

# STUDENT HANDBOOK

Campus Information and Resources  
Computer User Guide  
Student Rights and Responsibilities

WHITWORTH  
*in the evening*

**This handbook is designed to give you an overview of the services and opportunities available to you at Whitworth, as well as the policies and procedures you need to know as a student at Whitworth. This handbook includes information available at the time of publication; however, information and policies evolve over time. Therefore, Whitworth reserves the right to change its handbook, policies and procedures without prior notice. All changes are effective at such times as the proper university authorities determine; they may apply not only to prospective students but also to those who already are enrolled in the university. All changes are documented in the office initiating the change. It's your responsibility to read all of the campus policies found within this book.**

**Revised March 2012  
Printed October 2011**



## **Welcome to Whitworth!**

### **Whitworth Mission**

Whitworth is a private, residential, liberal-arts university affiliated with the Presbyterian Church (USA). The Whitworth mission is to provide a diverse student body an education of mind and heart, equipping its graduates to honor God, follow Christ, and serve humanity. This mission is carried out by a community of Christian scholars committed to rigorous, open intellectual inquiry and to the integration of faith and learning.

### **Continuing Studies Mission**

Continuing Studies provides higher-education opportunities for adult students in an environment that cultivates student success, critical thinking, and professional development. Building on Whitworth's mission to educate mind and heart, we treat all students with dignity, offer avenues for spiritual as well as intellectual depth, and serve each individual with compassion and integrity.

### **Your Student Handbook**

Whether you are just beginning pursuit of a degree or coming back to finish a degree you once started, we hope your educational experience here will be rewarding. This handbook provides you with important information for your success. It is divided into three main parts: Campus Information and Resources, Whitworth Computer User Guide (WhitNet, E-mail, Blackboard) Guide, and Whitworth Students' Rights, Responsibilities, and Policies.

Whitworth University does not discriminate in its educational programs or activities on the basis of race, religion, color, national or ethnic origin, gender, marital status, age, or physical disability.

# Table of Contents

<b>Welcome to Whitworth.....</b>	<b>1</b>
<b>Section 1: Campus Information and Resources .....</b>	<b>3</b>
First, you need to know.....	4
Continuing Studies Contact Information.....	5
Continuing Studies U–District Information.....	6
Computing Services/HELP Desk	
Financial Aid.....	7
CLEP/DANTES Exams	
Harriet Cheney Cowles Memorial Library	
Hixson Union Building (HUB) – Campus Dining Services.....	8
Registrar’s Office	
Registration	
Add/Drop Policy.....	9
Continuing Studies Tuition Refund Policy	
Student Accounting Services.....	10
Student Services.....	11
Campus Definitions and Information.....	13
Educational Principles.....	18
<b>Section 2: Computer User Guide (Pirate Port, E–mail, Blackboard).....</b>	<b>20</b>
Computer–User Responsibility Policy.....	21
Student Computer–Based Tasks and Resources.....	22
Accessing Student Computer–Based Resources.....	23
Whitworth Live E–mail.....	23
Forwarding Whitworth Live E–mail to another account.....	24
Pirate Port.....	27
Blackboard.....	29
Remote Access to Library Database.....	30
Resetting Passwords: E–Mail and Whitworth Login.....	31
Class Registration on Pirate Port.....	33
<b>Section 3: Community Values, Rights and Responsibilities... ..</b>	<b>36</b>
Consumer Information on the web.....	37
Community Values and Behavioral Expectations.....	37
Academic Policies.....	42
Whitworth Student Bill of Rights and University Policies.....	45

# **Section 1**

# **Campus Information and Resources**

## First, you need to know the following:

---

Your Whitworth Live e-mail is the primary medium for official university communication; therefore, you must check your e-mail on a regular basis. Communication from financial aid, student accounting services, registration and other campus offices will be sent via e-mail. You will receive registration and scholarship information, newsletters, announcements, and personal messages from your advisors and the Continuing Studies Department via e-mail. You can check Whitworth Live e-mail from any computer that has an Internet connection. For more details, check your **Whitworth Computer User Guide (WhitNet, E-mail, Blackboard) Guide**, Section 2 in this handbook.

1. **You *must* get a student ID card.** A free picture ID card is required for library use and for other student-related functions. Pictures are taken in the continuing studies office anytime during office hours. There is a replacement fee for lost or damaged cards.
2. **Change in Schedule: If you must drop a class once it's started, notify your advisor or the continuing studies office immediately in writing.** Do not simply stop going to class; you will receive a WF (Withdraw Fail) grade on your transcript, you may jeopardize your financial aid, and you will not be refunded any of the tuition you paid.
3. **Keep track of your degree progress. Your advisor will assist you and help** you understand your degree requirements; however, *it is your responsibility to make sure you have completed all of the requirements for your degree.* Learn to read your Academic Evaluation; it will help you track your progress and requirements. It is available anytime on WhitNet (see Whitworth Computer User Guide); look under Program Evaluation.
4. **Vehicle registration** is required for all students (no fee to evening students). You can register your vehicle online (see [www.whitworth.edu/evening](http://www.whitworth.edu/evening) for direct link). You'll need your username and password in order to register your vehicle. We will deliver your Whitworth vehicle decal to you. You must register your vehicle each year at the start of fall term.
5. **Carefully review this handbook;** it is your guide to Whitworth policies and procedures. Though every effort is made to keep information current, policies and procedures may change. Always check the web site and/or course guide for the most current information and updates.
6. **Computers and printers are available** for student use in computer labs located in Hawthorne Hall (room 106), the downtown location, and library. Whitworth computers may *only* be used by Whitworth students, staff, and faculty. Each student gets 500 printed pages per semester free of charge (two-sided copies count as two copies) for printing and copying. Printing in excess of 500 pages may be charged to your student account.

# Whitworth in the Evening

## Continuing Studies

Phone: 509.777.3222 Fax: 509.777.3251

**Office Location:** Campus–Hawthorne Hall, Suite 113

U District – Riverfront Office , Suite 100, 534 E Spokane Falls Blvd

**Office Hours:** Campus: M–Th. 8 AM – 6:30 PM, Friday 8 AM – 5 PM (summer Fridays 4:30 PM)

U District: M–Th. 3:30 PM –6 PM

Saturday mornings: when classes are scheduled.

**Appointments:** 509.777.3222 for advising appointments

Staff	Phone	E-mail
<b>Christie Anderson</b> , Director Evening Business Programs	509.777.4218	<a href="mailto:canderson@whitworth.edu">canderson@whitworth.edu</a>
<b>Sandi Bennett</b> , Assistant Director Academic Advisor, ETC	509.777.3222	<a href="mailto:sbennett@whitworth.edu">sbennett@whitworth.edu</a>
<b>Kathy Benson</b> , Assistant Director Administrative Services	509.777.4425	<a href="mailto:katherinebenson@whitworth.edu">katherinebenson@whitworth.edu</a>
<b>Khristina Cashell</b> , Program Coordinator Campus and University District	509.777.3222	<a href="mailto:kcashell@whitworth.edu">kcashell@whitworth.edu</a>
<b>Tracy Henke</b> , Program Assistant, Campus Front Desk	509.777.3222	<a href="mailto:thenke@whitworth.edu">thenke@whitworth.edu</a>
<b>Carol Hollar</b> , K-12 School Relations Evening Teacher Certification	509.777.4365	<a href="mailto:chollar@whitworth.edu">chollar@whitworth.edu</a>
<b>Richard Miller</b> Academic Advisor	509.777.3222	<a href="mailto:richardmiller@whitworth.edu">richardmiller@whitworth.edu</a>
<b>Terry Ratcliff</b> , Dean School of Continuing Studies	509.777.3499	<a href="mailto:tratcliff@whitworth.edu">tratcliff@whitworth.edu</a>
<b>Vanessa Reeves</b> Academic Advisor	509.777.3222	<a href="mailto:vreeves@whitworth.edu">vreeves@whitworth.edu</a>
<b>Amal Tanas</b> Faculty Support Coordinator	509.777.3770	<a href="mailto:atanas@whitworth.edu">atanas@whitworth.edu</a>
<b>Debbie Tully</b> , Director Evening Teacher Certification	509.777.4369	<a href="mailto:dtully@whitworth.edu">dtully@whitworth.edu</a>
<b>Lori Wright</b> Faculty Support Coordinator	509.777.4710	<a href="mailto:lwright@whitworth.edu">lwright@whitworth.edu</a>

## University District Information

---

**Location** –Riverfront Office Park, 534 E. Spokane Falls Blvd, Suite 100

**Office hours** – Monday through Thursday 3:30 p.m. – 6:00 p.m.

**Phone** – 509.777.3222

**Parking** – Parking is free to Continuing Studies students at any available spot in the parking lot after 5 p.m. on Monday through Thursday. Even if you plan to attend classes only at the downtown location, you must register your vehicle on the Whitworth web site got to the link at [www.whitworth.edu/evening](http://www.whitworth.edu/evening).

**Student Computer Access** – There are several computers and a printer for student use in the student work area. If you need technical assistance, check with the Whitworth staff member present or call the Help Desk at 777.3911.

**Student Lounge/ Kitchen** – There is a refrigerator, microwaves, and coffee pot available for student use in the Whitworth office. Please label and date your food items before putting them in the refrigerator and freezer. At the end of each six-week session we will dispose of any food remaining. We appreciate your keeping the area clean and wiping up any spills.

**Whitworth office access** – The downtown office hours are posted outside the main entrance, 3:30–6:00 p.m. Monday through Thursday. Students will have access to the kitchen and lounge areas for their dinner break;

**Student Final Paper Pick-up** – Grades are posted on the Friday following the final week of class, any papers returned by the instructor will be available for student pick-up at the downtown office.

**Advising** – Advisors are available for appointments at the downtown office; please contact the continuing studies department, 509.777.3222 to schedule an appointment.

## Computing Services/Help Desk

---

Computer labs for student use are available in the library, downtown office and Hawthorne Hall, room 106. All labs run Windows XP and Microsoft Office 2007. **Note: Labs take only flash drives and DVD/CD – no “floppy” disks can be read on the lab computers.** Whitworth computers are available for students, faculty, alumni, and staff; no other individuals are allowed to use Whitworth computers for any reason. Before planning to use the labs in the library, you may want to call the library and check the current schedule to make sure that no class is scheduled to use the lab. The number for the library is 509.777.3260. **For password/username help and computer troubleshooting, call the Help Desk at 777.3911.**

## Financial Aid

---

**Phone 509.777.3215 or 800.533.4668 Fax 509.777.4601**

---

The Financial Aid Office is located in McEachran Hall. **Hours:** Monday–Friday, 9 a.m.–5 p.m.

Summer hours: Monday–Friday 9 a.m. – 4:30 p.m.

Questions can often be answered and necessary paperwork done via phone or e-mail. If you cannot come in during regular business hours, please call to make necessary arrangements with your financial-aid advisor.

Staff	Phone	E-mail
<b>Wendy Olson</b> , Director Students with last names <b>(A–D)</b>	509.777.4306	<a href="mailto:wolson@whitworth.edu">wolson@whitworth.edu</a>
<b>Nancy Morlock</b> , Assistant Students with last names <b>(E–Ha)</b>	509.777.4378	<a href="mailto:nmorlock@whitworth.edu">nmorlock@whitworth.edu</a>
<b>Traci Stensland</b> , Associate Director Students with last names <b>(He–K)</b>	509.777.4335	<a href="mailto:tstensland@whitworth.edu">tstensland@whitworth.edu</a>
<b>David Barnes</b> , Assistant Director Students with last names <b>(L–Q)</b>	509.777.4309	<a href="mailto:dbarnes@whitworth.edu">dbarnes@whitworth.edu</a>
<b>Lori Johnson</b> Students with last names <b>(R–V)</b>	509.777.4234	<a href="mailto:ljohnson@whitworth.edu">ljohnson@whitworth.edu</a>
<b>John Breneman</b> Students with last names <b>(W–Z)</b>	509.777.4836	<a href="mailto:jbreneman@whitworth.edu">jbreneman@whitworth.edu</a>
<b>Jennifer Keen</b> Program Assistant	509.777.4545	<a href="mailto:jkeen@whitworth.edu">jkeen@whitworth.edu</a>

## CLEP/ DANTES Exams

---

You may be able to hasten the completion of your university degree by earning credits through CLEP and DANTES exams that assess your college-level knowledge of selected topics. There are numerous subjects available for exams; most offer 3 credits of college credit for successful completion. Both CLEP and DANTES are computer-based tests that provide you immediately with your test results. You will need to check with your advisor to see which exams might apply toward your degree and how many alternative credits will be accepted by Whitworth toward your degree. All exams are administered in the continuing studies office.

