palau. If this is the case, you may be eligible for only certain types of federal student aid:

  - ✓ Citizens of the Republic of Palau are eligible for Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, and Federal Work-Study.
  - ✓ Citizens of the Federal States of Micronesia and the Republic of the Marshall Islands are eligible for Federal Pell Grants only.

- Certain Native American students born in Canada with a status under the Jay Treaty of 1789 making them eligible for federal student aid.

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy FA1.02: Return of Title IV Funds

Policy Type: Financial Aid Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

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. If the student received Title 9 Financial Assistance, then a portion of the refund will be returned to the grant or loan source from which the assistance was received.

The federal "Return of Title IV Funds" formula is applicable to a student receiving federal aid other than Federal Work-study if that student withdraws on or before 6o% completion of the quarter. The federal formula dictates the amount of a PELL grant, FSEOG, TIP grant, Federal Direct Student Loan or Plus Loan that must be returned to the federal government by the school. 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.

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.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Director of Financial Aid

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy FA1.03: University Scholarship Programs

Policy Type: Financial Aid
Initial Policy Approved: May 1, 2016
Current Revision Approved: August 19. 2016
Procedure Effective Date: August 19. 2016

I. Requirements

All scholarship awards are subject to availability of funds. Students can avail themselves of only one of the University-funded scholarships except the Merit-cum-Means scholarship, which can be earned along with another institutional scholarship.

The University-funded Scholarship Programs are:

- Institutional Academic Scholarship
- Continuing Education Scholarship
- Graduation Incentive Scholarship
- Merit-5 Scholarship
- Merit-3 Scholarship
- High School Scholarship
- Transfer Merit Scholarship
- Need Based Scholarship
- Academic Progress Scholarship

Students are required to submit scholarship applications annually. Priority consideration for receipt of scholarship funds administered by the SFAO shall be given to students who submit all required documentation by the assigned deadline.

II. Background and Guidelines

III. Procedure

East-West University Funded Scholarship Program Details

Institutional Academic Scholarship

Scholarship	Maximum Award (up to)	Fall 2016	Winter 2017	Spring 2017
Institutional Academic Scholarship	$5,850	$1,950	$1,950	$1,950

Maintain a quarterly and cumulative GPA of 2.0 or higher and pass designated course with a "C" or better. *For this scholarship, a student must complete his/her degree program (Associate and/or Bachelor's)* and maintain a minimum GPA as listed under each specific scholarship. A student must continue as full-time without interruption until graduation. *Students may carry the cumulative scholarship balance, interest free, from quarter to quarter.* The entire amount of the cumulative scholarship will be credited to the student's account upon completion of the degree at East-West University.

Annual Academic Scholarships

Scholarship	Maximum Award (up to)	Fall 2016	Winter 2017	Spring 2017	Requirements
Continuing Education Scholarship	$4,875	$1,625	$1,625	$1,625	Obtain sponsorship by employer and maintain quarterly GPA of 2.5 or higher.
Graduation Incentive Scholarship*	$1,200	$400	$400	$400	Maintain quarterly GPA of 2.0 or higher.
Merit-5 Scholarship	$1,500	$500	$500	$500	Maintain quarterly and cumulative GPA of 3.5 or higher.
Merit-3 Scholarship	$1,000	$333	$333	$334	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 and fees) when combined with federal grant awards such as the Pell Grant, 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	$4,500.00	$6,000.00	$7,000.00
3.0 – 3.49	$3,000.00	$4,500.00	$6,000.00
2.5 – 2.99	$1,500.00	$2,000.00	$2,500.00

Recipients of 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 Based Awards

GPA	Transfer Merit
3.5 – 4.0	$ 3,500.00
3.0 – 3.49	$ 2,500.00
2.0 – 2.99	$ 2,000.00

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 (Freshmen and Transfers)

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

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.

Academic Progress Scholarships

Recipients of Academic Progress Scholarships must maintain a quarterly GPA of 2.0 or higher.

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

IV. Policy Owners

- Director of Financial Aid

V. Related Documents

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy FA1.04: Enrollment Requirements for Financial Aid

Policy Type: Financial Aid Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

A student's enrollment status (the number of credits registered for in a semester) will influence the amount of federal student aid a student will receive. To be eligible for federal student aid, students must enroll at least half time. Undergraduate students need a minimum of six credits per quarter to be considered half time. Undergraduate students enrolled in only three credits per semester (less than half time) may be eligible for a Federal Pell Grant; however less-than-half-time status is ineligible for federal student loans and loan deferment.

II. Background and Guidelines

If a student is planning on being absent from the University for one or more quarters, they shoud consult with and abide Policy AA3.07: Leaves of Absence to avoid loss of financial aid eligibility or being placed in loan repayment status.

Students must also comply with Policy FA1.05: Satisfactory Academic Progress for Financial Aid.

III. Procedure

IV. Policy Owners

- Director of Financial Aid

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy FA1.05: Drugs and Eligibility for Financial Aid

Policy Type: Financial Aid
Initial Policy Approved: May 1, 2016
Current Revision Approved: August 19. 2016
Procedure Effective Date: August 19. 2016

I. Requirements

Any student receiving federal financial aid must notify the Director of Financial Aid of any criminal drug statute conviction no later than five calendar days after such conviction.

II. Background and Guidelines

III. Procedure

Impact on Financial Aid Eligibility

A student convicted of a drug-related felony or misdemeanor that took place while receiving or having applied for Federal student aid will become ineligible to receive further aid for a specified period of time upon conviction. A student who has received financial aid will liable to return any portion applied to a period when he or she is ineligible.

Offense	Possession of Illegal Drugs	Sale of Illegal Drugs
First	1 year of ineligibility from date of conviction	2 years of ineligibility from date of conviction
Second	2 years of ineligibility from date of conviction	Indefinite period of ineligibility
Third or more	Indefinite period of ineligibility	Indefinite period of ineligibility

A student may shorten a definite period of ineligibility by meeting a reinstatement requirement:

- Successfully completing an approved drug rehabilitation program that includes passing two unannounced drug tests, or
- Passing two unannounced drug tests administered by an approved drug rehabilitation
- program, or
- Having the conviction reversed, set aside, or otherwise rendered invalid.

A student may relieve an indefinite period of ineligibility by meeting two of the above reinstatement requirements.

IV. Policy Owners

- Director of Financial Aid

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy FA1.06: Financial Aid Advising

Policy Type: Financial Aid Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University adheres to the guidance provided in the current Federal Student Aid Handbook 2013/2014, Volume 2, Chapter 3, FSA Administrative & Related Requirements to ensure it is meeting the requirements to demonstrate its administrative Capability (and described in detail in Appendix A: Summary of 34 CFR 668.16 – Standards of Administrative Capability).

- Complies with all statutory provisions
- Has a designated financial aid administrator, sufficient staff, and written processes
- Uses FSA electronic processes.
- Has adequate checks and balances in place.
- Maintains consistency of information and resolves discrepancies.
- Provides adequate counseling.

East-West University demands that its Financial Aid advisors act with ethics and integrity. These expectations include:

- Employees within the financial aid office will not award aid to themselves or their immediate family members. Staff will reserve this task to an institutionally designated person, to avoid the appearance of a conflict of interest.
- If a preferred lender list is provided, it will be compiled without prejudice and for the sole benefit of the students attending the institution. The information included about lenders and loan terms will be transparent, complete, and accurate. The complete process through which preferred lenders are selected will be fully and publicly disclosed. Borrowers will not be auto-assigned to any particular lender.
- A borrower's choice of a lender will not be denied, impeded, or unnecessarily delayed by the institution, ever if that lender is not include on the institution's preferred lender list.
- Information provided by the financial aid office is accurate, unbiased, and does not reflect preference arising from actual or potential personal gain.
- Institutional award notifications and/or other institutionally provided materials shall include the following:
    - A breakdown of individual components of the institutions Cost of Attendance.
    - Clear identification of each award, indicating type of aid.
    - Standard terminology and definitions.
    - Renewal requirements for each award.

East-West University provides entrance and exit counseling for financial aid recipients as described in the procedures of this policy.

II. Background and Guidelines

III. Procedure

<u>Entrance Counseling</u>

All first time borrowers must complete an entrance counseling session on the Department of Education web site or on paper using The Entrance Counseling Guide Booklet provided by the Department of Education before any loan funds can be disbursed. Student completes this with the assistance of a Financial Aid Advisor using the WWW.studentloans.gov website or during the financial aid counseling session. No loans will be process unless the entrance counseling is completed.

Exit Counseling

All students are required to complete exit counseling. Students can complete this with the assistance of a Financial Aid Advisor using the WWW.studentloans.gov website. Students who do not give any official notice and stop attending during the quarter, a letter or e-mail (personal e-mail) with information about the requirement to complete the Exit Counseling will be sent.

Financial Aid Advisor Training

The Director of Financial Aid trains all new Financial Aid advisors on the EDEXPRESS software that the University uses to process and track financial aid. The Registrar's office provides regular training on the CAMS system which records all other student data. The department also arranges for external experts to provide specialized training as needed under the approval of the Provost.

IV. Policy Owners

- Director of Financial Aid

V. Related Documents

- Policy FA1.06 Appendix A: Summary of 34 CFR 668.16 – Standards of Administrative Capability
- Policy FA1.06 Appendix B: Director of Financial Aid Job Description
- Policy FA1.06 Appendix C: Financial Aid Advisor Job Description

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy FA1.06 Appendix A: Summary of 34 CFR 668.16 – Standards of Administrative Capability

I. Complies with all statutory provisions

II. Has a designated financial aid administrator, sufficient staff, and written processes

- Designates a capable individual to be responsible for administering all the Title IV, HEA programs in which it participates and for coordinating those programs with the institution's other Federal and non-Federal programs of student financial assistance. The Secretary considers an individual to be "capable" under this paragraph if the individual is certified by the State in which the institution is located, if the State requires certification of financial aid administrators.
- To manage a school's aid programs effectively, the aid administrator must be supported by an adequate number of qualified persons to administer the Title IV, HEA programs in which the institution participates. The number of staff that is adequate depends on the number of students receiving any type of financial assistance, the number and types of programs in which the school participates, the number of applicants evaluated and processed, the amount of funds administered the use of third-party servicers to aid in the administration of the Title IV programs, and the type of financial aid delivery system the school uses.

III. Uses FSA electronic processes.

- The University exchanges data with the FSA systems through internet access through its network or through an internet service provider.
- The University is enrolled in the Student Aid Internet Gateway (SAIG) and has an established data mailbox.