Before scheduling a test, you must fill out a form for prior approval from your advisor and the Registrar's office for any CLEP or DANTES test. The forms are available in our office, or can be accessed on the Whitworth website at:

<http://www.whitworth.edu/Administration/RegistrarsOffice/Forms/Index.htm>.

Please allow a minimum of one week for the approval process; when you receive an approval you can call 509.777.3222 or drop by the continuing studies office to schedule your test.

### Harriet Cheney Cowles Memorial Library

Phone 509.777.3260

---

For updated hours of operation, call the library main number, or check the website at <http://www.whitworth.edu/Library/Index.aspx>.

- Your student ID card is required to check out library materials.
- You may reserve a study room for study groups by calling the main desk.
- Many library resources are accessible on-line; refer to the web site for more information.

### Hixson Union Building (HUB) – Campus Dining Services

---

As a Whitworth student you can access all the dining services available in the HUB. To save you money, Sodexho offers "Pirate Bucs." "Pirate Bucs" is a prepaid debit account put on your student ID card that can be used for all purchases in The Café, the food court, at Café a la Carte in Weyerhaeuser, and in the coffeehouse, Mind and Hearth. Sodexho adds 10 percent bonus dollars to all Pirate Bucs purchases. For those wanting to eat in the main dining room: *In order to get to class on time, continuing studies students may bypass the traditional student line in the main dining room. Just go up to the cashier on the left side for your purchases. Ask for a "to go" box to take your purchase back to class.*

Pirate Bucs are available for purchase (minimum initial purchase of \$25) with cash, check, VISA or MasterCard in the continuing studies office. The "bucs" are added to your student ID card, and money is deducted when you present your ID card each time you buy food.

## Registrar's Office

Phone 509.777.3201

---

The **Registrar's Office**, located in McEachran Hall, administers course schedules, transcript requests, degree audits and commencement. The veteran's coordinator is also located in the registrar's office at 509.777.3798.

If you register for a class, **you are responsible for paying for that class unless you complete a drop/withdrawal form or notify the continuing studies office in writing.**

## Registration

---

**To register for upcoming courses**, make an advising appointment prior to the beginning of each new semester. For organizational management (pre-cohort) and liberal studies students, after you have met with your advisor, you can register through the Pirate Port WhitNet account on the internet. Organizational Management students in cohort classes and all Evening Teacher Certification students will be registered by their advisors. For complete WhitNet registration instructions, please see the Computer User Guide in this handbook.

### **Course enrollment limits for Continuing Studies' degree programs:**

Continuing studies' students may choose to enroll in one 3-credit regular semester evening course (fall, spring, and summer) in addition to their accelerated-format schedule. Tuition for additional courses will be charged at the current applicable tuition rate. Students may not take more than one additional course at Whitworth each regular semester in addition to full enrollment in any accelerated-format fall or spring term, nor enroll in more than one accelerated-format course at a time. Continuing studies' students may not enroll in more than 13 credits each continuing studies accelerated-format term, including regular semester course registrations that overlap a portion of any accelerated-format term.

## Add/Drop Policy

---

The deadline to add an accelerated-format course is the day of the first class meeting. After the eighth calendar day of the session, any course that is dropped will be recorded on the student's transcript and an appropriate withdraw grade will be assigned. It is your responsibility to let the instructor and advisor know in advance if you are not going to be able to attend a class. If you stop attending a course, but do not contact your advisor, you will receive a grade of "WW" for that course, which will be reflected in you GPA as an "F".

## Continuing Studies Tuition Refund Policy

---

All refunds must be claimed through proper application to Whitworth Student Accounting Services. A student who officially withdraws from an accelerated-format class after it has started is eligible for an adjustment of charges as follows:

WITHDRAWAL	REFUND
*Up to 8 <sup>th</sup> day of session .....	100%
Up to 15 <sup>th</sup> day of session.....	80%
Up to 22 <sup>nd</sup> day of session .....	40 %
<b>No refunds are given after the third week of class.</b>	

\*Refund policy is tied to the first Monday of each six-week session. For example, if your session runs May 7–June 15, you have until 6 p.m. on Monday, May 14 to receive a 100% refund.

If you receive a 100% refund and take possession of the books for the course, you will be responsible for paying back the cost of the books. You will not be charged for the books if you return them immediately to the Continuing Studies office in new condition (as determined by the bookstore). **Books not returned in new condition by Friday of the second week of class will be charged to your student account and will no longer be accepted for return.**

### Student Accounting Services

Phone 800.535.4668

---

The Student Accounting Services Office is located in McEachran Hall, first floor.

Staff	Phone
Kathy Goligoski Students with last names (A–G)	509.777.4317 <a href="mailto:kgoligoski@whitworth.edu">kgoligoski@whitworth.edu</a>
Carol Rojeski Students with last names (H–N)	509.777.4203 <a href="mailto:crojeski@whitworth.edu">crojeski@whitworth.edu</a>
Amber Rogan Students with last names (O–Z)	509.777.3209 <a href="mailto:arogan@whitworth.edu">arogan@whitworth.edu</a>
Darla Freeborn Manager, Student Accounts	509.777.4324 <a href="mailto:dfreeborn@whitworth.edu">dfreeborn@whitworth.edu</a>
Cashier	509.777.4319

## Student Services

---

### **Aquatics Center: x3297**

The Whitworth Aquatics Center features a 40-yard pool with a movable bulkhead, which allows for a wide variety of aquatic activities. The center is home to Whitworth's men's and women's swim teams; it also offers P.E. and fitness programs, such as water aerobics, for Whitworth students. If you want to enjoy the water on your own, lap-swim times and recreational-swim times are available. Visit the aquatics center to discover how its personnel and equipment can serve your fitness needs.

### **Bookstore: x3277**

Located in the HUB, the bookstore is your destination for all books and art supplies not included in accelerated-format course tuition, as well as for greeting cards, gifts, and great Whitworth apparel.

### **The Café: x4569**

To accommodate a particularly tight schedule, or just for a change of pace from the dining hall, enjoy a tasty delicacy from The Café, which features cuisine that can be eaten in the dining room or packaged for takeout.

### **Career Services: x3272**

Looking for a major? Need career assessment/counseling? Want to gain job search and/or interviewing skills? Researching graduate schools? These services and many others are available to students in the Whitworth Career Services Office, on the second floor of the HUB. The center provides information on the following:

- computerized career assessment
- co-op/internship options
- career/employer information
- job-search process (résumé, interview, job search)
- job announcements
- graduate opportunities (including law schools and medical schools)
- alumni networking

Career-related events are held throughout the year to assist students in exploring their options. Ongoing seminars are also offered in résumé writing, job searches, interviewing, summer employment, and how to choose a major.

### **Mind & Hearth Coffeehouse**

The coffeehouse in the HUB features comfortable seating, wireless Internet, a corner fireplace, a wide-screen TV, gourmet sandwiches and salads, and, of course, excellent coffee.

**Internships/Practica: check with your academic advisor**

Prepare for your future by enrolling in a field–education program. These programs provide students with hands–on, career–related work experience. This linking of classroom theory and practical application provides each student with an opportunity to test skills and abilities.

**Lost and Found: x 3796**

The official campus lost–and–found desk is in the HUB at the information desk. If you’ve lost something in Hawthorne Hall, check in the continuing studies office first, if it isn’t there, check at the information desk in the HUB.

**Scotford Fitness Center: x3734**

The Scotford Fitness Center provides an on–campus facility where the Whitworth community can pursue physical fitness and wellness. The facility includes a 15–station Cybex toning circuit and 22 cardiovascular stations.

**Security: x4444 or x3256**

Whitworth University campus security can be reached 24 hours/day; seven days a week. Please contact them if you need assistance with a car emergency (such as locking your keys in your car), would like an escort to your vehicle after class, or for any security concerns.

**Special–Needs Services: x3271**

Whitworth provides equal access to all students, and recognizes that traditional methods, programs and services are not always appropriate or sufficient to accommodate the limitations experienced by some qualified persons with disabilities.

Any student with an ADA documented disability, who will be requesting academic accommodations, must contact Educational Support Services at 509.777.4534 prior to starting classes. For a detailed description of resources, services available and policy information please visit: [www.whitworth.edu/EducationalSupportServices](http://www.whitworth.edu/EducationalSupportServices).

**Writing Center and Continuing Studies Writing Lab: x4573**

The Continuing Studies Writing Lab is available on campus or downtown by prearranged appointment to help students in all aspects of writing: choosing a topic, clarifying a thesis, or organization. To schedule an appointment, by e–mail only, contact Sharon Westre at [swestre@whitworth.edu](mailto:swestre@whitworth.edu). There is also a writing center located in room 242 of the library staffed by student writers and faculty members. Feel free to drop in day and night Sunday through Friday during the traditional–format fall and spring semesters.

## Campus Definitions and Information

---

**Advising** Your advisor is assigned to you to offer advice. Remember that you're responsible for your own academic progress at Whitworth, as well for ensuring that you meet all the requirements associated with your academic program.

**Attendance** Faculty members have varying expectations regarding attendance. Some figure it into the course grade; others think it's your responsibility to show up and it's your loss if you don't. Know what the policies are for each faculty member from whom you're taking a course.

**Catalog** The catalog under which you entered Whitworth is an important document because it spells out the rules and regulations that you need to follow as you work toward your degree. If changes are made in later catalogs that seem to benefit you, check with the registrar's office to see how they apply to you. If you leave Whitworth and come back after more than a year, you will enter under the conditions of the catalog in effect when you return.

**Change of Address** Be sure to let the continuing studies office and the registrar's office know how to find you. Change of address forms can be found on the Whitworth website. (Go to Current Students, Registrar's Office, Forms.)

**Change of Marital Status/Name Change** Same as changing your address; however, you must provide two forms of official documentation for any name change. Informing your advisor is not enough. Complete the necessary form at the registrar's office, or check with the continuing studies office.

**Change of Schedule** You are allowed to drop or add courses without penalty (assuming there's space in any class you want to add) until the first week of class. When you register for courses you enter into a contractual agreement with the university indicating that you will pay for those courses. You must officially drop or withdraw from a course if you don't plan to attend it; otherwise, you will be billed for the course – regardless of whether you attend it. In addition, you will receive a grade for any course that you have not officially dropped. (Also see Continuing Studies Add/Drop policy, page 8).

**Child Policy** Children, we love them – in the proper setting. In order to provide the best classroom learning environment for all students, children may not attend any Whitworth class, with or without the permission of the instructor. If an unanticipated circumstance arises in which bringing a child to class is unavoidable, the student/parent must contact his/her advisor immediately, before attending class, to request an exception to this policy. Consideration of the instructor's preference will always be given first priority. The advisor will determine whether or not such an exception is warranted and communicate that decision directly to the instructor.

No child may, under any circumstances, be left unattended in a classroom building while a parent is attending class. Safety is our main concern; we cannot assure a child's safety when s/he is left unattended.

**CLEP (College Level Examination Program)** tests are available through the Whitworth continuing studies office, located in Hawthorne Hall. See page 7 in this handbook.

**Commencement** See Graduation/Commencement.

**Computers/Computer Usage** There are policies governing the use of Whitworth computers and computer labs. The policies are mostly common sense, but one point that needs emphasizing concerns the prohibition on using pornographic or other sexually explicit sites on the web. Whitworth has in place a filter system that screens such sites on most, but not all, computers on campus. In rare instances where a class or a faculty member has legitimate academic reasons for using these sites, s/he should check with the director of academic computing before accessing them. Violations of this policy are taken seriously and can lead to disciplinary actions. Campus computers are for Whitworth student, faculty, and staff use only.

**DANTES** tests are available through the Whitworth continuing studies office, located in Hawthorne Hall. See page 8 in this handbook.

**Degree Audit** Also known as an academic evaluation, your degree audit is a computer-generated document originated at the registrar's office. It tracks your academic progress and is extremely helpful in alerting you to those areas you've completed and those you haven't. It's up to you to check your degree audit for accuracy; sometimes mistakes creep in – and if you don't find them, and your advisor doesn't either, then you might have some nasty shocks awaiting you as you near graduation day. Your degree audit is available on WhitNet under Program Evaluation.

**Educational Review Board** This committee makes decisions on academic and behavioral probation and suspension.

**Electives/Elective Courses** These are courses that are not required for your major and do not meet any general-education requirements but they do count toward the total credits required for a degree. These are important courses that make up about one-third of the typical bachelor's degree and are designed to give breadth to your education.