IV. Has adequate checks and balances in place.

- In addition to having a well-organized financial aid office staffed by qualified personnel, a school must ensure that its administrative procedures for the FSA programs include an adequate system of internal checks and balances. This system, at a minimum, must separate the functions of authorizing payment and disbursing or delivering funds so that on one person or office exercises both functions for any student receiving FSA funds.
- Individuals working in either authorization or disbursement may perform other functions as well, but not both authorization and disbursement. These two functions must be performed by individuals who are not members of the same family and who does not together exercise control over the school.
- While electronic processes enhance accuracy and efficiency, the can also blur separation of functions so the awarding and disbursement occur virtually simultaneously. Schools must set up controls that prevent an individual or an office from having the authority (or the ability) to perform both functions.

V. Maintains consistency of information and resolves discrepancies.

- A school must have a system of identifying and resolving discrepancies in all FSA related information received by any school office. A school must resolve discrepancies for all students, not just those selected for verification. Resolution includes determining what information is incorrect and documenting the school's findings in the student's file.
- Such a system must include a review of all student aid applications.
- The school's admissions or registrar's office must provide the FA office with any information it has that might affect a student's eligibility such as the student's enrollment in an ineligible program.
- Even if the processing year has ended, you must continue to resolve conflicting information unless –
    - All aid for period of enrollment has been disbursed, and
    - At the time of disbursement, there was no conflicting information, and
    - The student is no longer enrolled at the school.

VI. Provides adequate counseling.

- Schools must provide adequate financial aid counseling to all enrolled students. In addition, schools must also provide entrance and exit counseling for student borrowers in the Direct Loan programs.

Policy FA1.06 Appendix B: Director of Financial Aid Job Description

I. Position Title:

Director of Financial Aid

II. Job Summary:

The Director of Financial Aid Coordinates the financial assistance program for the institution. He/she provide information to all prospective and currently enrolled students. Also coordinates the preparation and maintenance of active and inactive financial aid program files and record as well as preparing and analyzing financial aid reports. Also is responsible for all Title IV federal financial aid programs. Maintains compliance with financial aid regulatory requirements as it pertains to state and accrediting agencies. Financial advising. Advises students regarding all aspects of financial aid

III. Minimum Qualifications:

- Bachelor's Degree
- Minimum of five years experience in financial aid or a related area.

IV. Principal Duties:

- Monitors documents to ensure expeditious processing of financial aid applications. Ensure all financial aid paperwork is processed according to company procedures to ensure completeness and accuracy of documentation collected and financial aid documentation is adequately and permanently recorded and available when necessary
- Originate and disburse Federal Pell Grants and Direct Loans
- Request funds from ISAC (map Grant) for eligible students
- Maintain current working knowledge of governing agency regulations including Title IV, state, and third party regulations and assist with implementation and oversight of institutional policies and procedures to ensure compliance with federal, state and other governing agency regulation and provide ongoing training to staff to ensure regulatory and prospect policy compliance
- Answers complicated student financial aid questions accurately and in detail
- Account for financial aid files for Audit
- Continually find opportunities to streamline and improve the financial process to enhance the student experience.
- Request financial aid funds
- Responsible for withdrawing students in a timely manner and keeping a log for R2T4 process and LOA students
- Collaborate with financial aid Advisors in regards to any issues the students might have during the financial aid process
- Work and collaborate with other departments as needed
- Other Duties and special projects as assigned

Policy FA1.06 Appendix C: Financial Aid Advisor Job Description

I. Position Title:

Financial Aid Coordinator

II. Job Summary:

The financial aid coordinator works under the direction of the Director of Financial Aid and provides financial aid services and information regarding financial aid programs to student, parent and the general public. He/ she provides loan advisement to students and has an understanding of state and accrediting body regulations as they apply to Title IV and other financial aid programs. Assists and advises students and parents with questions regarding the financial aid application process

III. Minimum Qualifications:

IV. Principal Duties:

- Works with the Director of Financial Aid on processing files and requesting funds
- Ensures that all students have completed MPN, entrance and exit counseling if needed
- Maintains financial aid files
- Tracks student progress on financial aid packages
- Participates in annual training and professional organizations to keep abreast of new information and program changes to be implemented
- Provides financial aid counseling to students and parents regarding all aspect of the financial aid. Make necessary referrals to other student service officers
- Conducts verification of student and parent application data in compliance with federal criteria.
- Work and collaborate with other departments as needed
- Other Duties and special projects as assigned

Policy HR1.01: Hiring

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

East West University's policy on hiring practices is by a competitive, open and fair recruitment and selection process with the approval of the Chancellor. A position or vacancy may be filled by a current employee, thus providing an opportunity to move up in responsibility in the University. Otherwise, the vacancy is advertised and the best candidate hired from outside.

New positions are posted as soon as a new job opening is available and approved by the Chancellor or Provost.

The University Committee on Personnel Appointments (UCPA), named by the Chancellor, has jurisdiction in regard to senior categories of the University personnel. The Chancellor or his/her designee may interview candidates recommended by the Committee from whom a final selection is to be made.

Evaluation and selection of candidates for other positions are conducted by senior staff within each department and academic program.

II. Background and Guidelines

The University does not use the I-9 Employee Eligibility Verification form to discriminate in any way based on race or country of national origin. East-West University complies with the federal 1989 Immigration Reform and Control Act (IRCA) and hires only U.S. citizens and aliens authorized to work in the United States.

III. Procedure

Application Process

The Human Resources Office is the central submission point for all outside employment applications. Employment applications for student positions may be submitted directly to the school or department point of contact listed on the web page and bulletin boards throughout out the university.

- East-West University accepts cover letter and resumes or curriculum for open positions posted on the web page, internally and online or advertised ads.
- A cover letter and/or resume or curriculum vitae maybe submitted and are highly recommended to further highlight knowledge, skills, and abilities. All contact information is located on the web page.

Review Process

The applicant will be contacted by the staff member who is doing the hiring if selected for an interview. Applicants not selected for an interview may not be contacted. The process can take anywhere from a few weeks to a few months. This may be dependent on a number of factors, including but not limited to the size and quality of the applicant pool, urgency to fill an open position, related budget planning, etc.

Successful candidates will undergo three interviews. A candidate may be removed from consideration after any interview.

- The first interview is generally conducted via telephone with the hiring staff member.
- Second- round interviews are in person, and typically take place with the

- The final interview is conducted by a higher level manager or a senior executive.

For the final candidates, at least two of the applicants' references will be contacted by the person who is doing the hiring.

Background Checks

It is the policy of East-West University to do employment background checks on its employees. To ensure that individuals who join the University is qualified and to maintain a safe and productive work environment. Background checks may include verification of any information on the applicant's resume or application form. Failure to disclose any criminal history or any misrepresentation of education or work history may influence the hiring process. Due to the sensitive nature of the information contained in the background check all steps to limit disclosure will be implemented unless it is required by the University or by law.

A background check will be requested prior to an offer of employment. The potential candidate will be notified via email/call to provide the necessary background check information and authorization. Human Resources will process the background check and notify the staff member who is doing the hiring upon completion.

Offers of Employment

Once all employment considerations have been approved by Human Resources and the department head, an offer of employment will be extended to the selected candidate by the Chancellor.

The new employee will be given information regarding when to start, where and when to arrive, and what documents to bring to verify eligibility to work in the United States. Required documentation includes:

- Two forms of identification
- I-9 Form (complete section 1 only)
- Federal/State Withholding W4-Withholding Exemption
- Direct Deposit Form Authorization Agreement for Automatic Deposit
- A voided check or deposit slip from saving account
- Resume
- Official transcripts (sealed)

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.02: Personnel Records

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

All files are considered strictly confidential, and access will be limited only to those who have a need to know. In order to keep the University's personnel records current, it is the responsibility of all employees to update their personal information as necessary.

Employees may not take or alter any document found within the file. Supervisors may only have access to personnel file information on a need-to-know basis. A Supervisor considering the hire of a former employee or transfer of a current employee may be granted access to the file, or limited parts of it, in accordance with antidiscrimination laws.

Personnel file access by current employees or former employees will generally be permitted within three days of the written request unless otherwise required under state law. We do not allow current or former employee to photocopy the file, and may not be taken outside of the Human Resource Office.

II. Background and Guidelines

III. Procedure

Record Storage

For the full time faculty, standard practice is to keep all personnel records and evaluations in the Provost's Office, and will remain there. Materials in the files are similar in context to those kept for non-faculty full-time employees. Files for the Adjunct and part-time employees are kept in the Office of the Assistant to the Chancellor. Student employee are kept in the Financial Aid Office.

Reference Requests

Employment reference inquiries regarding past or present employee must be directed to the Provost, and in writing. No one other than the Provost or a designed employee of the university is authorized to respond to such request.

In response to a request for employment, EWU will only release the following information: the position(s) held, the dates worked, and the rate of pay or salary.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.03: Compensation

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

This policy applies to all employees of East-West University (Full-Time, Part-Time, and Contracted). Effective January 15, 2007, the University made it mandatory to participate in the Direct Deposit program for all its employees. Pay periods shall be every two weeks payable on every other Friday by direct deposit.

At the end of every two weeks payroll employees must pick up the copy of the direct deposit slip form from the Human Resources Office. Payroll will be processed even if it falls on a holiday.

II. Background and Guidelines

III. Procedure

Payroll Deductions

Payroll deductions are made from each paycheck to comply with federal and state laws and certain benefits. The paycheck will reflect the total earnings as well as any mandatory or voluntary deductions from the paycheck. Deductions may include:

- Federal and State Income Tax
- FICA (Social Security)
- Insurance premiums
- Contributions to 401(k) or 403 (b)
- Garnishments and Wage Assignments required by law or court order.

At the beginning of ever year W-2's summarizing the income and deductions for the previous year will be given no later than January 31st.

Garnishment of Wages

East-West University honors all request for garnishment of wages. A garnishment is a legal court order to have deduction made from the salary to satisfy your creditor. Wages can be garnished to pay child support, spousal support or alimony, tax debits, outstanding student loans, or money owed as a result of a judgment. The University is legally required to comply with these orders. If the employee fails to obtain a release prior to the validation of the claim, deductions will begin and continue until a release is received.

Pay Advances

East-West University does not allow any pay advances for any reason.

Overtime Pay

This policy applies to all Non-Exempt employees of East-West University. Employees who anticipate the need for overtime must notify the supervisor in advance and obtain approval before working hours that extend beyond their normal schedule. Business travel for conferences, meetings, etc., which cause an employee to depart or arrive home on a non-working day does not constitute overtime.

Wage or Salary Increases

Pay increases at East-West University is based upon performance and attitude, not length of service. The rate of pay will be reviewed periodically, along with the evaluations. Salary Increases are given during the first payroll in the month of November.

Final Paycheck

This policy applies to all employees of East-West University (Full-Time, Part-Time, and Contracted). Employees who resign or are terminated will receive their final paycheck at the close of the current payroll cycle. Final paychecks will only include all compensation earned but not paid through the date of termination.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

- **Mandatory deductions** are deductions that are legally required to be taken from the payroll.
- **Voluntary deductions** are deductions that are authorized from the employee to be taken from the payroll.
- **Exempt Employees** are professional, administrative or technical staff or supervisors who are exempt from the minimum wage and overtime provisions of the Fair Labor Standard Act (FLSA). Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U. S. Department of Labor. This includes any person employed on a nine month, ten month, or twelve month salary basis.
- **Non-exempt Employees** are employees whose work is covered by the Fair Labor Standards Act (FLSA) and includes any person employed on an hourly basis.

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.04: Employees with Disabilities

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

It is the policy of the University not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms conditions and any other terms of employment.

II. Background and Guidelines

East-West University (EWU) is committed to complying with the Title I of the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973 and other federal and state legislation designed to ensure equal employment opportunities to persons with disabilities to have the same employment opportunities as people without disabilities.

III. Procedure

Notification of Disability

- Supervisor is responsible for immediately notifying the Human Resources Office of any staff member's disability brought to their attention.
- Employee must provide medical documentation if necessary.
- Reasonable accommodations will be determined on a case-by-case basis.
- HR Office along with the supervisor will provide ongoing assistance helping with the implementation of that accommodation.
- Supervisor must maintain the confidentiality of any medical information regarding a student/staff/faculty member's disability.
- Any employee who disagrees with the determination can contact the Chancellor/Provost Office.

Accommodations

The University will grant any accommodation that does not constitute an undo hardship. If the University is unable to grant a proper accommodation, every effort will be made to find an alternative position for the employee.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.05: Religious Accommodation

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

East-West University (EWU) requires administrators and faculty to reasonably accommodate the religious needs and observances and practices of its employees, and students. Employees absences from work due to observance of days of religious significance that do not coincide with designated official University holidays will be charged a vacation day, personal day, or an absence without pay approved in advance by the supervisor. Employees do not have to justify or prove anything about religious beliefs. The University will only object to religious apparel if it creates a safety concern.

HR Office will receive, investigate, and assist to resolve any complaints from staff and faculty in relation to the request for religious accommodation.

II. Background and Guidelines

III. Procedure

Requests for Accommodation

- Employee must clearly state in writing the request not to work because of religious beliefs.
- Before a request is denied the HR Office and Chancellor/Provost will assist in determining whether the request for religious accommodation should be granted and if it create an undue hardship.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.06: Employment Status

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

This policy at East-West University (EWU) is intended to help employees understand employment classifications and employees' employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time.

East-West University may employ any qualified person under the following categories:

- Academic year employee. This category includes full-time faculty (and other staff) who receive a salary based on employment for nine (9) months of the year.
- Contract employee. This category includes adjunct faculty with contracts stipulating less than full-time employment, who are paid an amount set in the terms of their contract.
- Calendar year employee. This category includes administrators and staff who receive a salary based on employment for twelve (12) months of the year.
- Hourly employee. This category includes any staff who receive a wage per hour of work. Hourly employees may be employed to work for the duration of the academic or calendar year, or according to another schedule as needed.

New hires are considered Probationary Employees pending the completion of three months of continuous satisfactory employment (and any other requirements of the relevant procedure).

Only hourly employees are covered by the Fair Labor Standards Act (FLSA) as non-exempt and eligible for overtime pay. See Policy HR1.03: Compensation for additional information.

II. Background and Guidelines

III. Procedure

Probationary Period

All new employees are hired on a ninety (90) day probationary period. Any employee other than a temporary or trainee status, regardless of position classification, shall first hold a status of probationary employee until the employee completes three months of continuous satisfactory employment, evidenced by the supervisor's evaluation, after which the employee's status shall change from probationary to non-probationary status. Probationary employees are not eligible for any benefits until after the ninety day. They can earn but cannot use annual, sick, vacation or any other paid leave. Successful completion of the probationary period is not a guarantee of continued employment or of any set term of employment. EWU has the right to terminate employment without advance notice and without cause.

- If a probationary employee is absent from work due to illness, lay off, leave of absence or any other reason, that employee's probationary period may be increased by the period of such absence.
- The probationary period may be extended to an additional three months if, in the judgment of the Chancellor or the immediate supervisor, additional time is needed to evaluate the employee's skills and ability.
- During the probationary period, any employee may be dismissed with immediate effect, with or without cause, at the recommendation of the immediate supervisor and with the concurrence of the Chancellor/Provost.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.07: Employee Attendance

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

Punctuality and regular attendance is an important part of employee's job. Employees are expected to come to work on a regular and timely basis. If it becomes necessary to be absent, leave early, or be late, an employee should notify the supervisor at once to explain the situation. Continued occurrences of lateness or absenteeism will result in discipline up to and including termination.

East-West University (EWU) workweek is Monday through Friday starting at 8:30 a.m. to 5:30 p.m. Different departments, such as Admissions, Records, Financial Aid, and Student Services, may vary these hours depending upon need and function. Specific hours are recommended by the department supervisor upon the approval of the Provost/Chancellor.

The usual workweek is forty (40) hours with two fifteen minute breaks, and one hour for lunch. Neither the lunch period nor the break(s) may be used to account for an employee's late arrival or early departure or to cover time off for other purposes. Break(s) may not be accumulated to extend a lunch hour, and not combined to allow one half-hour long break. Employees should keep the reception and the immediate supervisor notified of whereabouts at all times.

The Chancellor or the immediate supervisor may direct any employee at the discretion of the University administration to work on additional day(s) of the weekend or holidays should the need arise. Any hourly employees shall be compensated at the applicable hourly rate for any additional work performed.

Daily attendance records are kept by the receptionist who reports them to the Assistant to the Chancellor for processing payroll. Either the employee or the immediate supervisor will notify the receptionist about an absence.

II. Background and Guidelines

III. Procedure

Reporting an Absence

- Employee must make a reasonable effort to immediately notify the supervisor of the reason for such absence.
- You are expected to call in as far in advance of starting time as possible each day.
- If the absence is to continue beyond the first day, the employee must notify the supervisor on a daily basis unless otherwise arranged.
- Absence for 3 consecutive working days without notifying the supervisor is considered a voluntary termination.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.08: Employee Leaves and Absences

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

Prior approval is required for vacation or personal leave. Personal leave may be used, without prior approval, in emergency situations.

Employees may request and shall be granted leave under and in accordance with various procedures detailed under this policy.

The Chancellor or Provost may grant a leave without pay to an employee when such action is deemed to be in the best interest of the University, and under such terms and conditions as may be determined. Such leave may be granted for a period not to exceed six months and is renewable at the discretion of the Chancellor. An employee receiving such leave may use accumulated paid vacation or sick leave to cover additional periods of time. The employee shall earn no additional vacation leave or sick leave during such period (s), nor shall this time be counted as continuous service for the purpose of calculating vacation leave. Employees are responsible for the employer portion of insurance and other benefit premiums while on leave.

An employee returning from a duly sanctioned leave of absence shall automatically be reemployed in the former or comparable position.

II. Background and Guidelines

III. Procedure

Sick/Personal Days

East-West University twelve month full-time employees are entitled to twelve days of sick leave per year. Sick days may be taken for personal business, however, personal days are not accumulated. All employees are required to notify their immediate supervisor of taking a sick/personal day off as soon as possible. Accumulated sick days can only be used in the case of hospitalization or an incapacitating illness. The employee must return to work on the scheduled return date or be considered to have voluntarily resigned from employment. Employees who require time off in addition to vacation may request a personal leave of absence without pay for up to a maximum of 30 days. An extension may be approved in limited circumstances, however, it will only be considered on a case-by-case basis. Sick and personal days do not carry over from year to year.

Vacation Days

East-West University employee's vacation time is determined on a calendar year basis. For the first year, vacation days will be prorated based on the date of employment. All full-time twelve month employees shall be entitled to paid vacation time as follows:

(1) from the date of hiring until completion of three years of continuous service, five work days per year beginning the second year of employment.
(2) from the completion of three years of continuous service until the completion of six years of continuous service, seven work days per year.
(3) from the completion of six years of continuous service until the completion of nine years of continuous service, ten work days per year.

(4) from the completion of nine years of continuous service until the completion of twelve years of continuous service, fifteen work days per year.
(5) from the completion of twelve years of continuous service, twenty work days per year.

Vacations days are not cumulative, although they can he taken for personal business within a particular year of service. Vacation time off not taken within this year will be forfeited. We encourage you to plan ahead to make the best possible use of your vacation time off. Prior approval of the supervisor for taking vacation days is necessary.

Conflicts in requests to use vacation time shall he decided on the basis of the employees' seniority.

Payment for Absence

All absences, such as funeral, holiday, military duty, personal leave, sick leave, vacation, family medical leave, etc., are charged to the individual employee as vacation/personal days. Absences due to inclement weather or transportation problems will also require the use of either personal leave or vacation day.

When no accrued time is available, excused absences may be granted by the immediate supervisor but shall not exceed 3 consecutive days unless approved as a leave of absence. Pay for the payment period will be prorated for days not worked.

Family Medical Leave Act (FMLA)

The Family and Medical Leave Act (FMLA) of 1993 is a federal law enacted to help employees balance their work and family life and to promote the stability and economic security of the family. It allows eligible employees to take job-protected unpaid leave, or substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks during a 12- month period for a family or personal serious health condition which qualifies under FMLA.

To be covered, an employee must have worked for the University for at least twelve months. An eligible employee is entitled to twelve workweeks of unpaid leave during a twelve-month period, providing they comply with the following requirements:

- An employee must provide at least 30 days advance notice (Notice of Eligibility, rights and Responsibilities and Designation) before FMLA leave is to begin if the need for the leave is foreseeable.
- If 30 days' notice is not practicable due to lack of knowledge as to when leave will be required to begin, notice must be given as soon as practicable. An employee shall provide notice either in person, by telephone, or by other electronic means. Notice of the need for FMLA leave may be given by the employee's family member if the employee is unable to do so personally.
- The employee will be required to provide medical certification for all leave requests. This includes their own FMLA leave Certification of Health Care Provider for Employee's Serious Health Condition, a covered family member Certification of Health Care Provider for Family Member's Serious Health Condition, qualifying exigencies related to a family member's call up for, or service on, active military duty Certification of Qualifying Exigency for Military Family Leave or to care for a family member who has or is recuperating from a serious illness or injury incurred in military service, including where the employee is next of kin to the service member Certification for Serious Injury or Illness of Covered Service member for Military Family Leave. The certification documentation is also required for the placement of a child for adoption or foster care or from the granting agency. The employee will also be required to inform his/her department how he/she wishes to use his/her accrued time to cover the FMLA leave and the anticipated duration of the leave.
- As a condition of restoring an employee from FMLA leave occasioned by employee's own health condition, the University must require certification from her/his health care provider that the employee is able to resume work, and can perform the essential functions of the job. The University is allowed to contact the doctor for clarification or authentication under the same terms as apply for the original certification.