**Grades** See the catalog for the range of grades assigned. Faculty members are usually required to turn in grades by the Friday following the final week of classes. These grades are then compiled in the registrar's office. Your grades should be available for access on WhitNet by the end of that week. Do not call continuing studies or the registrar's office to find out your grades. To protect your privacy, Whitworth will not give that information over the phone.

**Grade Disputes** If you disagree with a final grade you've received, check first with the professor about the reasons for that grade. If you are not satisfied with that explanation, talk with your continuing studies academic advisor who may refer you to that professor's department chair. If the department chair cannot resolve the disagreement – or if the professor is the department chair, set an appointment to see the associate dean for instruction (x3203). You have one year from the time the grade was assigned to contest it.

**Graduation/Commencement** In order to receive your diploma, you must apply for graduation whether you plan to attend the commencement ceremony or not. Whitworth has one commencement ceremony, held in May. Students who plan to finish their degree requirements in fall may walk through the ceremony in May; check with your advisor for details. Application forms for graduation are distributed through the continuing studies office or on the Whitworth website, Registrar's section.

**Matriculated** This fancy term means "degree-seeking" and indicates that you've been admitted to Whitworth for that purpose.

**Pass/No Credit** You may take one course each academic year that is graded on a Pass/No Credit basis. This means that your transcript will show a grade of "P" if you receive a grade of "C" or better (note: a grade of C- does not count), or a grade of "NC," which means "No Credit." Neither the "P" grade nor the "No Credit" grade affects your GPA. This option is designed to encourage you to explore areas of study outside your major and minimize the risk of getting a poor grade. It's important to note the deadline for selecting this option. (It's printed in the current term's course schedule.) You must file this request by completing a form and getting your advisor's signature.

**Special-Needs Students** Any student with an ADA documented disability, who will be requesting academic accommodations, must contact Educational Support Services at 509.777.4534 prior to starting classes. By law, students who have learning disabilities or other special needs are not required to make these known to Whitworth, but they are strongly encouraged to do so.

**Suspension** Students may be suspended from Whitworth if they fail to meet certain academic requirements. Suspension means that you may not return to Whitworth the next term or, depending on the circumstances, that you may not return at all. A student may also be suspended for behavioral reasons.

**Transcript** A transcript is a university-issued record of your academic performance at Whitworth. To order an official or unofficial transcript for any purpose, perhaps for an application to graduate school or for a prospective employer, contact the registrar's office. Unofficial transcripts are free; official transcripts requested by a student cost \$5 each. During the term, it takes 3-5 days to get a transcript. At the beginning and end of a term, when things get especially hectic in the registrar's office, allow two weeks. Transcripts can also be ordered by fax (509.777.3296), print off Transcript Request form from the website, or on the Whitworth website, using a credit card. If you just need information, check WhitNet for a record of your academic career. More questions? Call 509.777.3205

**Transfer Credits** It is each student's responsibility to make sure he/she receives proper credit for any courses transferred into Whitworth. Moral of the story: Work closely with your advisor and the registrar's office on all issues relating to transfer credits.

Some other points:

- All credits that you've transferred into Whitworth are evaluated first by a continuing studies advisor. After you are admitted to Whitworth you will receive a "transfer equivalency report" with an "academic evaluation report" (aka degree audit or AER) from the registrar's office, which indicates the final transfer credit given.

Whitworth will accept undergraduate and graduate work in transfer from regionally accredited institutions.

- For institutions without regional accreditation, transfer of credit will be considered if the credibility of the institution can be supported by the "three-letter rule"
  - "Three letter rule" states that it is the responsibility of the student to provide three letters from regionally accredited institutions certifying that they will accept credit from the institution from which the student is seeking credit.

- A total of two-thirds credit will be awarded to non-regionally accredited Bible schools that hold an ABHE accreditation.

If you transfer from a community college in Washington, (approved by the Intercollegiate Relations Commission for the State of Washington), Colorado, Oregon, or California, from a Montana state community college, or from Community College of Southern Idaho or Northern Idaho College after completing an A.A. or A.S. degree, most general-education requirements are waived by Whitworth. The exceptions are listed in the catalog.

A maximum of 64 semester credits may be transferred from a two-year college or a total of 96 semester credits from any four-year college or combination of two- and four-year colleges.

- Credits earned more than 15 years prior to matriculation at Whitworth will require department approval if they are fulfilling a requirement in the major.
- Courses in which the student received a grade lower than “C-,” vocational-technical courses, non-college-level courses and incomplete courses are not transferable.

**Upper-Division Semester Credits** These are the credits earned for completing 300- or 400-level courses. You must have at least 36 upper-division semester credits to graduate.

**W-Designated Courses** These courses are writing-intensive and are designed specifically to meet revision guidelines and specific criteria required for the “W” course designation. These courses are designated with a “W” in the catalog and the schedule of courses (for example, JMC 325W). Each major requires students to take at least one W-designated course.

<b>Withdraw</b>	W	Official Withdrawal; does not affect GPA
	WA	Administrative Withdrawal, does not affect GPA
	WF	Withdrew While Failing (or past the acceptable time limit for “W’s”), computed as an “F” in the GPA. A WF may be assigned at any time at the discretion of the advisor.
	WW	Withdrawal Without Permission of instructor or advisor, computed as an “F” in the GPA

**WhitNet** This is the name for Whitworth’s web program for registering, checking your class schedule, checking your grades and much more. New functions are added periodically. You can access WhitNet through the Pirate Port on the main web page of Whitworth University.

# Educational Principles

---

For more than a century, Whitworth's vision has been the pursuit of intellectual and spiritual development. Through decades of change, this fundamental purpose has remained firmly centered in the person of Jesus Christ. Our understanding of Christ is based on scripture, which is the inspired and trustworthy record of God's self-disclosure and our final rule for faith and practice. As a university affiliated with the Presbyterian Church (USA), Whitworth stands within the historic Reformed tradition. Believing that God is the ultimate source of all truth and is to be loved with "all our mind and heart," Whitworth embraces freedom of inquiry and the unhindered pursuit of truth. Therefore, we equip our diverse student body to honor God, follow Christ and serve humanity, working for redemption and healing in a broken world.

Whitworth's educational principles are grouped broadly into three categories: the knowledge that students will gain, the skills we believe are needed to work effectively in the world, and the faith and values that our community seeks to reflect. These principles are interdependent; together they reflect an institution-wide commitment to providing a Whitworth education in which faith, learning and living are purposefully integrated.

## Knowledge

**Whitworth's educational mission** is fulfilled through instruction and mentoring by Christian faculty and staff. Informed by their disciplines, which they attempt to view thoughtfully through eyes of faith, faculty encourage students to know themselves, the world, and the nature of their responsibility to God and to creation. Specifically, we are committed to providing our students with these essential components:

### **A solid grounding in the liberal arts and sciences**

We want our students to know the methods, assumptions and content areas of at least one discipline, and to understand interdisciplinary themes and connections. We are also committed to helping our students appreciate intellectual and aesthetic traditions from throughout the world and understand challenges to those traditions.

### **An understanding of Christian faith and its implications for liberal-arts learning**

As an educational community open to a wide variety of voices, Whitworth is shaped by a theological heritage that examines the implications of faith for what is known and strives to understand the limits as well as the importance of rational knowledge.

## **Skills**

We are committed to preparing students to pursue fulfilling careers and to make an effective contribution to the common good; this is a challenging task in a rapidly changing world that is technologically, culturally and intellectually complex. We equip students for meaningful vocations by developing the following abilities:

### **Intellectual skills**

We are committed to developing the capacity for critical thinking, ethical decision-making, problem-solving and creative expression. We also aspire to build skills in computation, quantitative analysis and responsible use of technology.

### **Relational skills**

We encourage reflection, self-understanding and the ability to relate well within and across cultures. We are likewise committed to developing in our students the capacity to communicate with empathy and effectiveness, including the skills of listening, speaking and writing.

### **Professional skills**

We equip students with the technological literacy and skills appropriate to their chosen areas of study and essential to their professional contributions to society. We encourage thoughtful career choices and lives of meaningful service.

## **Faith and Values**

A Whitworth education is grounded in commitment to Christ and His teachings by faculty and staff members who embrace a variety of Christian traditions. Whitworth offers Christian perspectives on learning and supports development of character that relates faith to life's most central issues. These include the following:

### **Response to God**

We encourage serious consideration of commitment to Christ, the gospel and the church, and to living as an act of worship and gratitude to God.

### **Relationship to others**

We encourage the development of character virtues (including compassion, humility, honesty and courage) in intellectual pursuit, as in all of life. We want our students to think and act ethically, and to embrace responsible citizenship and service.

### **Stewardship of creation**

We encourage exploration and appreciation of the complex nature of life, responsible care for the natural world and commitment to human health and well-being.

# **Section 2**

# **Computer User**

# **Guide**

**(Pirate Port, E-mail,  
Blackboard)**

# Computer User Responsibility Policy

---

The purpose of this agreement is to outline user responsibilities in the legal and ethical use of Whitworth computers in order to maintain confidentiality of data, files, computers and networks as well as to protect the proprietary rights of third parties and of the university.

All users have the responsibility to:

- check regularly their Whitworth e-mail accounts for messages from the university;
- participate in assuring legal and ethical use of university computers and user accounts;
- install and use university-provided antivirus software on personal computers connected to the university network;
- abide by the Whitworth computer policy approved by the president's cabinet. Copies are available in computing services, in the student life office and on the university's website.

[http://www.whitworth.edu/Administration/InformationSystems/Policies\\_Standards/ComputerPolicy.htm](http://www.whitworth.edu/Administration/InformationSystems/Policies_Standards/ComputerPolicy.htm)

Computing and related technology is provided by the university for legitimate applications directly related to a student's academic and/or professional work, to conduct academic research or university-related business, and for communication related to classes and class-assignments. Inappropriate uses of this technology include behaviors that:

- impede its intended purpose;
- intentionally block or overload the system or prevent its use by others;
- are solely or mainly for commercial gain;
- are threatening or harassing in nature;
- are destructive or disruptive of educational or community life.

Whitworth's policy regarding appropriate use of technology prohibits the downloading or viewing of pornographic material other than for legitimate academic purposes. The university operates a filter on the campus network in order to restrict Internet access to pornographic material. The filter applies to all faculty, staff and student computer users on campus. (Exceptions can be found in the full Internet-filter policy on the university website.) Public terminals in the library (including computer labs) are unfiltered in the interest of assuring full access on campus for legitimate purposes. These terminals remain subject to the appropriate-use policy.

Finally, all enrolled students' names are on the campus server; they cannot be removed to keep students from receiving e-mail messages.

# Student Computer-Based Tasks and Resources

---

As a Whitworth student you receive a free lifetime e-mail account and access to Whitworth University computer-based student task and information resources. There are **three computer-based resources you will need to use as a Whitworth student: Whitworth Live E-mail, Pirate Port and Blackboard.**

## Summary of computer-based resources:

1. **Whitworth Live E-mail:** All students are expected to check their Whitworth Live e-mail account regularly as it is the official source of university communication. For this reason, it is **critical that you set up this account as soon as possible.**
2. **Blackboard:** A course-management system used by some faculty as a means to share and disseminate information related to a specific course.
3. **Pirate Port:** A web portal containing information and resources for the Whitworth community. Students can use the portal to:
  - access their Live E-mail account and Blackboard
  - view important notifications, deadlines, financial aid and student account information
  - register for classes, view grades, degree evaluations and unofficial transcripts

## Access to Whitworth Wireless Connection:

Wireless connection is available. Instructions on how to access the wireless are available at the receptionist's desk and online. If you have trouble accessing the wireless connection, please check with the office staff or the lab technician in the computer lab.