Departments are required to post and keep posted on the premises, in conspicuous places, a FMLA Posting Requirements notice and provide information concerning the procedures for filing complaints or violations of the Act.

The University may request recertification at any reasonable interval, but not more than every 30 days, unless:

- The employee requests an extension of leave,
- Circumstances described by the original certification have changed significantly, or
- The University receives information that casts doubt upon the continuing validity of the certification.

If the original certification was for a period in excess of 30 days, no recertification may be requested prior to the end of that period unless one of the above circumstances applies. For chronic conditions, recertification is required every 6 months. Exceptions may be made only if circumstances have changed significantly or the employer has reason to believe the employee was not absent for the reason indicated.

Upon return from FMLA leave, an employee is entitled to the same position held when the leave commenced, or to an equivalent position with equivalent benefits, pay and other terms and conditions of employment unless a department is able to show that an employee would not otherwise have been employed. If an employee was hired for a specific term or only to perform work on a distinct project, the department has no obligation to restore the employee if the employment term or project is over and the department would not otherwise have continued to employ the employee.

The University may not use absences that qualify as FMLA leave as a negative factor in employment actions.

Pregnancy/Maternity/Paternity Leave

Employees at East-West University can take a leave of absence without pay for a period not to exceed six months for reasons of maternity or paternity after expiration of accumulated sick days and unused vacation. Eligible employees can also take up to 12 weeks of unpaid, job protected FMLA leave for the birth, adoption or foster care of a child. To be eligible, the employee must have worked for 12 months prior to taking the leave.

Under the Pregnancy Discrimination ACT (PDA) forbids discrimination based on pregnancy when it comes to any aspect of employment, including hiring, firing, pay, job assignments, promotions, layoff, training, fringe benefits, such as leave and health insurance, and any other term or condition of employment.

Pregnancy leave is granted upon receipt of a written statement the physician indicating the date of delivery. A pregnant employee may continue to work as long as the physician deems her able to perform her normal duties and may return to work as soon as her physician deems her able to resume her normal duties. Accumulated sick days and/or earned vacation days may be used for pregnancy/maternity/ paternity leave.

Extended Medical Leave

East-West University recognizes that employees with life-threatening illnesses, such as cancer, heart disease and AIDS, may wish to continue their normal pursuits, including work, to the extent possible. The decision regarding the employee continuing to work will be made in accordance with applicable law (on a case-by-case basis) and according to the ability of the individual with a life-threatening disease to perform job-related duties.

An employee, who is temporarily unable to perform duties by virtue of illness or non-job related injury, shall be granted leave of absence without pay for a period not to exceed six months after expiration of accumulated sick days and unused vacation time. Such leave may be extended at the discretion of the Chancellor. Upon return to work, proof of illness or injury must be presented with verification by qualified medical personnel. Any job related injury shall be governed by the Illinois Workers Compensation Law and shall be reported to the employee's supervisor immediately.

Attendance in Court (Jury Duty)

Any employee who is called for jury duty or subpoenaed by a legally constituted tribunal will be entitled to leave of absence with pay for the duration of such jury duty or testimony. Employees should give their supervisors as much notice as possible of their need for leave under this policy. The University shall pay only the difference between the regular pay and any pay for jury duty or witness fees received by the employee. Any employee who wishes to bring in the check and not be paid the difference may do so. Copies of all summons and court documentation for time spent out of the office must be turned in to the Office of Human Resources.

Funerals

An employee who wishes to take off due to the death of an immediate family member should notify his or her supervisor immediately. Employees will be allowed three (3) consecutive days of administrative leave in the event of a death of a mother, father, spouse, child, mother in law, father in law, grandmother or grandfather. Employees are paid for this administrative leave.

Voting Time

It is recommended that employees vote either before or after the regularly work hours. Employees must request any leave in advance: prior to the day of election, or one day in advance (for the general or state election).

If you need to leave early to take time off to vote you must supply the supervisor with proof that you actually voted. Your supervisor can tell you what types of proof of voting is acceptable.

Military Leave of Absence

East-West University protects the job rights of employees absent on military leave. In accordance with federal and state law, it is the policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. No person will be denied employment, reemployment, promotion or other benefit of employment on the basis of such membership. Any employee who is a member of a reserve component of the Armed Services, the Illinois National Guard, or the Illinois Naval Militia shall he entitled to unpaid leave for mandatory active duty for the duration of the active duty.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.09: Employee Reimbursement

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

Reimbursable expenses may include travel, lodging, and fees for include conference attendance or professional development activities. Employees may also incur miscellaneous expenses on behalf of East-West University. EWU will reimburse for the actual work-related expenses incurred, as long as those expenses are reasonable.

East-West University reimburses employees for expenses incurred on University business. Approval from the immediate supervisor should be sought before incurring any expense, or the University does not guarantee reimbursement. Reimbursement in subject to the guidelines and procedures of this policy.

East-West University does not reimburse employees for the commute to and from the University.

Reimbursement of expenses between EWU Main Campus and the residence of an individual employee shall not be allowed.

II. Background and Guidelines

The University expect employees to save money wherever possible. The supervisor can assist you in deciding whether an expense is appropriate.

Mode of Travel

All travel must be by the most economical mode of transportation available, considering travel time, costs and work requirements.

Modes of transportation authorized for official travel include automobiles, railroads, airlines, buses, taxicabs and other usual means of conveyance. Transportation may include fares and expenses incidental to transportation, such as baggage transfer, official telephone messages, and reasonable tips.

Reimbursement for taxicab fare incurred in the efficient and economical pursuit of the University's business shall be allowed. All taxicab fares $10.00 shall be accompanied by a receipt indicating the amount paid. When transportation by airport limousine is available and convenient, it shall be used in lieu of a taxicab.

Routing of Travel

All travel shall be by the most direct route. Travel by other routes may be allowed when the official necessity is satisfactorily established.

An employee who travels by an indirect route or interrupts travel by direct route for personal convenience shall bear the extra expense. Reimbursement for expenses shall be based only on such charges as would have been incurred by the most economical route.

Airplane Accommodations

Travel on airplanes shall ordinarily be coach class. Reimbursement for first class accommodation on commercial air carriers shall be justified and permitted only when:

- Space is not available in less than first class accommodation in time to carry out the purpose of the travel, and
- The Chancellor authorizes or approves the use of first class accommodation as necessary for the conduct of East-West University business or for the reasons of the traveler's health.

Train Accommodations

One standard room shall be allowed when night travel is required. One seat in a sleeping or parlor car shall be allowed unless the travel order or other administrative determination specifies that coach accommodation be used. Where adequate coach accommodation is available, the official authorizing travel shall assure that coach accommodation is used to the maximum extent possible, on the basis of convenience to the traveler and nature of EWU business involved.

Use of Privately Owned Conveyance

Employees who use their own vehicle for East-West University will be reimbursed for reasonable expenses. Employees are not entitled to separate reimbursement for gas, maintenance, insurance, or other vehicle-related expenses.

The use of a privately owned motor vehicle for University business is not permitted except when such use is necessary or desirable due to lack of other convenient means of transportation or is otherwise economically advantageous to the University.

The traveler shall inquire as soon as the need for an automobile is determined as to the availability of University owned vehicles. If suitable University owned transportation is not readily available, the traveler shall disclose the necessity of using a private vehicle by attaching an explanation to the travel voucher. The reimbursement mileage rate shall be the current mileage reimbursement rate as determine by the Provost.

Reimbursement for the cost of automobile parking fees, bridge, road and tunnel tolls shall be allowed, when on EWU business. Parking fees, incurred while the traveler is away from official headquarters, shall be allowed only to the extent that the fee, plus the allowable mileage reimbursement to and from the terminal or other parking area, does not exceed the cost for the use of a limousine or taxicab to and from the terminal.

When transportation is authorized or approved by privately owned automobiles, distances between points traveled shall be shown in official highway mileage guides or official State of Illinois maps. Any substantial deviations from distance shown in the standard highway mileage guides shall be explained. Where no guides or maps are available, odometer reading may be used. Travel within and in the vicinity of a city may be reported as mileage in and around such city.

When the use of public transportation is a reasonable alternative, the mileage payment shall not exceed the cost of its use. A reasonable alternative exists when the cost of travel, considering transportation, time and other expenses, would be less if public transportation was used.

Room Expenses

All anticipated room expenses must be estimated and approved before departure.

III. Procedure

Reimbursement Requests

- Get permission from your supervisor before incurring an expense.
- Spend money wisely – make an effort to save money.
- Keep a receipt or some other proof of payment for every expense.

- Submit your receipts along with an expense report to your supervisor for approval within 30 days of incurring an expense
- Your supervisor is responsible for submitting your expense report to be process with the Accounts Payable.
- Keep a written record of your business-related travel, including the total mileage of each business trip, the date of travel, the location to which you traveled, and the purpose of your trip.
- If traveling an unusually long distance, get the supervisor's approval before making the trip.
- Your supervisor is responsible for submitting your record to the Assistant to the Chancellor who is responsible for taking care all Accounts Payable.
- If approved, you will receive your reimbursement payment with the next cycle of Accounts Payable payment.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.10: Tuition Waivers and Academic Services

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

Full-time current employees, their spouses, and dependent children under age twenty five are granted full tuition waivers for courses up to sixteen credit hours per quarter taken at the University. An employee's dependent child twenty-five years or over shall be required to submit appropriate documentation to verify dependency status. Waivers shall be effective upon completion of at least one year of full-time continuous service to the University. Courses taken by the employee must not obstruct the employee's performance of official duties. Employees who work days cannot enroll in day classes and evening employees cannot enroll in evening classes unless they have been granted official release time for that purpose. Payment of all fees other than full-time tuition is the responsibility of the employee.

No tuition waivers shall be granted for attendance at any institution other than East West University.

All current employees of the University have the privilege of borrowing library books for the duration of one quarter subject to recall after two weeks.

II. Background and Guidelines

III. Procedure

Request for Tuition Waiver

All requests for waivers must be approved by the Provost and, when appropriate, the prospective student must complete the financial aid process to determine his/her eligibility for outside assistance. If the student is eligible for financial aid through the Federal and/or State programs, the dollar amount of the University tuition waiver shall be limited to the unpaid balance of tuition due.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.11: Employee Benefits

Policy Type: Human Resources
Initial Policy Approved: May 1, 2016
Current Revision Approved: June 26, 2016
Procedure Effective Date: June 26, 2016

I. Requirements

This policy applies to all East-West University full-time employees.

Employees may participate in the University-sponsored health/dental insurance program for which the University pays a portion, as determined annually by the Provost, of the appropriate premium. The balance of the monthly premium and the dependents coverage is done through payroll deduction during the first of every month.