## Username and Passwords:

**For security purposes, please reset your password the first time you access each resource.**

- Assigned Whitworth login username: Your assigned username is usually the first initial of your first name and your last name all in lowercase, with two numbers at the end, typically your anticipated year of graduation. Example: jwhitworth15
- Assigned Whitworth Live E-mail username: Your assigned username will be your Whitworth E-mail address, which includes the Whitworth login username. Example: jwhitworth15@my.whithworth.edu
- Default password: Your default password for both accounts is your student identification number, hyphen, first initial in lowercase. Example: 0123456-j

**The simplest way to manage your passwords is to choose the same password for each resource.**

- A password including at least 8 characters, lowercase and uppercase letters and at least one number fits the system requirements. Example: 1Snowday
- Do not use a symbol at the beginning of the password as it may cause problems.
- When your Whitworth log-in password expires you can make the change through Password Manager. Example: Change 1Snowday to 2Snowday.
- Password expiration: Your Whitworth password expires every 90 days. Two weeks before your password expires, you will be prompted to change your password when you log in to your Whitworth account. Your Live E-mail account is not managed by Whitworth and the individual is responsible for password management.
- To change your password, please refer to the instructions for the Password Manager on page 31 of this handbook

# Accessing Student Computer-Based Resources

## 1. Whitworth Live E-mail

As a Whitworth student, you receive a free lifetime Whitworth Live (Window Live™) Outlook web access account through Whitworth. You will need to activate your Whitworth Live account **before you can login to the Pirate Port**. You may activate and check your Whitworth Live e-mail from any place where you have internet access.

### Activating your Whitworth Live E-mail Account

1. After opening your internet browser and before you begin CLOSE ALL E-MAIL/OUTLOOK windows (includes personal e-mail and instant messaging) then follow these instructions step by step:
2. Go to <http://outlook.com/my.whitworth.edu> and enter your e-mail username and password as listed below.
3. Enter your e-mail username (example: `jstudent14@my.whitworth.edu`) and your original default password (Whitworth I.D. number hyphen first initial in lower case: example `1234567-j`).

Microsoft®  
Outlook Live

Outlook Live

sign in

Windows Live ID:  
jstudent14@my.whitworth.edu

Password:  
.....

[Forgot your password?](#)

Remember me  
 Remember my password

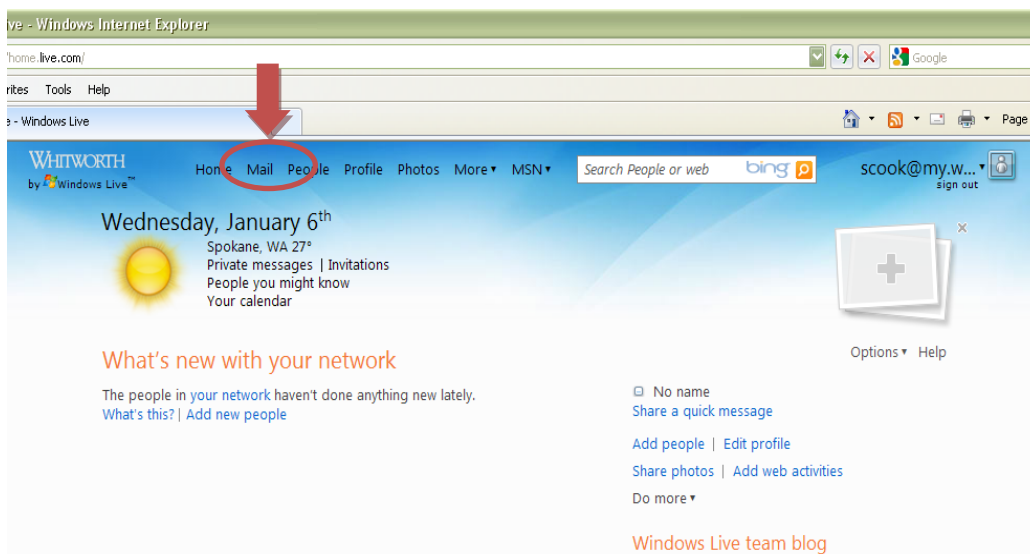
Not your computer?  
[Get a single use code to sign in with](#)

4. Provide the requested account information
  - Select a question and secret answer
  - Add an alternate e-mail address - Optional
  - Enter your country/region information and birth year.
  - NOTE: You receive a prompt requiring you to enter your country or region and birth year. These are required to determine whether or not you are a child in a country or region that requires parental permission for access to the site. There *may be a delay in the birth year prompt, depending on what Windows Live™ features you access.*
  - IMPORTANT! Change your password immediately to a more secure one by selecting Options (top right on screen), then select Change your password in the Shortcuts to other things you can do box on the right.
  - Passwords are managed by the individual in Whitworth Live. **The university does not manage the e-mail password after the initial set-up.**

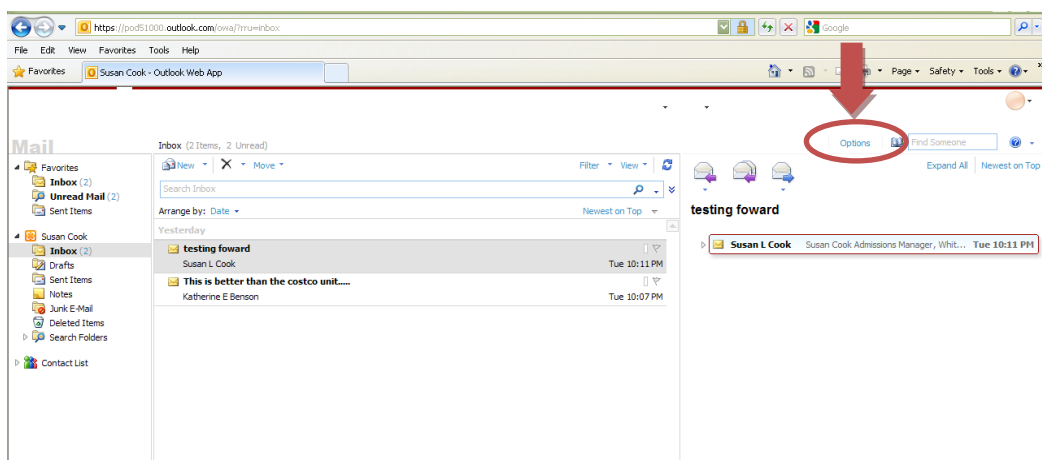
- To access Help for all services, click on Home, then pull-down “More” and select “All Services” at the bottom on the list. Choose the hyperlink you want to go to, then once there select the help button (the blue circle with a question mark – usually on the far right of the screen). OR go to <http://help.outlook.com>
5. Please check your Whitworth Live e-mail weekly as it is the official means of communication between Whitworth and its students.
  6. AFTER your initial set up in Windows Live, you can go through the Pirate Portal or to <http://outlook.com/my.whitworth.edu> to access your Whitworth Live e-mail account.

## 2. Forwarding your Whitworth Live e-mail to another account

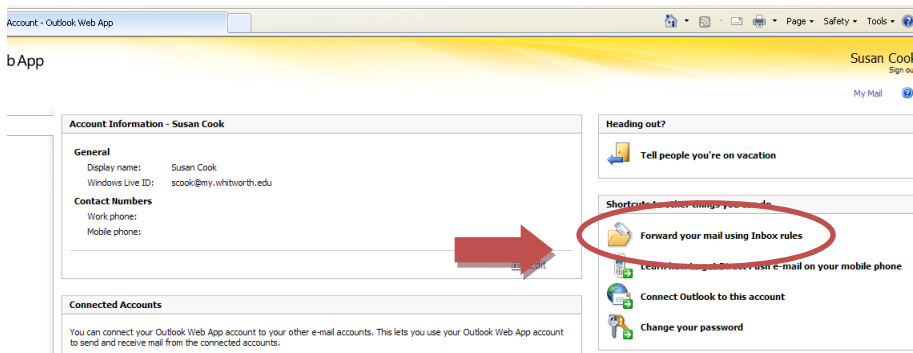
1. Log in to open your Whitworth e-mail account [username@my.whitworth.edu]
2. Be sure you are on the Mail webpage and not the Live homepage.
3. Click on “Mail”



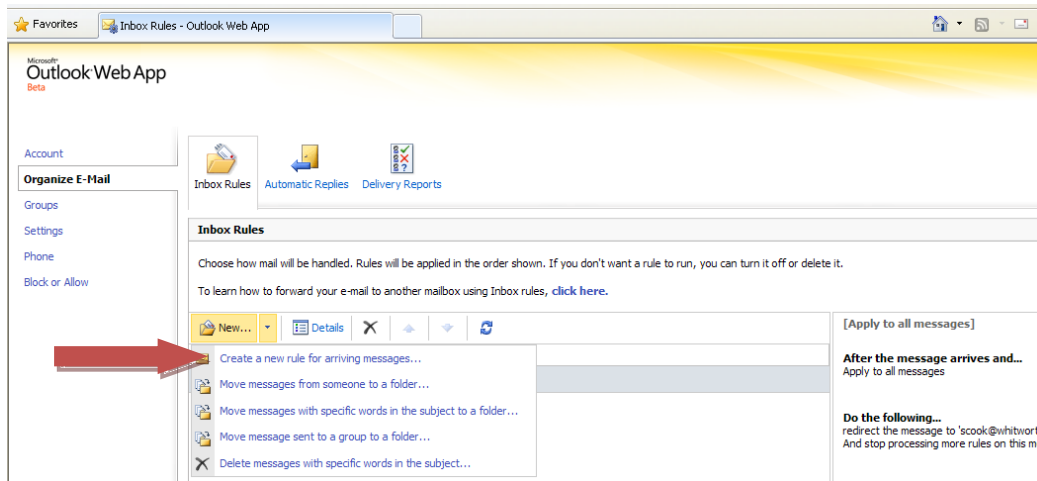
4. Click on “Options” in the top-right header.



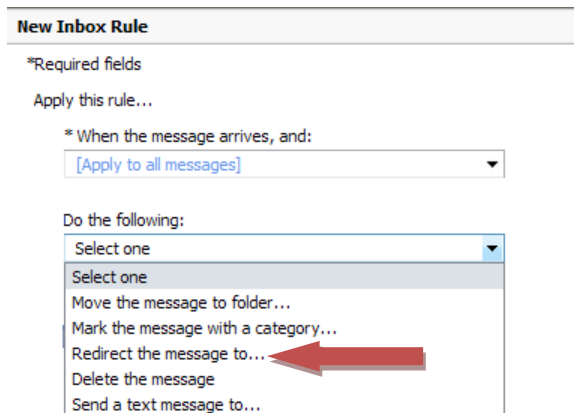
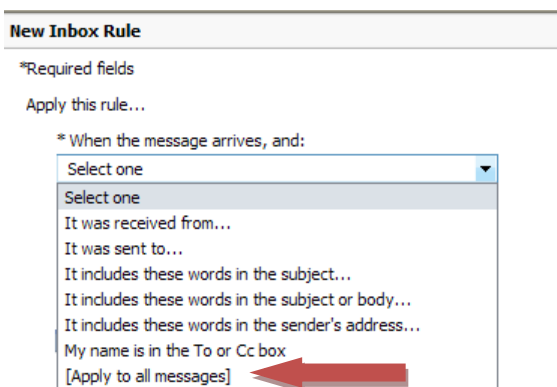
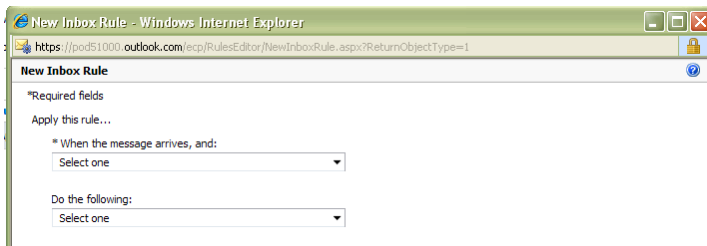
5. Click on “Forward your mail using Inbox rules”



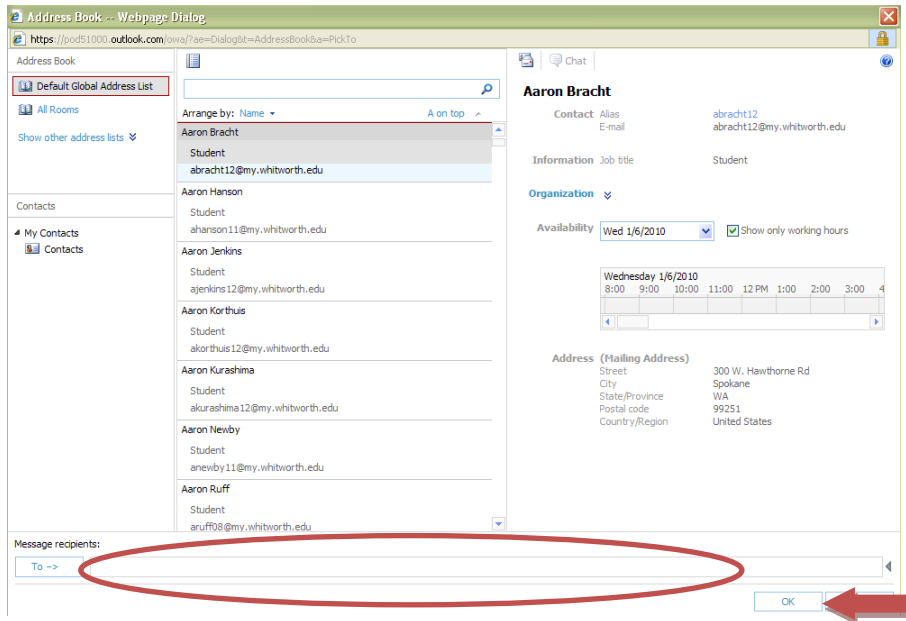
6. Click on “New”. Then select “Create a new rule for arriving messages.” This will bring up a New Inbox Rule window.



7. In the first box, select “Apply to all messages” and in the second, select “Redirect the message to...”

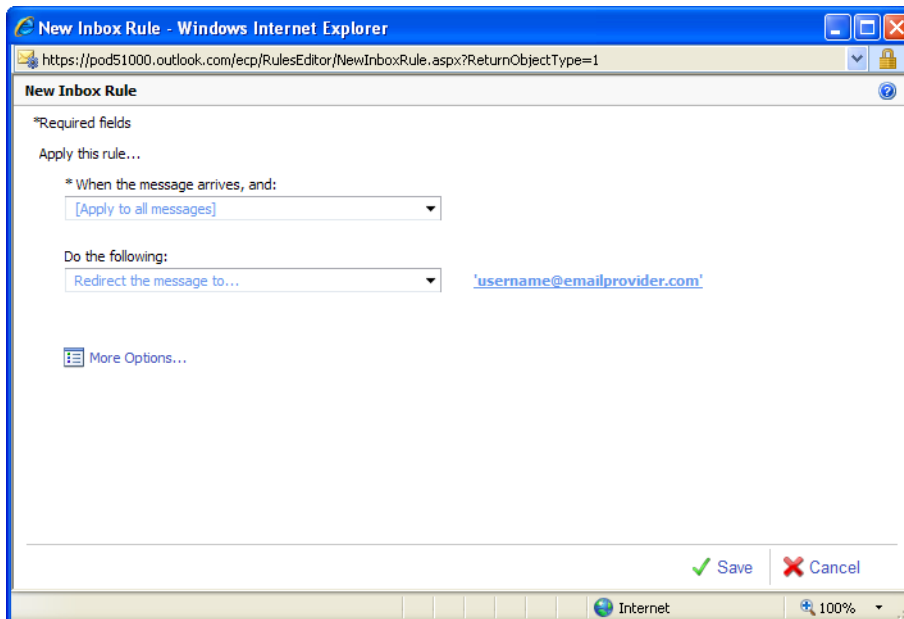


8. This will direct you to the Address Book dialogue box where you can select an e-mail from a list, or type a new e-mail at the bottom of the dialogue box after Message recipients: To ->



9. Click "OK"

10. Your New Inbox Rule should look something like this:



11. Save the rule

12. Verify that you want the rule to be applied to every message (Click Yes)

13. To go back later to change or delete this rule: Click on Options, then click on Organize E-mail in the left navigation pane (or as before in Step 4.), then select Details to make changes, the "X" to delete the rule, or the check-box next to the rule to turn the rule off.

### 3. Pirate Port

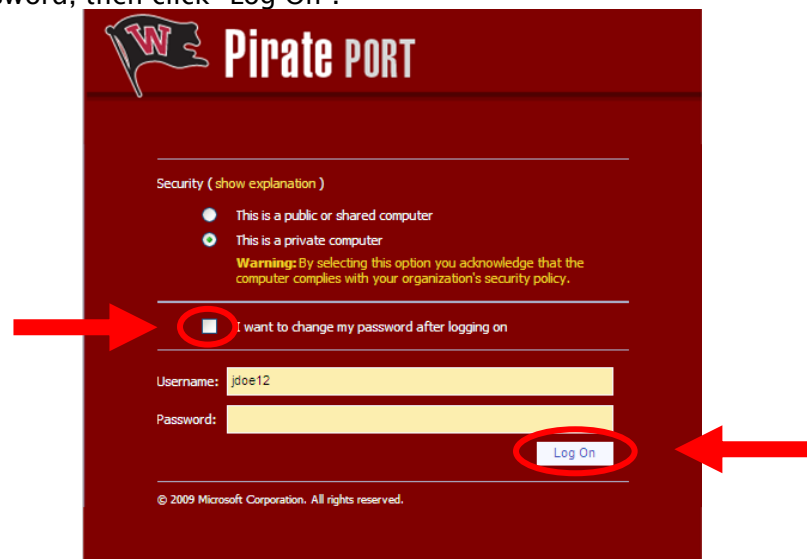
New this year is a website portal for accessing most of the computer-based resources needed by students. Pirate Port is Whitworth's student information system that allows you to access your email, blackboard, course schedule, grades, transcripts, student account and financial aid information at any time from any computer with internet access. You also use this system to register for your courses.

#### Using Pirate Port:

1. Go to [www.whitworth.edu](http://www.whitworth.edu)
2. Click on the down arrow next to Quick Links and scroll down to Pirate Port



3. Choose the security of your computer (private versus shared). The first time you log on, you will need to select I want to change my password after logging on. Enter your Whitworth login username and password, then click "Log On".

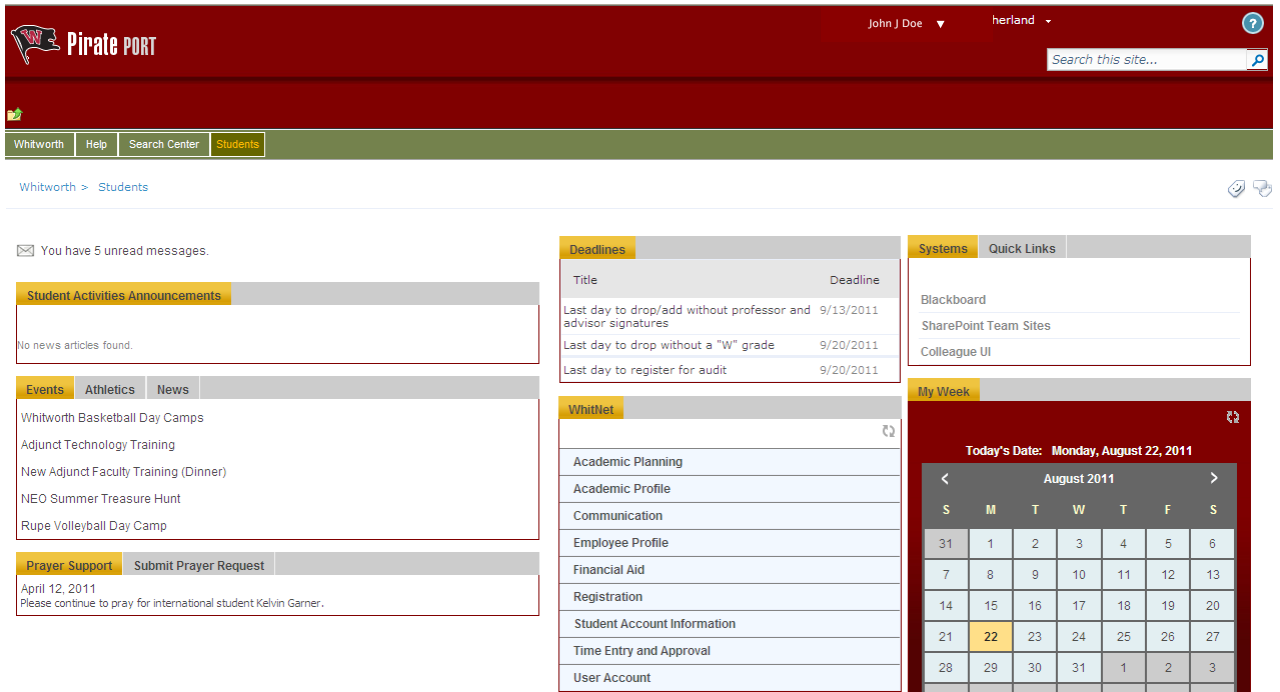


4. When you first login, you will need to enter your Single Sign On (SSO) credentials for Microsoft Live. You will get a message similar to the one below:

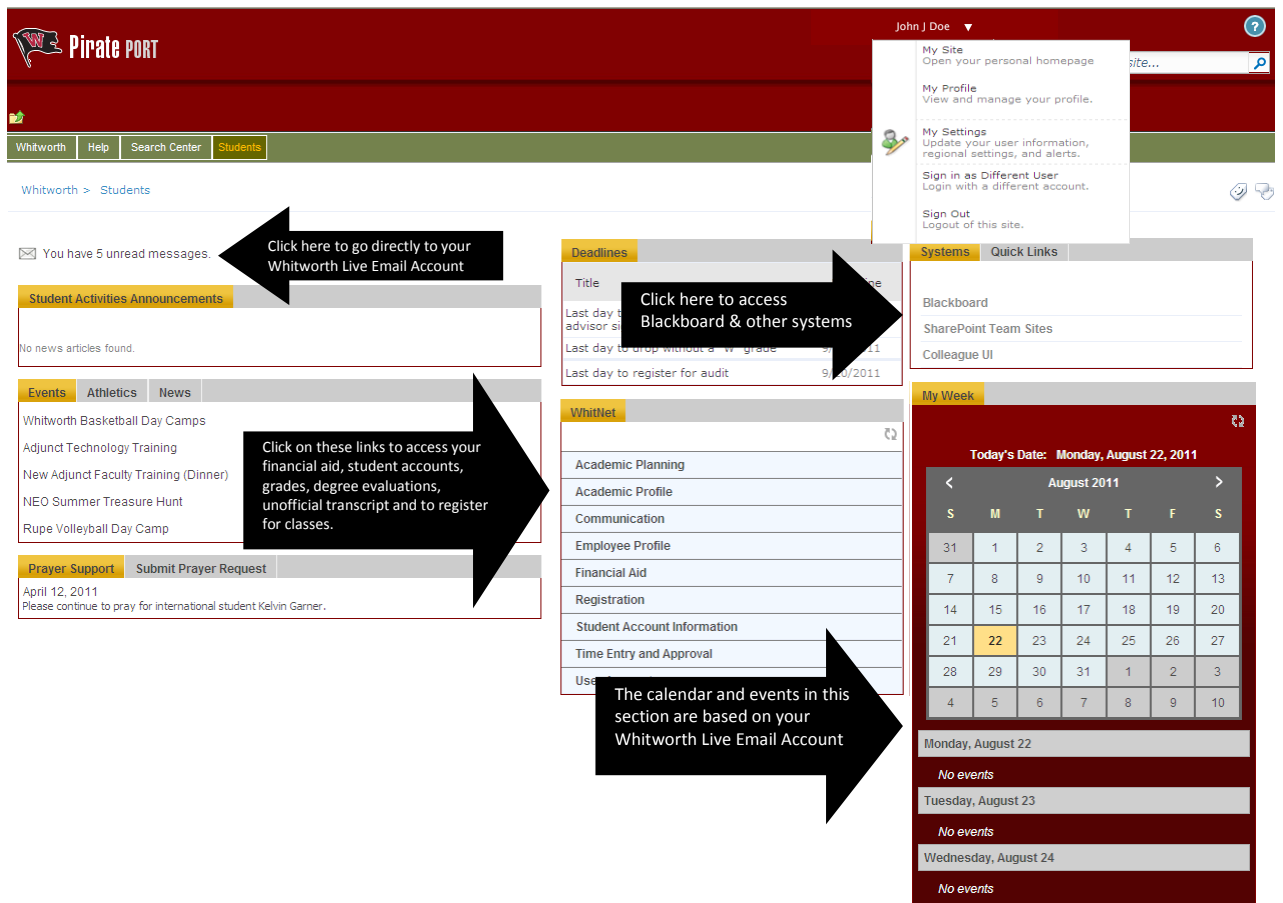
**SSO credentials for user "0#.w|admin\jdoe12" could not be found in application "Microsoft Live"**  
**Enter your credentials**

5. Click the Enter your credentials link at the top left of the website then enter your credentials.
  - User Name: Your Microsoft Live e-mail address (ex: [jdoe12@my.whitworth.edu](mailto:jdoe12@my.whitworth.edu))
  - Password: Your Microsoft Live e-mail password

6. Your Pirate Port site should look similar to the screen shot below:



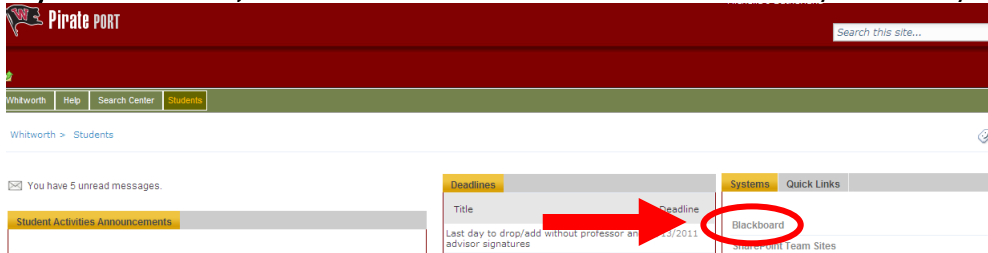
Please see the arrows below to access your information:



## 4. Blackboard (Bb)

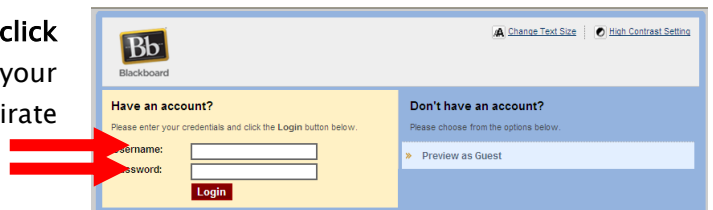
Note: Not all faculty choose to use Blackboard. If you do not see your current course listed on Blackboard, contact the continuing studies office. If you need assistance after hours, the HELP function in Blackboard is very easy to understand.