Employees may participate in the University-sponsored term life insurance program. The University pays the appropriate term life premium for this coverage. Family members cannot be cover under the term life employee's coverage.

East-West University does not pay for supplementary insurance, such as short-term or long-term disability insurance, but will make available through payroll deduction for employees who wishes to participate in this type of coverage.

Returning nine month employees shall have their insurance premiums paid by the University over the three-month summer period. Payment must be paid for the employee portion of the premiums upon return.

II. Background and Guidelines

Retirees over age 65 are required to be covered under Medicare Part A, and may be eligible for Medicare Part B. Employees over 65 will continue to be covered under the University Health plan.

III. Procedure

Setting up Benefits

- Full-time eligible employees will receive a benefits information packet during the first week of employment.
- Coverage shall be effective at the conclusion of the probationary period.
- If you miss the enrollment deadline, the next opportunity to join will be during the open enrollment period of the following year.

Cobra Continuation Coverage

The Comprehensive Omnibus Budget Reconciliation Act known as "COBRA," is offer to employees who have been covered continuation under the university insurance policy for at least three months can apply for COBRA if they quite, or was terminated. Employees will have to pay the cost of the coverage and can only continue coverage for up to eighteen (18) months. However, an employee can't be eligible for COBRA benefits if they are terminated for gross misconduct.

- Under certain circumstances (e.g., divorce, legal separation), your spouse and dependents may also have rights to continue health care coverage.
- You are responsible for informing the University of changes in your marital status and/or number of dependents so that we may notify dependents of their rights under COBRA.

- If at any time the employment status changes or there is a change in your marital status or number of dependents, please notify the supervisor so that the can be more fully informed as to their rights under COBRA.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.12: Retirement Benefits

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

East-West University offers a voluntary pretax salary reduction plan in which all full-time employees may participate. Effective FY 1997-98 and subject to annual review of the University's financial condition, the University will contribute up to 5% of the annual base salary to equally match the employee's own contribution, after the first year of full-time continuous service to the University.

If available, full time employees retiring with 25 or more years of continuous and meritorious service to the University may request and be allowed office space in addition to use of computer, phone, University address, and select general University services such as the use of the library.

II. Background and Guidelines

Retirement status may also entitle an individual to Social Security retirement benefits, in addition to income paid by the 403(b) Base Retirement plan.

III. Procedure

Enrollment

Employees can enroll in a retirement plan at any time.

Retirement Notification

- All eligible full-time employees should submit a Retirement Request Form at least 90 days before their retirement date.
- Employees who have been covered under the TIAA/CREF retirement plan must obtain a release form to be presented to the Provost for signature.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.13: Workers' Compensation Benefits

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

East-West University is subject to Illinois Workers' Compensation laws and carries the appropriate Workers' Compensation insurance. Workers' compensation benefits can be either monetary or medical. Employees who sustain work related injuries must immediately notify their supervisor regardless of how minor the injury or illness might be.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.14: Non-Faculty Performance Evaluation

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

The University expects everyone to perform to the highest level possible. Poor job performance can lead to discipline, up to and including termination.

Non-faculty employees are evaluated on an annual basis. The first meeting is to establish goals, and expectations to be accomplished during the year. The mid-year performance occurs in October which is the half-way point into the performance year. No ratings are given at this time. This is when the employee has the opportunity to discuss the progress towards the goals and expectations, providing feedback regarding what was discuss during the first meeting. The year-end review begins in the April-May timeframe with the employee's Self-Assessment. The employees complete the review by providing examples of their performance, results, which will support the ratings. All performance evaluations must be completed within one month after the close of the evaluation period (September 30th). Normally, the performance evaluation for each employee begins at the beginning of the third, six or twelfth month.

Employees who were not in their present positions as of September 1st or had a supervisory change will be evaluated basis upon the current information. All annual salary determinations are made by the supervisor and then to the Provost. Evaluations are not required for temporary, and Student Employees.

A copy of the performance evaluation along with recommendations for unconditional or conditional retention or termination are submitted to the Provost and the Chancellor. Evaluation results will be considered regarding additional appointments, reappointment, and/or promotion.

The files are kept in the Human Resources Office and available for supervisory review.

II. Background and Guidelines

III. Procedure

<u>Evaluation Process</u>

Performance assessments are conducted by the immediate supervisors. These files are kept in the Human Resources Office.

- The supervisor will remind, via email, each supervisor of the need to review employees whose initial three month or annual anniversary date is approaching, and also forward an electronics copy of the current form for non-faculty performance evaluation to the Human Resources Office.
- Annual performance evaluations are provided to the employee with the original placed into the employee's personnel file. The employee signs the original copy.
- Employee will have an opportunity to respond to the evaluation, and any comments will be attached to original copy and placed into the departmental personnel file.
- Copies of the annual performance evaluation form signed and dated by the supervisor and the employee must be filed electronically with the Human Resources Office. A copy of each review will be placed into the employee's permanent personnel file.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.15: Dress Code

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

This policy applies to all employees representing East-West University (Full-Time, Part-Time, and Contracted). EWU recognizes that like most organizations, all employees act as representatives of the organization and should therefore be dresses accordingly. The way employees dress and present themselves plays an important part in the image that East-West University portrays to students, customers, and the general public. For this reason, employees are asked to be aware of their presentation and adhere to the dress code policy at all times when representing the University.

When a bona fide religious belief conflicts with the University dress code, reasonable accommodations shall be made. It is also recognized that the University does participate in community events and the dress code may be modified to accommodate the event.

II. Background and Guidelines

Business attire is to be worn Monday through Saturday. Appropriate business attire for employees includes the following:

Men:

- Blazers, suits, or sport coats (exception can be made during summer months)
- Presentable dress slacks
- Ties (daily)
- Shirts/dress shirts with buttons and collars
- Sweaters with collared shirt
- Dress shoes
- Cologne should be worn sparingly

Women:

- Dresses/Skirts (Appropriate length)
- Presentable dress slacks
- Blouses
- Dress shoes
- Sweaters
- Nylons or stockings (exception can be made during summer months)
- Make-up should be conservative and appear natural
- Perfume should be worn sparingly

Unacceptable Attire

- Plain or pocket t-shirts
- Cutoffs
- T-shirts with logos
- Athletic wear
- Blue denim jeans*

- Tennis shoes
- Deck shoes
- Beach wear
- Midriff length tops
- Provocative attire
- Tank tops, tube tops, halter tops with spaghetti straps
- Spandex or Lycra such as biker shorts
- Off-the shoulder tops
- Workout attire or shoes
- Evening wear
- Ball caps
- Flip flops/or noisy footwear
- Capri pants
- Exposed undergarments
- No visible body piercing
- No excessive jewelry, body piercing, and tattoos

*Denim may be worn at approved University events.

III. Procedure

Responding to Violations

Department managers and supervisors are responsible for monitoring and enforcing this policy.

- If questionable attire is worn in the office, the respective department supervisor/manager will hold a personal, private discussion with the employee to advise and counsel the employee regarding the inappropriateness of the attire.
- If an obvious policy violation occurs, the department supervisor/manager will hold a private discussion with the employee and ask the employee to go home and change his/her attire immediately. Any time lost will not be compensated.
- Repeat policy violations will result in disciplinary action, up to and including termination.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.16: Outside Employment

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

East-West University employees are permitted to engage in outside work, including independent contracting or consulting, or hold a second job, subject to certain restrictions as outlined below:

- Activities and conduct away from the job must not compete with, conflict with or compromise the job performance and the ability to fulfill all job responsibilities.
- Outside employment will not be accepted as an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel.
- Any such involvement may not emerge as or constitute a conflict of interest or conflict of commitment, i.e. become or be substantively detrimental to the University in any form.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.17: Personal Telephone Calls

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

The EWU telephone system is very important to the business of the University. Abuse of the phone system through personal telephone calls is grounds for discipline including termination. As a general rule, employees should not use the University telephones to make personal calls. All personal calls must be short and held to an absolute minimum, and long distance calls are to be charged to the home or cell phone telephone number.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.18: Support for Professional Development

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

The University supports the professional development of faculty and staff by encouraging participation in academic and professional activities that enhance their knowledge and skills. The University provides financial support for employee and faculty attendance at conferences and other professional meetings, and membership in professional organizations. The University tracks this activity in the employees Human Resources file.

II. Background and Guidelines

III. Procedure

Professional Meetings

Paid administrative leave shall be authorized at the discretion of the Chancellor/Provost or the immediate supervisor to employees who are absent from the University to attend conferences and professional meetings for personal professional development and/or advancement of knowledge in their professional field.

- Request for such absences should be approved at least ten working days in advance of the date of departure.
- Absences involving travel to foreign countries other than Canada and Mexico require prior approval by the Chancellor/Provost. Such a request for foreign travel must be submitted sixty days prior to departure.
- Absences for conferences and professional meetings normally should be scheduled to avoid being absent from the University during critical periods.

Professional Organization Dues

The University encourages membership in professional organizations by reimbursing membership dues in such organizations that have been deemed necessary to be employees in the faculty/staff member's position and approved in advance by the Chancellor/Provost.

- The employee should request in advance and in writing to the Chancellor/Provost to request for reimbursement of an approved organizational membership due(s).
- After receiving approval in writing, the employee should provide an invoice from the organization, credit card statement or canceled check for the membership dues.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016

- Board Review and Approval: June 26, 2016

Policy HR1.19: Employee Privacy

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

Employees do not have a right to privacy in their workspaces or in any other property belonging to the University. The University reserves the right to look through its own premises, including premises and property issued to employees for their use, such as the desk, computer and file cabinet.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.20: Employee Code of Conduct

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

Causes for disciplinary action include but are not limited to:

(a) Improper behavior relating to attendance, including:

- Excessive absenteeism or tardiness.
- Leaving work early or extending break periods.
- Making preparation to leave work before the lunch period, break period, or the specified quitting time.
- Failure to report, whenever applicable, for overtime work when scheduled.
- Failure to start work at the designated time.
- Failure to return from an authorized leave of absence or vacation at the designated time.