1. In your Pirate Port, Click on the Blackboard link. This will take you directly to Blackboard.



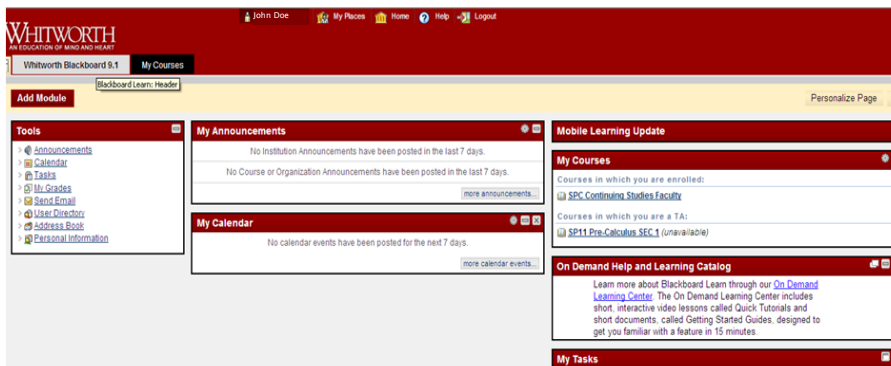
NOTE: If you disable cookies or block pop-ups, you must enable them for Blackboard.

2. Enter your username, password and then click on Login. Your username is the same as your username for the Whitworth login and Pirate Port.



### Blackboard Main Page:

After login, you will be at the Whitworth Bb welcome page, which displays the Bb courses in which you are enrolled along with a standard set of Bb links.



### Connecting to Bb courses:

To connect to a Bb course in which you are “enrolled”, simply click on the course link under the **My Courses** section of the page. When you’re linked, course information and material, discussion boards, chats, and related external links may be made available. You can return to the Whitworth Bb welcome page by clicking on the tab labeled Whitworth Bb near the top of any Bb page.

### Navigation within Bb:

You will connect to various information pages by clicking on the web links. You can use the standard navigation tools of the browser, such as the back and forward arrows, to move around in Bb. You may also use the navigation links provided within the Bb pages.

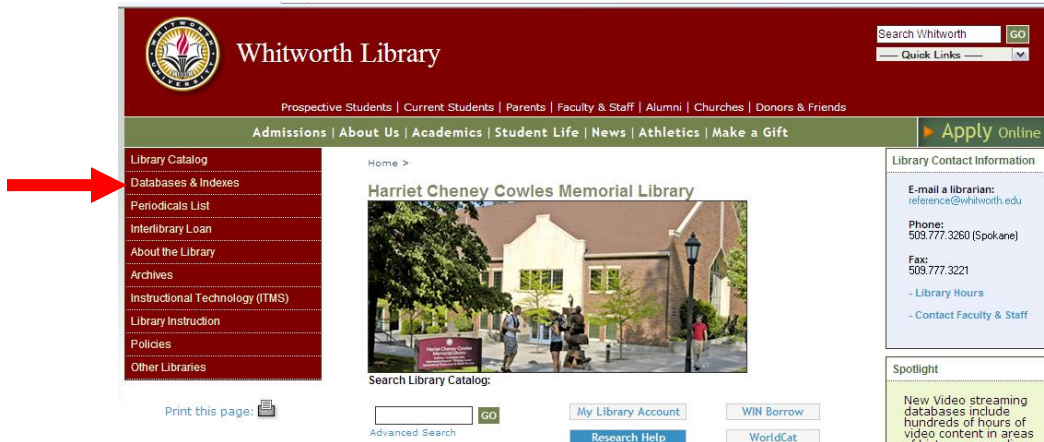
### Logging out of Blackboard:

You can log out of Bb at any time by clicking on the Log Out icon at the top of any Bb screen. If you close your browser, you will also be logged out of the Bb system.

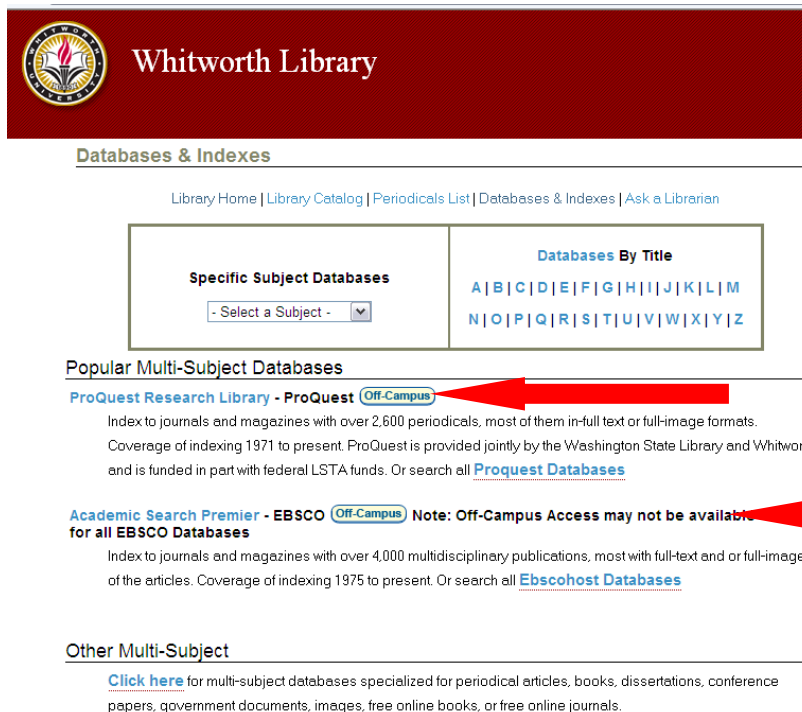
## 6. Remote Access to Library Databases

Several Databases to which Whitworth subscribes are available to off-campus students via the web. [www.whitworth.edu/library](http://www.whitworth.edu/library). Note: Your Whitworth Library website username and password is the same as your Whitworth login username and password. To access the website go to [www.whitworth.edu](http://www.whitworth.edu), select Current Students, and select Whitworth Library. To search for resources available in the library collection, select Electronic Catalog and search by the subject, author, title, and resource type.

To search library-subscription databases, select **Databases, Indexes and Resources**: From on campus, all databases are available for your use.



- From off campus, only those databases with the “Off-Campus” button can be used. Scroll through the databases to choose one, select the Off-Campus button and log in. Make sure you keep admin\ before your username. Example: admin\jdoe14



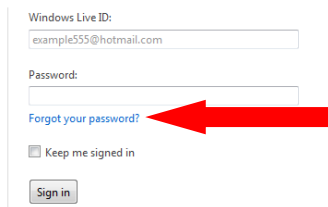
# Resetting Passwords

There are two passwords that students use for Whitworth University systems; Windows Live E-mail and Whitworth login (Pirate Port and Blackboard). Please see the sections below on resetting your password.

## 1. E-Mail:

Whitworth student e-mail accounts are free, lifetime accounts via "Whitworth Live" (Windows Live Outlook) and are separate from Whitworth on-campus computing systems. Management of passwords is up to each individual, with no expiration dates applied by the university. If you forget your password or get locked out of your account, please go to <https://whitworth.live.com>. Click the [Forgot your password](#) link and follow the instructions to reset your password.

sign in



A screenshot of the Windows Live sign-in page. It features a text input field for "Windows Live ID:" containing "example555@hotmail.com", a "Password:" field, a "Forgot your password?" link with a red arrow pointing to it, a "Keep me signed in" checkbox, and a "Sign in" button.

## 2. Whitworth login – includes Pirate Port and Blackboard:

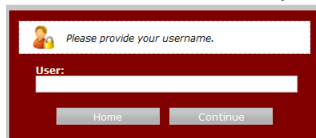
If you're locked out of your Whitworth account or if you don't know your current password, you can now unlock/reset your own password without the need to contact the help desk. Simply go to [mail.whitworth.edu/ssrpm/](mailto:mail.whitworth.edu/ssrpm/)

All **enrolled students** will be pre-registered in the system and will therefore not need to enroll.

- To just reset your password, click on **Reset your Password**
- If your account is locked, click on **Unlock your account**
- To reset the three security questions that were preselected for you, click on **Enroll into SSRPM**.

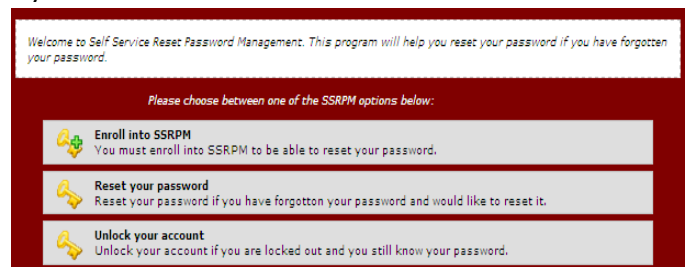
### Reset your password

1. click on the **Reset your password** option; you will then be asked to enter your username:

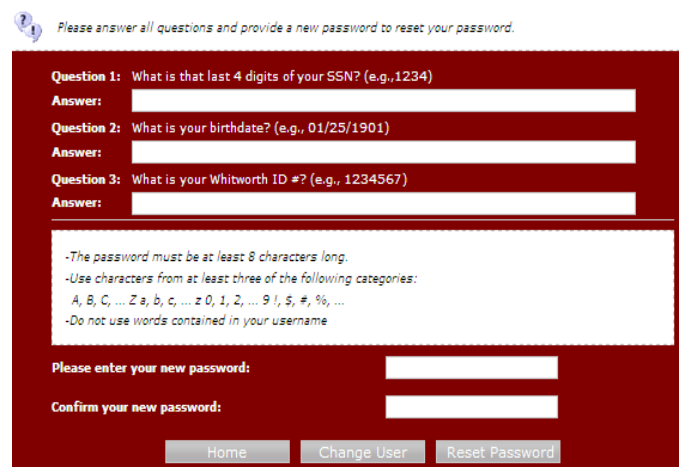


A screenshot of a form asking for a username. It says "Please provide your username." and has a "User:" label above a text input field. There are "Home" and "Continue" buttons at the bottom.

2. Click continue, which will bring you to a form where you will enter the answers to your three questions and enter a new password.
3. When finished answering the questions and choosing a new password, click on the Reset Password button in the bottom right-hand corner of the form.



A screenshot of the Self-Service Reset Password Management (SSRPM) options page. It has a red header and contains three main options: "Enroll into SSRPM", "Reset your password", and "Unlock your account". Each option has a brief description of what it does.



A screenshot of the security questions and password reset form. It asks for answers to three questions: "What is that last 4 digits of your SSN?", "What is your birthdate?", and "What is your Whitworth ID #?". Below the questions are instructions for password requirements (at least 8 characters, mix of categories, no words from username) and fields for "Please enter your new password:" and "Confirm your new password:". There are "Home", "Change User", and "Reset Password" buttons at the bottom.

## Unlock your account

1. If you need to unlock your account, click on the third option **Unlock your account** on the main menu.
2. Answer the security questions, you will not have to enter a new password.
3. When you are finished answering the questions, click on the **Unlock Account** button and you will be able to log into your account.