(b) Conviction of a felony.
(c) Willful and material falsification of employment application or other employment forms.
(d) Violation of the Board rules or other adopted policies.
(e) Improper use of leave time to cover an absence (e.g., sick leave, bereavement leave, FMLA, jury duty).
(f) Malicious, negligent, or intentional destruction, damage, defacement, or willful neglect of University or other individual's property.
(g) Unauthorized use or possession of equipment or property of the University or other individual.
(h) Unauthorized taking or attempting to take, misappropriation, concealment, or removal of property belonging to the University, an employee, student, customer, supplier, vendor, visitor, patron, or guest of the University
(i) Willfully creating improper documentation, destroying documentation, or making false statements, alterations, deletions, or omissions on University forms, records or reports (including production records, time records, employment applications, and medical records) including, but not limited to, making false claims for wages, benefits, insurances, leaves of absence, and/or providing false information for personal gain.
(j) Failure to comply with safety rules and regulations.
(k) Conducting personal business while on duty.
(l) Accepting any reimbursement whatsoever for expenses or cost from third parties, or receive any other remuneration from outside employment during employment with the University without prior approval of the immediate supervisor and/or the Chancellor or his/her designee.
(m) Unauthorized use of the University's telephone, electronic, computer, or other equipment during working or non-working hours.
(n) Refusal or willful failure to carry out the instructions of the supervisor, including the assigned duties of the position, when such instructions do not require unsafe or illegal acts.
(o) Neglect of duty and/or lack of due care and/or diligence in the performance of duties.
(p) Unauthorized disclosure or misuse of records or other business information.
(q) Misconduct related to the use and possession of alcoholic beverages and controlled substances:

- Consuming or possessing alcoholic beverages on University premises, except when authorized
- Consuming or possessing controlled substances on University premises without a prescription
- Unlawful manufacture, distribution, dispensation, or use of illegal drugs or controlled substances
- Being under the influence of alcohol when reporting to or while at work
- Being under the influence of illegal drugs or controlled substances without a prescription when reporting to or while at work.

- Failure to pass a required drug or alcohol screen
- Falsification of related laboratory test results and/or test samples
- Adulteration or attempted adulteration of a drug screening specimen

(r) Dissemination of sexually explicit materials through the University's communication and/or email system. University systems are not to be used to create, forward, or display any offensive or disruptive messages, including photographs, graphics, or audio materials.
(s) Remaining on the premises or entering the premises without authorization.
(t) Unsatisfactory work performance or failure to maintain reasonable standards of performance and production.
(u) Making or publishing:

- Criminally liable statements concerning any employee, supervisor, or the University
- Criminally liable statements to the public concerning the University's business

(v) Knowingly admitting, or providing means of access, to an unauthorized person or persons into any locked or restricted building and/or area of the campus.
(w) Knowingly providing means of access to the University's computer systems without authorization.
(x) Other misconduct, such as:

- Use of vulgar or obscene language.
- Threatening, intimidating, obstructing, and/or harassing other persons; fighting and/or instigating a fight; verbal, physical, or psychological abuse; or mistreatment of a supervisor, co-worker, student, citizen, supplier, vendor, or guest.
- Gambling or engaging in other games of lottery on the University's time and/or premises.
- Immoral conduct.
- Illegal acts committed by employees when not at work that reflect adversely upon the University.
- Unauthorized use/possession of the University's or other's property, including but not limited to, non-business use of University computers and peripheral equipment.
- Possession of weapons, firearms, or explosives on the premises of the University (unless authorized in the course of employment).
- Ethnic intimidation based on a person's race, color, religion, national origin, or sexual orientation.
- Sleeping, loitering, or loafing on the job.
- Failure to maintain proper grooming, dress, cleanliness, or hygiene. Dress or appearance should not be distracting to those with whom the employee works and should be within acceptable standards of health, safety, and public contact.
- Working for pay at other employment while on leave from the University.
- Failure to disclose outside interests that may conflict with the interests of the University.
- Vending, soliciting, or collecting contributions on the University's time or premises absent prior appropriate authorization from the University.
- Failure to report inappropriate use of University equipment or electronic systems.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.21: Disciplinary Action, Suspension, and Termination

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

Employment at East-West University is at-will, and employees may be dismissed from time to time without reason given. Employees dismissed at-will can contest denial of unemployment benefits. Employees dismissed at-will will receive severance at the discretion of the University.

Violations of the employee code of conduct are regarded as cause for disciplinary action, up to and including termination for cause. Employees terminated for cause will generally not be eligible for unemployment benefits.

Earned and unused sick days and vacation days shall be paid as severance pay at the time of termination with or without cause.

Discharge may result from an accumulation of minor infractions or for a single serious infraction. Disciplinary action under these rules does not exclude possible criminal liabilities, or sanctions established by EWU regulations, state, or federal laws. All disciplinary action taken must be properly documented.

When the University identifies a violation of the employee Code of Conduct, the employee's supervisor will suggest to the Provost the action appropriate to the infraction. Evaluation of appropriate action will include, but is not limited to the severity of the offense, mitigating circumstances, and previous infractions. Normally, disciplinary action begins with a verbal warning for the first offense and culminates with discharge only after repeated attempts to correct employee's behavior have failed. Serious infractions may warrant immediate imposition of a written reprimand, suspension or discharge, as appropriate. Disciplinary action may include a verbal warning, a written reprimand, suspension, or dismissal.

II. Background and Guidelines

III. Procedure

<u>Job Abandonment</u>

Job abandonment is considered to be a voluntary separation from the University. If an employee misses three consecutive work days without contacting the supervisor, the employee is considered to have resigned.

- The supervisor notifies HR of possible job abandonment.
- If the employee fails to report to work for three consecutive work days; HR must provide written notification of unexcused absences signed by the supervisor to the employee confirming dates of unexcused absences and the possibility of separation due to job abandonment.
- Such termination shall be a voluntary resignation and shall not be subject to the staff complaint and grievance procedure.
- The notification states the reason for the separation, the effective date of the separation, and states the employee's right to respond to the University within the next five (5) days. The notification is mailed to the employee's home address with a Proof of Service Form.
- If the employee responds, the supervisor, along with HR will determine whether separation is appropriate.
- If employee does not respond, a notice of separation will be issue to the employee.
- Payroll processes the separation paperwork and final paycheck.

Verbal Warning

An immediate supervisor may issue a verbal warning to the employee citing the cause and recommending corrective action.

- Meet with employee to discuss his/her action(s) which may be cause for discipline.
- Inform employee of specific problem.
- Tell employee how behavior can be improved and what is expected.
- Warn employee that failure to correct behavior will result in further disciplinary action.

Written reprimand

An immediate supervisor may issue a written warning to the employee and said warning shall bear the signature of the issuing supervisor. The employee shall have the right to respond in writing within five days. A copy of all written warning notices and employees written responses shall be submitted to the Chancellor and shall become a part of the employee's personnel record.

- Meet with employee to discuss his/her action(s) which may be cause for discipline.
- Inform employee of specific problem. Include the following:
    - indicate it is a written reprimand,
    - a statement of the problem including specific reasons for the reprimand,
    - a summary of previous discussions and/or discipline, if any,
    - a summary of what corrective action is expected of employee, and
    - a warning that failure to correct behavior will result in further disciplinary action, up to and including discharge/termination.
- Discuss written reprimand with employee. Sign written reprimand and ask employee to sign acknowledging receipt. If employee does not wish to sign, so indicate.

Suspension

Disciplinary suspension without pay totaling no more than thirty days in any twelve-month period may be imposed upon an employee by the Chancellor. A suspended employee loses to right to work and receive wages for a specified number of hours or days. Written notice of such disciplinary action with the reasons thereof must be served upon the employee in person or by certified mail. An employee may protest suspension by following the Employee Grievance procedure.

- Meet with employee to discuss his/her action(s) which may be cause for discipline. Include the following:
    - indicate employee is suspended from duty,
    - a statement of the problem, including specific reasons for suspension,
    - a summary of previous discussions and/or discipline, if any,
    - a summary of what corrective behavior is expected of employee, and
    - a warning that failure to correct behavior will result in "further disciplinary action up to and including discharge."
- Discuss suspension with employee. Sign the suspension and ask employee to sign acknowledging receipt. If employee does not wish to sign, so indicate.

Termination

By the decision of the Chancellor, an employee may be terminated at-will or for cause by written notice, in person, or by certified mail. If terminated for cause the notice shall state the cause for termination. Termination shall be effective upon receipt of the notice unless stipulated otherwise. An employee terminated upon just cause shall receive earned salary to the date of termination.

- Meet with employee to discuss his/her action(s) which is cause for discharge.
- Include the following:
    - indicate employee is discharged,
    - a statement of problem including specific reasons for the discharge, and
    - a summary of previous discussions and/or disciplinary action(s).

Grievance Procedure

Employees may file a grievance regarding any term, condition, or benefit of employment. Layoffs and dismissals are not subject to grievance procedure except dismissal for cause.

An employee shall be allowed reasonable time with pay during working hours for the presentation of a grievance, provided the employee has submitted written notification to the immediate supervisor and the employee's absence does not interfere with University operations.

1. A grievant shall present the grievance orally to the immediate supervisor, explaining its nature and circumstance within five scheduled working days of learning of the circumstance or condition which is supposed to cause the grievance. The immediate supervisor shall answer orally within five scheduled working days of presentation of the grievance.

2. If the matter is not resolved at step 1, the employee may within five additional scheduled working days of the immediate supervisor's response submit the grievance in writing to the next higher supervisor. A written response shall be given by the next higher supervisor within five scheduled working days of the receipt of such grievance by such person.

3. If the grievance is not satisfactorily resolved at step 2, the employee may, within five additional working days of the response under step 2, submit the grievance in writing to the Chancellor. Within ten scheduled working days, the Chancellor shall consider the grievance and make a final written determination.

Post Termination Processes

Proper procedures should be followed to ensure fairness and protection of both the employee and the University when an employee is terminated. Employee are required to turn in all University property, including I.D., keys, uniforms, tools, library books, electronic equipment, and electronically stored data prior to the date his/her final paycheck is issued.

- Employee must make arrangements to clear all debts.
- For a terminating employee, a laid-off employee, an exit interview is appropriate.
- Contact the Human Resource Office regarding pension benefits and insurance coverage, including retiree health insurance, health care continuation under COBRA, and other coverage from an outside provider.
- Supervisor must make sure that all computer information systems access codes are disabled.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

- **Insubordination** occurs when employees unreasonably refuse to obey the orders or follow the instructions of their supervisors. It also occurs when employees, through their action or words, show disrespect toward their supervisors. Particularly in front of others. Insubordinate employees will face discipline, up to and including termination.

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.22: Employee Sexual Harassment

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

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.

Standards for sexual harassment are described in detail in Policy AA7.13: Sexual Misconduct.

Sexual harassment by an employee is grounds for disciplinary action up to and including termination of employment.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.23: Voluntary Resignation

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

East-West University employee who voluntarily resigns is expected to give the University sufficient notice in advance. Sufficient notice constitutes at least two (2) week's advance notice for employees paid biweekly. Notice should be in writing to the supervisor with a copy to Human Resources Office and should include the final workday and a signature. The termination date is the last day actually worked, and vacation days cannot be used to extend the final date of employment. Employees who terminate their employment that coincident with a paid holiday is not eligible for holiday pay unless worked the day preceding the scheduled holiday.

Employees must return all property belonging to University and go to the Human Resource Office to be receive information about the COBRA insurance options.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.24: Holidays and Breaks

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

For all employees of East-West University (Full-Time, Part-Time, and Contracted), official holidays are paid.

East-West University (EWU) recognizes ten paid holidays each year. Should the holiday fall on a weekend, the university will inform employees when the holiday will be observed. Time off may be granted to employees who desire to observe a religious holiday that is not recognized by the University. All full-time employees, except personnel hired on the basis of temporary student employees shall not eligible. Otherwise directed by the Chancellor to be present for work on the following holidays:

- New Year's Day
- Dr. Martin Luther King's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day and the Day after Thanksgiving
- Christmas Eve and Christmas Day

East West University will close for several workdays during the holiday season at the end of the fall quarter in December and before the beginning of the winter quarter in January. These days are charged to the individual employee as vacation/personal days. The days are announced in the yearly calendar of the University.

Faculty members holding a nine-month appointment shall have no paid leave or vacation. They shall be paid, however, for all holidays and breaks between quarters falling within the contract period.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.25: Special Release Time

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: June 26, 2016 Procedure Effective Date: June 26, 2016

I. Requirements

East-West University considers release time an important component with reference to its faculty, staff, and administration for involvements in activities comprising professional research, university service or community service.

II. Background and Guidelines

III. Procedure

Application for Release Time

The following guidelines need to be followed:

1. A formal application must be completed and submitted at least one academic quarter prior to commencement of the release time.

2. Application must be approved by the immediate supervisor and the Provost and, if applicable, the Chancellor.

3. The application must include:

    - Description of the activity
    - Relation of the activity to the EWU mission
    - Applicability to the teaching responsibilities of the University
    - Institutional significance of the activity
    - Activities and methodology/methodologies to be applied
    - Need for release time and impact on course scheduling
    - Funding impact, if applicable
    - Documentation of regulatory compliance(s) if applicable
    - Three letters of support of non-EWU employed professionally competent experts.
    - Other supporting evidence deemed significant by the applicant.
    - Obligations, if any, incurred by the University as a result of proposed activity/release time
    - Nature and extent, if any, of expenditures incurred by the University other than release time for the applicant.

The length of the complete application shall not exceed 15 double-spaced printed pages.

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: June 26, 2016

Policy HR1.26: Leadership Succession

Policy Type: Human Resources
Initial Policy Approved: 1-24-2019
Current Revision Approved: 1-24-2019
Procedure Effective Date: 1-24-2019

I. Requirements

Recognizing that changes in leadership are inevitable, following guidelines from the Association of Governing Board (AGB), and working with the Chancellor, the Board of Trustees of East-West University fulfills its responsibility to ensure that processes are in place to anticipate a temporary or permanent leadership change. To this end, the Board believes that:

- the University should have a formal succession plan that addresses both permanent transitions following the announced departure of a sitting Chancellor as well as temporary absences of the Chancellor due to illness or sabbatical. The plan should establish:
    - processes for determining the nature of the Chancellor search, including:
        - whether to conduct a national, regional, or local search or an appointment.
        - whether to use a search firm or not.
        - Whether to seek appointment of an interim or not.
        - Whether to invite or encourage potential internal candidates to apply.
    - processes for appointing a search committee; developing an institutional profile and desired leadership profile; interviewing, referencing, and selecting a Chancellor.
    - an assimilation plan for the new Chancellor.
    - a timeframe for these processes.
- the Chancellor should play a key role in identifying and providing leadership training for promising internal candidates.
- the University should offer a leadership development program or the opportunity to participate in such a program offered by other organizations.
- the University's human resources staff should be prepared to assist in the process of leadership development, search, and assimilation.

The Board of Trustees has therefore established the succession plan outlined in this policy to provide continuity in leadership and avoid an extended, disruptive, and costly vacancy in the key position of Chancellor. This East-West University succession plan assures that includes the University's mission, continuity, and momentum will be maintained in the event of temporary or permanent succession of senior leadership.

II. Background and Guidelines

East-West University's creation, growth, and success are largely the result of the dedication and diligence of its founding administrators, Dr. Mohammad Wasiullah Khan, Chancellor and Dr. Madhu Jain, Provost. Having labored to establish and build a distinctive higher education institution whose mission addresses critical education needs, possesses the resources essential for institutional success, and plays an important role in the life of the city of Chicago, these founders are equally dedicated to ensuring that their accomplishments and the institution they founded will continue successfully into the near and far-off

future. Recognizing how vital the leadership they have provided was, and is, to what the University has achieved, they appreciate the importance of establishing a clear policy and practices for leadership succession.

III. Procedures

A. Temporary Leadership Change

- For a temporary change in the leadership of the Chancellor (i.e., illness or a leave of absence for 30 days or less), the Provost shall temporarily be in the charge of the daily operations and essential duties of the Chancellor.
- In the event the Chancellor is no longer able to serve (i.e. leaves the position permanently), the Board of Trustees shall appoint the Provost as Acting Chancellor.
- In the event that an executive transition simultaneously involves the Chancellor, Provost, or other key management staff, the Board may also consider temporarily subcontracting some of the organizational functions to a trained consultant or other organizations.
- In the event that a permanent change in leadership is required, the Board Chair shall confer with the other Trustees and with senior University administrators (i.e., the Executive Core Group, Academic Program Directors, and non-academic department heads) and appoint an Executive Transition Committee within fifteen (15) business days (I.e., three weeks).

B. Executive Transition Committee

- The Executive Transition Committee shall be comprised of at least two members of the Board of Trustees, one member of the University Foundation Board, two faculty members, and two staff members. It shall be the responsibility of this committee to implement the following preliminary transition plan: (Potential candidates for the Chancellorship must decline appointment to the committee.)
- The Executive Transition Committee shall:
    - Communicate with key stakeholders regarding actions taken by the Board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted, such as funders and lenders of East-West University, foundations, government agencies, banks used for operating and payroll accounts, etc.
    - Review the University's current strategic plan and annual budget, and conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats
        - to identify priority issues that may need to be addressed during the transition process and
        - to identify attributes and characteristics that are important to consider in the selection of the next permanent Chancellor.
    - Consider the need for consulting assistance (i.e., transition management, executive search consultant) based on the circumstances of the transition.
    - Establish a timeframe and plan for recruitment and selection process.
    - Refer to the current Chancellor Job Description for sample of job description and qualifications.
    - Create and share protocols for publicizing the position, screening applications, selecting candidates for on-campus interviews, conducting on-campus interviews, evaluating and

ranking top candidates, checking references, and recommending to the full board 1-3 top candidates for consideration.

IV. Policy Owners

- **Board of Trustees**: Because of the significance of leadership planning to enable the board to effectively oversee and appoint the CEO of the University, all changes to this policy must be approved by the Board of Trustees.
- **Chancellor**: The current CEO is responsible for the interpretation, application, and interpretation of this policy, and provides guidance and direction for other administrators. Suggested changes should be directed to the Chancellor, who is responsible for proposing future changes to this policy to the Board of Trustees.

V. Related Documents

VI. Definitions

VII. Revision History

- Approved: 1-24-2019

Policy HR2.01: Security Services

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

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.

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 show 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.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Facilities Manager

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy HR2.02: Cleary Act Reporting

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

East-West University takes seriously its responsibility to ensure a safe and secure learning environment. EWU is justifiably proud of its low incident rate as reflected in its 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 Cleary 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 located throughout the University. The Report can also be accessed and printed from the University website www.eastwest.edu.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Facilities Manager

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy HR2.03: Key Access to University Facilities

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

Key access to East-West University facilities is issued only to authorized individuals. Access is issued in the strict trust that proper measures will be taken to ensure physical security of the University. It is every employee's responsibility to help keep the University secure from unauthorized intruders. If working past the usual closing time, please let the supervisor know. It is the responsibility of each supervisor to return all keys after the separation and/or termination of the employee.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Facilities Manager

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy HR2.04: Emergency Response

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

In the case of a major campus emergency, the University Public Relation Office, under the direction of the Chanccellor of the University will publicize warning information through the appropriate media. It is not the intention of East-West University to require employees to take risks which may endanger their safety. 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 are expected to make an effort to get to work during periods of inclement weather. If the office is closed, employees should not report to work and will be paid their normal pay for that day. If the office is open, employees should report to work, and If the employee cannot report to work, he/she should notify his/her supervisor.

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.

II. Background and Guidelines

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.

III. Procedure

IV. Policy Owners

- Facilities Manager

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy HR2.05: Smoke-Free Environment

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

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

- Smoking shall be permitted during the work breaks only at a reasonable distance (15 feet or more) outside the building entrance so as to ensure that secondhand smoke does not enter the area through entrances, windows, ventilation systems, or any other means.
- Smokers must dispose of all cigarette butts in the appropriate receptacles rather than littering.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Facilities Manager

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy HR2.06: Drug-Free Campus

Policy Type: Human Resources Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

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, clients, contractors, visitors, and students.

Violations of the EWU drug and alcohol policy may be also violations of federal or local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently at the university and in the criminal justice system.

A student violating this policy or convicted of a criminal drug/alcohol offense occurring on University property or at a University event will have committed a violation of the East-West University Student Code of Conduct, and will be subject to sanction up to and including probation or dismissal.

An employee violating this policy or convicted of a criminal drug/alcohol offense occurring in the workplace is subjected to appropriate personnel action, up to and including termination, or satisfactory participation in a drug/ alcohol rehabilitation program. Repeated violation will result in immediate dismissal.

East-West University supports programs aimed at the prevention of substance abuse by University employees. Any employee having a drug/alcohol dependency is encouraged to seek help. Assistance may also be available on a voluntary basis. Leaves of absence to obtain treatment may be obtained under medical leave provisions and will be taken into consideration in evaluating disciplinary action.

II. Background and Guidelines

III. Procedure

Student Notification of Conviction

Any student of the University must report any criminal drug or alcohol conviction for an incident occurring on college premises, or at a college event to the Director of Counseling and Student Advising. Any drug conviction, even completely unrelated to any University activity, may also impact financial aid eligibility. Students should refer to Policy FA1.05: Drugs and Eligibility for Financial Aid for additional reporting requirements if they are receiving financial aid.

Employee Notification of Conviction

Any employee of the University must report any criminal drug or alcohol conviction for an incident occurring on college premises, or off college premises while conducting university business. This requirement is mandated by the Drug-Free Workplace Act of 1988. Faculty and other exempt staff must notify the Provost, and non-exempt staff must notify the Director of Physical Facilities and Safety.

Failure to provide such notice will subject the employee to discipline up to and including dismissal pursuant to applicable University procedures governing employee discipline.