Please answer all questions to unlock your account.

Question 1: What is that last 4 digits of your SSN? (e.g., 1234)  
Answer:

Question 2: What is your birthdate? (e.g., 01/25/1901)  
Answer:

Question 3: What is your Whitworth ID #? (e.g., 1234567)  
Answer:

Home Change User Unlock Account

## Enroll or change security questions

- 1 To reset the three security questions click on **Enroll into SSRPM**. You will be given two options; choose the first one.

SRPM Enrollment: Re-enroll or un-enroll

The SSRPM Enrollment Wizard has detected that you already have been enrolled into the Self Service Reset Password Management program. Please select which task you want to perform. Click on the 'Cancel' button to exit the wizard without changing anything.

- Select this option to restart the enrollment process. This will remove all entered questions and answers and will allow you to reenter them.
- Select this option to remove all previously entered questions and answers. You will not be able to reset your password after choosing this option.

Home Continue

2. You will be prompted to choose three security questions to be asked when you need to unlock/reset your password.
3. When you are done entering the questions and answers, click on Enroll.

Please specify questions and provide an answer for each specified question.

Question 1:  
  
Answer:   
Confirm:

Question 2:  
  
Answer:   
Confirm:

Question 3:  
  
Answer:   
Confirm:

Home Change Enroll

## Whitworth Login Password Requirements:

- Passwords will not be the same as any of the previous four passwords used.
- Passwords will be, at minimum, eight characters in length.
- The first eight characters of the passwords must contain at least one character from at least three of the following four categories:
  - Uppercase letters (A–Z)
  - Lowercase letters (a–z)
  - Numbers (0–9)
- Passwords will not contain any part of the user's full name.
- Whitworth Passwords will be changed every 90 days.

# Class Registration on Pirate Port

1. Go to the Pirate Port webpage at <https://portal.whitworth.edu> and log in to your account.
2. Scroll over to the WhitNet section and choose Registration.

The screenshot shows the top navigation bar with 'Whitworth', 'Help', 'Search Center', and 'Students'. Below it, a message says 'You have 5 unread messages.' There are sections for 'Student Activities Announcements', 'Events', 'Athletics', 'News', 'Prayer Support', 'Deadlines', 'Systems', 'Quick Links', 'WhitNet', and 'My Week'. The 'WhitNet' menu is expanded, and a red arrow points to the 'Registration' option.

3. Click on Register for Sections and then click on Search and Register for Sections.

The first screenshot shows the 'WhitNet' menu with 'Register for Sections' circled in red. The second screenshot shows the 'Register for Sections' page with 'Search and register for sections' circled in red.

4. There are only two criteria which you need to select in order to get the accelerated evening courses in your search results. **All other fields should be left blank.**
  - o **Term**, the term for which you're registering must include "Eve Accel Format" (i.e. **2011 Fall Eve Accel Format**)
  - o **Location**, you must choose one of the two Continuing Studies locations (**Continuing Studies On-Campus** or **Continuing Studies U-District**)
  - o **NOTE:** If you are taking courses at both the U-District and On-Campus in the same term you will need to complete registration for all courses at one location, *then start from the beginning* and register for courses at the second location.
  - o Click **SUBMIT** at the bottom of the page; All courses are listed for the entire semester in alphabetical order.

Search/Register for Sections

Academic Planning  
Academic Profile  
Communication  
Employee Profile  
Financial Aid  
Registration  
Student Account Information  
Time Entry and Approval  
User Account

Term: 2011 Fall Ev Accel Format Gen Ed Open Sections Only

Starting On/After Date Ending By Date

Subjects	Course Levels	Course Number	Section
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Sections Meeting After Sections Ending Before

Mon Tue Wed Thu Fri Sat Sun

Course Title Keyword(s)

Location: Continuing Studies On-Campus Academic Level: Undergraduate

Instructor: Continuing Studies On-Campus, Continuing Studies U-District, Costa Rica Center, Gonzaga University, Intrcolliate Coll of Nursing, Off Campus - USA, Off Campus - Study Abroad, Whitworth Campus

SUBMIT

5. In the left column titled **Select**, check the boxes of the courses you want to add to your “Preferred Sections” list. *Any course you would like to register for must be added to this preferred–sections list before you can register.* Click **Submit** at the bottom of the page.  
(Note: If the **Availability** column shows “0,” you may still select this course if you want to be added to the course waitlist.)

Section Selection Results

Co-requisite classes that do not meet your selection criteria may be displayed.

Narrow my search

Re-sort my results: TERM Term, Section Name

NOTE: Courses designated on Whitnet as fulfilling a general education requirement are valid for that semester only. The list of courses fulfilling general education requirements evolves and changes over time, therefore, it is important for students to check the listing on Whitnet when planning their class schedule.

Select	Term	Status	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Cross Listed	Credits	Lev	General Education	Projected Fee
<input type="checkbox"/>	11/FAE	Waitlisted	AR-211-AE (40081) Watercolor I	Continuing Studies On- Campus	11/08/2011-12/15/2011 Studio Tuesday, Thursday 08:00PM - 09:30PM, Lied Center for the Arts, Room 207	Arthur P	3 / 15 / 3		3.00	UG	FINE ARTS	
<input type="checkbox"/>	11/FAE	Waitlisted	ASL-100-AE (40082) Intro to Sign Language	Continuing Studies On- Campus	11/08/2011-12/15/2011 Regular Course Tuesday, Thursday 08:00PM - 10:00PM, Hawthorne Hall, Room 104	J. Throop	3 / 18 / 1		3.00	UG	MODERN LANGUAGE, AMERICAN DIVERSITY	
<input checked="" type="checkbox"/>	11/FAE	Open	BI-102-AE H (40791) Introductory Biology	Continuing Studies On- Campus	11/07/2011-12/18/2011 Regular Course Thursday 08:00PM - 10:00PM, Robinson Science Building, Room 128 (more)...	Pond J	6 / 15 / 0		3.00	UG	NATURAL SCIENCE	
<input type="checkbox"/>	11/FAE	Open	BU-315-AE (40037) Funding and Grant Writing	Continuing Studies On- Campus	09/26/2011-11/04/2011 Regular Course Wednesday 08:00PM - 10:00PM, Hawthorne Hall, Room 112 (more)...	S. Witter	5 / 20 / 0		3.00	UG		
<input type="checkbox"/>	11/FAE	Open	BU-318-AE (40072) Applied Marketing	Continuing Studies On- Campus	11/07/2011-12/18/2011 Regular Course Tuesday 08:00PM - 10:00PM, Hawthorne Hall, Room 103 (more)...	T. Greene	14 / 20 / 0		3.00	UG		


**IMPORTANT NOTE:** Your session will time-out after **15 minutes** of being logged in if you do not click the **Submit** button. It is highly recommended that you add all your classes to the Preferred Section list, then register or remove classes from the list. If you are timed out, and did not submit any classes to your Preferred Section list, you will lose all search criteria and will have to start over.

6. Read and accept financial responsibility acknowledgement:

Register for Sections **Financial Responsibility Acknowledgement** ?

I understand that if I change my mind about attending these classes, I will notify the Registrar's Office no later than the end of the 1st week of the term. Otherwise, I will be subject to all financial and academic penalties determined by the school's internal policies. (i.e. cancellation fees, punitive grade, etc.) Registration obligates the student for payment of applicable tuition and fees as well as any subsequent collection expenses and fees calculated on unpaid balances, and implies acceptance of the financial policies. It is the student's responsibility to pay his/her bills in a timely manner and to ensure that his/her registration/withdrawal is correctly processed throughout the term. Please be aware that billing rates may change if your registration status changes. A 1.5% per month service charge may be assessed on unpaid balances. Tuition and fees charges will be reflected in your student account as they are billed.


If you do not agree with this acknowledgement, click your browser BACK button to exit this process. In order to complete your registration you must click on the "I Agree" button below.




7. The next screen, **Register/Drop Sections**, has two sections: the top portion has your “preferred sections” (i.e. the courses for which you wish to register), while the bottom lists any classes for which you are currently registered.

**IMPORTANT:** All new registrations and drops will be finalized when you click submit. You will be provided with a receipt of your actions.

Name John Doe

Action for ALL Pref. Sections (or choose below)  


**Preferred Sections** 

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	CEUs
<input type="button" value="v"/>	2011 Fall Ev Accel Format	BI-102-AE H (40791) Introductory Biology	Continuing Studies On-Campus	11/07/2011-12/16/2011 Regular Course Thursday 06:00PM - 10:00PM, Robinson Science Building, Room 126 (more)...	Pond J	5 / 15 / 0	<input type="text" value="3.00"/>	
<input type="button" value="v"/>	2011 Fall Ev Accel Format	BU-331-AED (40039) Project Management	Continuing Studies U-District	09/27/2011-11/03/2011 Regular Course Tuesday, Thursday 06:00PM - 09:30PM, Riverfront Office Park, Room 3	W. Ramshaw	13 / 20 / 0	<input type="text" value="3.00"/>	
<input type="button" value="v"/>	2011 Sum Eve Accel Format	MA-256-AE (36952) Elem Probability & Statistics	Continuing Studies On-Campus	05/16/2011-06/24/2011 Regular Course Monday, Thursday 06:00PM - 09:30PM, Hawthorne Hall, Room 112	S. Scott	9 / 18 / 0	<input type="text" value="3.00"/>	

**Current Registrations**

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits	CEUs
<input type="checkbox"/>	You are not currently registered for any sections.							

If one of my choices is not available



8. Once you are ready to register for a new course(s) from the “preferred sections” list, click the Action for ALL Preferred Sections at the top of the page if you want to register for all courses listed, or click the Register option from the Action column next to each individual course if you are registering for only selected ones and wait listing others. Click the Submit button.
9. Provided registration was successful you will be on the **Registration Results** screen where you can check your registration to be sure it’s correct.  
 (Note: If the process was not successful there will be an “Unsuccessful” message in the **Status** column, or you will be returned to the **Register/Drop Sections** screen with a list of errors in red. Correct the errors, then re-submit.)
10. If you made an error, simply return to the **Register/Drop Section** screen and correct/change your preferred sections list. Check your registration and class schedule by clicking **My class schedule** under **Academic Profile** on the main menu.

**Section 3**  
**Community Values,**  
**Rights and**  
**Responsibilities**

## **Overview:**

This section of your handbook is a legal contract between you and Whitworth as well as a source of information on campus policies affecting your time at Whitworth. It is your responsibility to read all the campus policies found in the handbook. Whitworth, in turn, is responsible for all the information found in this publication. In addition, students should be familiar with policies and procedures as stated in the Whitworth Catalog.

## **Included Sections:**

- 1. Consumer Information**
- 2. Community Values and Behavioral Expectations**
- 3. Academic Policies**
- 4. University Policies**

## **I. Consumer Information on the web**

I. The Consumer Information web page is designed to provide links in compliance with the Higher Education Opportunities Act (HEOA), Student Right to Know (SRTK) Act, and other consumer protection legislation. Whitworth University wants to ensure that students and prospective students, employees and future employees, and the public in general have easy access to important information involving campus safety, financial aid, graduation/retention rates, and other required information. If you should have any question or concerns regarding the information listed here, please contact the Whitworth Office of Institutional Research, Office of Financial Aid, or other relevant office for assistance in retrieving the most accurate and current information. The link to the information is:

[www.whitworth.edu/GeneralInformation/ConsumerInformation/Index.htm](http://www.whitworth.edu/GeneralInformation/ConsumerInformation/Index.htm)

## **II. Community Values and Behavioral Expectations**

### **I. Introduction**

It is our conviction that as members of a Christian community we should guide our behavior not solely by adherence to civil and criminal law but by principles of personal conduct and life in community that are presented to us in scripture. In addition, we draw on insights provided by contemporary developmental psychology and are guided by commitments to personal health and responsible life in community. Because of these convictions, Whitworth's behavioral expectations have two things in common: First, they are reflections of values that are foundational to the character of the Whitworth community – values that are interrelated with Whitworth's mission to glorify God by commitment to educational excellence, liberal learning, Christian faith and growth. Second, they are community expectations, applicable to all students, faculty, staff and visitors while they are on university property. All of Whitworth's behavioral expectations, whether stated here or established elsewhere in university publications, proceed from our Christian convictions and from our commitment to provide the best possible education for all Whitworth students.

### **II. Behavioral Policies**

In addition to our adherence to civil and criminal laws, we have established the following three behavioral policies that represent the behavioral expectations of the Whitworth community.