IV. Policy Owners

- Facilities Manager

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy IT1.01: Acceptable Use of Technology Resources

Policy Type: Information Technology Initial Policy Approved: May 1, 2016 Current Revision Approved: Procedure Effective Date:

I. Requirements

Use of the East-West University technology resources shall be for the purpose of facilitating the exchange of information and furtherance of the educational, research, and administrative missions of the University. The University shall create lists of acceptable and prohibited uses of technological resources. The Information Technology department shall review those uses on an ongoing basis and recommend changes to the Administrative Core Group. The University shall publish current lists of acceptable and prohibited uses on the University Website.

This policy applies to all East-West University employees, students and/or non-employees who may be authorized to use any East-West University technology resources as defined by this policy. East-West University allows incidental or minimal personal use of East-West University technology resources by employees unless such use is otherwise prohibited by this policy. Users shall be notified in writing of this policy before being granted permission to access resources.

II. Background and Guidelines

East-West University owns all East-West University computing systems and applications. This policy is intended to provide campus users with guidelines for responsible and appropriate utilization of these campus computing and technology resources. East-West University reserves the right to determine, at any time, what constitutes appropriate use of East-West University technology resources and the East-West University network resources, access and/or services provided by East-West University. Given the widespread use and dependence on technology and the potential for abuses in the use of technology, East-West University must, for its own protection and the protection of its students and employees, establish policies on the acceptable use of its technology resources.

It is not the intent of this policy to limit academic freedom in any way, but to provide an appropriate framework for the proper exercise of those freedoms. Furthermore, it is not the intent of this policy to impinge on the intellectual property rights of authorized users.

East-West University users shall also apply this policy when using East-West University technology resources to navigate through networks or computing systems beyond the local systems.

The primary responsibility for maintenance and administration of this policy rests with the Network Administrator, who is responsible for drafting any updates and changes to the policies and procedures. After appropriate campus review and final approval by the Chancellor, the Network Administrator will announce the new or revised policy to the campus providing a brief description of the policy and its implications for employees and other affected individuals or groups.

The Provost is responsible for reviewing any updates and changes to this policy and procedures in light of current policies, providing input on the policy and its implications for employees and other affected individuals or groups.

III. Procedure

<u>Acceptable Uses</u>

- East-West University employees and students may:

- East-West University owned computers, programs and data to which each individual has authorized access;
- Use East-West University provided networking, including access to the Internet;
- Use computing and networking facilities and resources in a manner that is consistent with the mission and educational purpose of East-West University.

Prohibitions

- Utilizing East-West University technology resources for uses and/or communications that are specifically proscribed by local, state, or federal law are prohibited. Specifically prohibited uses of East-West University technology resources include:

  - Duplication, distribution, installation or use of pirated or unlicensed software on University technology systems.
  - Subverting, attempting to subvert, or assisting others to subvert or breach the security of any East-West University network or technology resource, or to facilitate unauthorized access;
  - Use of any East-West University technology resource to create, disseminate or execute self-replicating or destructive programs (e.g., viruses, worms, Trojan horses);
  - Participating in activities involving disclosure or masquerading;
  - Viewing, copying, altering or destroying data, software, documentation or data communications belonging to East-West University or to another individual without permission;
  - Individuals allowing another individual (whether they might otherwise be authorized to use the East-West University technology resource or not) to use their login account password.

IV. Policy Owners

- Network Administrator

V. Related Documents

- Policy IT1.02: Information Technology (IT) Security
- Policy IT1.03: Software Licenses

VI. Definitions

- **Disclosure** occurs when an unauthorized user gains access to information. Disclosure often occurs when messages are forwarded to unauthorized users.
- **East-West University Network** includes the administrative and academic local area networks (LAN), the wide area networks (WAN) supporting sites separated from the main East-West University campus, internet connectivity, networked infrastructure devices such as hubs, switches and servers, and all other computers, networks and electronic messaging systems operated for the benefit of East-West University employees and students.
- **East-West University Technology Resources** includes, but is not limited to, East-West University-owned desktop, laptop or mainframe computer hardware or software; software licenses; workstations; data systems; personal digital assistants; electronic messaging systems; E-mail systems; pagers; telephones—both wired and cellular; SCAN services; voice mail systems; fax machines; East-West University network resources, whether wire-based or wireless; Internet connections, accounts or access; and documentation photocopiers authorized by East-West University to be used by employees, students and/or other campus users.
- **Masquerading** is when a user presents him/herself to the system as another user.
- **Software** "software" refers to and includes all freeware, shareware, and third-party products, as well as commercially acquired products.
- **Unauthorized Access** includes gaining access to accounts, resources, messages or files to which one is not granted privilege by the owner or sender.

VII. Revision History

- Board Review and Initial Approval:

Policy IT1.02: Information Technology (IT) Security

Policy Type: Information Technology Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University has goal of total information security. The Network Administrator identifies permissions for individuals to access categories of information on East-West systems.

The Network Administrator regularly reviews and assesses access to East-West University information systems, locally and online, and reports all unauthorized access to the Core Administrative Group, along with the necessary steps and resources to address any security breaches.

The Core Administrative Group, and ultimately the Chancellor, are responsible for ensuring that the necessary resources are allocated and steps are taken to address any security breakdowns.

II. Background and Guidelines

- The primary responsibility for maintenance and administration of this policy rests with the Network Administrator, who is responsible for drafting any updates and changes to the policies and procedures. After appropriate campus review and final approval by the Chancellor, the Network Administrator will announce the new or revised policy to the campus providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- The Provost is responsible for reviewing any updates and changes to this policy and procedures in light of current policies, providing input on the policy and its implications for employees and other affected individuals or groups.

III. Procedure

<u>Standard Security Practices</u>

1. Use Microsoft Active Directory as the domain controller on campus user accounts. All the computers and printers are accessible to active faculty, staff and students only. We clean the user accounts periodically. We use Gmail as our mail server, which greatly reduces workload and maintenance cost while increasing the availability and data security.
2. Program is developed to create AD user accounts automatically and synchronization is configured between AD and Gmail to ensure correctness and efficiency.
3. Strong password policy is enforced. DIY Password change is convenient and safe for students.
4. Proactively guard against corruption, compromise or destruction of Computer and Network Resources. Backup and disaster recovery mechanisms are executed for a continuous operation in case of power outages. We have both VMWare and Hyper-V to host the servers. The guest servers are scheduled to clone or replicate between 2 server rooms to enhance reliability. We also have a Linux server for diversity and easier to store backups.
5. Run Cisco firewall ASA5515x failover solution to ensure network security and redundancy. We setup 2 layers of subnet: internal and external. Only some servers with services open have external IP addresses and ports open and are accessible from the public. VPN is ready for staff to connect from outside when they need to continue their office work.
6. Anti-malware software is installed in each computer.

IV. Policy Owners

- Network Administrator

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IT1.03: Software Licenses

Policy Type: Information Technology Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

East-West University shall secure all necessary licenses to enable it to use software in full compliance with legal requirements.

Licenses are assigned to East-West University faculty and staff by the network administrator. Licenses remain the property of the University, and may be revoked at any time. The Network Administrator will not assist with or allow the installation on any University computer, or on behalf of the University, of any software for which the University does not possess a valid license.

The Network Administrator tracks the assignment of licenses, and the need for additional licenses. The Network Administrator reports additional licensing needs to the Administrative Core Group to approve additional license purchases.

II. Background and Guidelines

- The primary responsibility for maintenance and administration of this policy rests with the Network Administrator, who is responsible for drafting any updates and changes to the policies and procedures. After appropriate campus review and final approval by the Chancellor, the Network Administrator will announce the new or revised policy to the campus providing a brief description of the policy and its implications for employees and other affected individuals or groups.
- The Provost is responsible for reviewing any updates and changes to this policy and procedures in light of current policies, providing input on the policy and its implications for employees and other affected individuals or groups.

III. Procedure

IV. Policy Owners

- Network Administrator

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy IT1.04: Student Portal

Policy Type: Information Technology Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19, 2016 Procedure Effective Date: August 19, 2016

I. Requirements

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.'

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Network Administrator

V. Related Documents

VI. Definitions

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19, 2016

Policy SA1.01: Tuition and Fees

Policy Type: Student Accounts Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

East-West University publishes current information on all tuition and fees to which students are subject on its website and in its catalog.

All tuition and fees become payable at the time of registration for every quarter. Prior to the beginning of the quarter the student may make full payment or elect to make payments on a graduated plan as follows:

- One-half of the tuition to be paid prior to the beginning of the quarter
- One- fourth of the tuition plus an additional charge of $20.00 to be paid four weeks after classes begin.
- The remaining one-fourth plus an additional charge of $20.00 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.

II. Background and Guidelines

Students who are eligible to participate in the various financial aid programs available from the U.S. department of Education and other governmental 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.

III. Procedure

Financial Aid

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

Special Payment Arrangements

- In extenuating circumstances, the student may make special payment arrangements directly with the business office.

Effect of Nonpayment

- No student having any unpaid accounts will be issued an official or unofficial 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.

IV. Policy Owners

- Provost

V. Related Documents

- Policy SA1.01 Appendix A: Schedule of Tuition and Fees

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016

Policy SA1.01 Appendix A: Schedule of Tuition and Fees

Description	Cost
Application for admission fee (non-refundable) *	$40.00
Application for admission fee for foreign students residing in the U.S (non-refundable) *	$50.00
Application processing fee for students abroad (non-refundable)	$200.00
Registration fee per quarter (non-refundable)	$15.00
Late registration fee after one week prior to the beginning of the term (non-refundable)	$75.00
Part-time tuition per quarter hour	$405.00
Full-time tuition per quarter for students taking 10 to 16 credit hours (full-time status requires at least 12 credit hours.)	$4,050.00
Tuition for nine-month Certificate programs	
• If not otherwise specified	$11,400.00
• E-Commerce Technology	$11,500.00
• Multi-Media Design	$11,500.00
• General Office Assistant	$10,900.00
• Medical Office Technology	$10,900.00
Tuition per quarter for English as a Second Language Program (ESL)	$1,750.00
Laboratory fee per course ***	$125.00
Non-refundable fee per quarter hour for proficiency examination	$125.00
Life experience assessment fee per quarter hour of credit earned by student (no credit, no charge)	$150.00
Quarterly University services fee	$210.00
Replacement fee for student ID	$10.00
Graduation fee **	$100.00
Diploma replacement fee	$50.00
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	$35.00

* 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.

*** Different lab fees are charged for computer and information science program courses.

Policy SA1.02: Refund Policy

Policy Type: Student Accounts Initial Policy Approved: May 1, 2016 Current Revision Approved: August 19. 2016 Procedure Effective Date: August 19. 2016

I. Requirements

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. during the first three weeks of a quarter.

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.

II. Background and Guidelines

III. Procedure

IV. Policy Owners

- Provost

V. Related Documents

VI. Definitions

- None

VII. Revision History

- Formalization/Standardization: May 1, 2016
- Board Review and Approval: August 19. 2016