1. There is to be no on-campus possession, consumption, or distribution of alcohol, illegal drugs or mood-altering substances, or controlled medication without a prescription.

This policy reflects our conviction that such possession or consumption within the Whitworth community is inappropriate for moral, educational, and developmental reasons. Civil or criminal law informs us of the illegality of the possession and use of most drugs or mood-altering substances and of alcohol by persons under the age of 21, and the health risks associated with the use and abuse of these substances are numerous, including exaggerated mood swings from manic to severe depression, loss of memory and reduced cognitive ability, physical deterioration, and, in some cases, serious injury or death. In addition, the potential of these substances to promote behavior that is destructive to both property and lives makes them unacceptable in a community committed to healthy development. For all of these reasons, we strongly believe that the presence and use of alcohol, drugs, or other mood-altering substances on campus is counterproductive to the educational and relational objectives of the Whitworth community.

2. There is to be no cohabitation on campus. We understand the term “cohabitation” to include genital sexual contact outside marriage, and/or the spending of a night together by two people engaged in a romantic or sexual relationship or encounter.

The Whitworth community’s commitment to the authority of scripture leads us to believe that the genital sexual relationship is to be understood and experienced within the context of that mutually acknowledged commitment to lifelong union known as marriage. We also believe that this union is to be understood as a committed relationship between one man and one woman (heterosexual monogamy). These beliefs concerning our sexuality are based on our understanding of God’s perfect design for our sexual lives, on our own experience, and on our knowledge of human development and relational dynamics. It is our conviction that the sexual relationship is best understood as an expression of oneness in marriage and that to understand it or to express it otherwise would diminish the high regard that we have for this gift from God. While the explicit intent of this policy is to encourage members of the Whitworth community to reserve the genital expression of their sexuality for marriage, the logistical aspects of enforcement require that the policy be used also to address persons who spend extended hours of a night together, who sleep together, and/or who engage in genital contact even if it falls short of actual intercourse.

3. There is to be no violent or destructive behavior or other conduct that threatens or endangers the safety or emotional well-being of any other person on campus or of one’s self. This prohibition includes, but is not limited to, such behaviors as fighting, vandalism, and any behavior that results in destruction or loss of property (including theft), or disruption of community life. This prohibition also includes, but is not limited to, physical abuse, verbal abuse, threats, or intimidation as well as behaviors including assault, sexual assault, harassment or other forms of sexual misconduct.

In keeping with Whitworth’s building a community of respect for one another, it is important that standards related to relationship be understood and observed.

Sexual assault and sexual misconduct are frequently misunderstood across campuses nationally, but also constitute serious violations of Whitworth’s “no violent or destructive behavior” commitment.

Sexual assault occurs when a sexual act is intentional and is committed either (a) by physical force, violence, threat or intimidation; (b) ignoring the objections of another person, (c) causing another’s intoxication or impairment through the use of drugs or alcohol; or (d) taking advantage of another person’s incapacitation, state of intimidation, helplessness, or other inability to consent.

The Whitworth community is committed to educational development, personal and relational growth and spiritual enrichment, and believes that behavior which is destructive to persons or property is contradictory to these commitments and therefore cannot be tolerated. One of the true distinctives of Whitworth is that it is constantly engaged in the struggle to create community. At Whitworth the individual is valued within the context of community and as a member of that community. As such, it is a basic premise that no one's behavior should violate another person; nor should it compromise the community's basic needs for security, safety, and peace of mind.

Sexual harassment includes any unwelcome sexual advance, request for sexual favor, or conduct of a sexual nature when

1. submission to such conduct is made either explicitly or implicitly a term or condition of employment or obtaining an education; or
2. submission to or rejection of such conduct by an individual is used as a factor affecting that individual's employment or education; or
3. such conduct has the purpose or effect of substantially interfering with an individual's employment or education, or of creating what a reasonable person would sense as an intimidating, demoralizing, threatening or hostile employment, living, or educational environment.

**Racial harassment** is defined as verbal or physical conduct that is disparaging or demeaning to an individual based upon racial identity, creating an environment that interferes with work or academic performance because that environment has become demoralizing, intimidating, hostile or offensive.

**Harassment based on gender, sexual orientation, religious affiliation, ethnicity or disability is destructive to individuals and to community and will be considered a violation of this policy.**

#### **Procedure for addressing violent or destructive behavior:**

If you have witnessed or been a victim of violent or destructive behavior, contact a counselor, a chaplain, an RD, a faculty member or a student leader (e.g. your RA). This person will provide information about university policy and resources, and will report the complaint to the dean of students or associate dean of students (with a few confidentiality exceptions allowed by law). When possible, and if a student so desires, an informal resolution (such as conversation, counseling or change of circumstances) will be sought. In those cases when an informal resolution is not possible, the student may initiate a formal grievance procedure. (See "Procedural Standards In Disciplinary Proceedings," Page 60.) However, recognizing that additional measures may be required to protect the rights of students who claim to have been victimized as a result of violent and destructive behavior, the university may implement changes in procedural standards:

1. Follow-up conversations with the accused may be handled by members of the university staff, and will not necessarily require that the victim be present.
2. In accordance with the Higher Education Opportunity Act, alleged victims of crimes of violence or sex offenses may request, in writing, a description of final results of university disciplinary proceedings dealing with that offence, and that information will be provided.
3. Every reasonable effort will be made to protect the complainant from additional harm.
4. Reprisal, retaliation, or false accusations against anyone reporting or participating or thought to have reported or participated in discrimination or harassment allegation(s) or investigation(s) is

prohibited and will be treated as violation of policy, regardless of whether any discrimination or harassment is substantiated. False accusations are prohibited and will be treated as violations of this policy. Submission of a good-faith complaint or report of harassment will not affect the complainant's or reporter's future employment, grades, educational, living or working environment.

5. In order to protect the confidentiality of all participants, in every proceeding only those with a need to know will be involved.

### **Community Cooperation Expectations**

The cohesiveness of any community depends upon the willingness of its members to cooperate to promote community values and ideals. While this cooperation should extend to all members of the community, it is especially important that we cooperate with those members of the Whitworth community who have been entrusted with responsibility for the enforcement of behavioral policies. At a minimum, such cooperation must include a willingness to identify oneself when asked to do so and a commitment to exclude all actions clearly identifiable as hostile or threatening. Members responsible for enforcement of behavioral policy include security personnel, residence-life staff and HUB personnel. Students who fail to cooperate with community employees as prescribed in this policy are subject to disciplinary action, which may include suspension from the university for the remainder of the academic term and for the term following any violation.

If you have any questions regarding campus policies or procedures, please contact the director of Continuing Studies, 509.777.3222

### **III. Application and Enforcement of Behavioral Policies**

We believe that our behavioral expectations must apply equally to all members of the Whitworth community and that their enforcement must be consistent and equitable. For these reasons, the following guidelines have been established:

1) These expectations, their application and their enforcement are the responsibility of all members of the Whitworth community. Because of this, if one of us is present at the commission of a known violation, and if we fail to confront those who are in violation, our presence will be considered passive approval and participation, making us guilty of the violation as well.

2) Student members of the Whitworth community who are found to be in violation of any behavioral expectation are subject to certain disciplinary guidelines. It is important to note that these are guidelines; actual consequences may vary depending upon the severity of the behavior and the previous conduct of the student. The disciplinary guidelines are as follows:

*First violation:* \$50 fine and/or some educational/corrective experience (to be designed specifically with the violation and student in mind).

*Second violation:* \$75 fine and a warning that a third violation may result in the student being suspended from school

*Third violation:* \$100 fine and, usually, some form of suspension from school.

*Fourth violation:* Suspension from Whitworth with the length of suspension to be determined on a case-by-case basis.

Sanctions not completed on time could result in additional sanctions.

3) Educational and/or corrective experiences may be incorporated into the consequences for violation of any behavioral policy at any time in the disciplinary history of a student. These experiences are designed

with the specific violation and student in mind in an effort to address root causes for students' behavior and to reduce the likelihood of similar behavior in the future. These experiences may take the form of community service, professional counseling, and/or substance abuse treatment. In those cases in which substance abuse is suspected, students may be referred to the school's counselor for assessment and/or to a local treatment programs.

4) When civil or criminal law is violated, students may be referred to the appropriate authorities for possible prosecution. Whitworth disciplinary proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.

5) Off-campus study programs: Students participating in off-campus study programs are subject to the same behavioral expectations as are students on campus. These expectations are in effect for students traveling with athletics or performing-arts groups, international and multicultural programs, semester-abroad experiences, exchange and study-abroad programs, and other university-sponsored programs that take place off campus. A student may be asked to return to campus and to participate in a disciplinary meeting if his/her behavior falls into any of the following categories:

- A. violates the civil or criminal laws of the country or state in which the program takes place;
- B. violates the university's behavioral expectations;
- C. disrupts the program in which the students are participating;
- D. reflects poorly upon Whitworth.

University representatives responsible for administering programs have discretion regarding the consumption of alcohol in settings where cultural norms, local law and social customs regarding alcohol differ from those at Whitworth. University representatives are expected to honor the spirit and intent of the university's on-campus alcohol-use policy and to avoid encouraging any alcohol use beyond that which is normal or expected in the local setting.

Decisions regarding any disciplinary action in these cases will be made by the university faculty member or staff person on site or by the director of off-campus studies in consultation with the vice president for student life, the vice president for academic affairs, or a designee.

6) Behavioral Probation: Students may be placed on behavioral probation on the basis of their cumulative record of behavioral policy violations, for violations of civil or criminal law, or in the event of other behavior that places or has the potential of placing the offender or the Whitworth community, its mission, or any of its members in jeopardy. As such, behavioral probation is considered and applied in situations where it is believed that such action may redirect a student's behavior and thereby render behavioral suspension unnecessary. The terms of behavioral probation may include suspension from the residence halls. Behavioral probation consists of a contract between a student and the university, specifying behavioral criteria for continued enrollment. A student's violation of these criteria may result in behavioral suspension. The decision to place a student on behavioral probation is made by the dean of students or his/her designee.

7) Behavioral Suspension: Students may face behavioral suspension on the basis of their cumulative record of behavioral policy violations, failure to comply with the terms of behavioral probation, violation of civil or criminal law, or other behavior which places or has the potential of placing the student or the Whitworth community, its mission, or any of its members in jeopardy.

Behavioral suspension includes suspension from classes as well as from all other Whitworth facilities and services; it may be imposed at any time that behavior warrants such action.

The decision to suspend a student on behavioral grounds is made by the dean of students or his/her designee. If a student desires consideration of mitigating circumstances in the case of suspension, s/he has until 5 p.m. of the business day following the receipt of notification of suspension to file a written request for appeal through the chair of the Educational Review Board.

Implementation of these policies is regulated by the Student Bill of Rights, Section V, as printed in this handbook.

8) Violations of behavioral expectations accrue over the entire period of a person's membership in the Whitworth community, assuming that less than one calendar year transpires between conduct violations. If one calendar year passes before a subsequent violation occurs, that violation may, depending upon the severity of the behavior and the previous conduct of the student, be considered a first violation. Behavioral records are kept on file for five years after each student's graduation. Records of students who have received a behavioral suspension are kept indefinitely.

9) Members of the Whitworth community are responsible for informing their guests of our behavioral policies; they are also expected to assume full responsibility for the behavior of their visitors while those guests are on campus.

#### **IV. Off-campus behavior**

Students are viewed by the larger community as representatives of Whitworth, and they need to understand that their behavior reflects on the university. While the university treats students as private citizens who are responsible for their own behavior, there are instances in which the university reserves the right to address students for behavior that occurs off campus. Examples of off-campus behavior that may warrant disciplinary sanctions include, but are not limited to, criminal offenses, behavior that indicates the student may present a danger or threat to the health or safety of himself/herself or others, behavior that is seriously or chronically disruptive to the community.

### **III. ACADEMIC POLICIES**

These are your academic rights and responsibilities as part of the Whitworth community

Academic Honesty

#### **1. Basic Policy (see Whitworth E-Catalog):**

Just as Whitworth's faculty, staff and administration strive to be forthright, direct and honest, and to value integrity in all their dealings, the university expects all students to function in like manner. Knowingly furnishing false information to the university, or forgery, alteration or misuse of institution records or documents (or being involved with such forgery, alteration or misuse) constitutes a violation of this policy. Violators will be referred to the vice president for student life or the vice president for academic affairs or his/her designee. Students are also expected to adhere to the highest standards of academic honesty and to refrain from any action that is dishonest or unethical. In all academic exercises, examinations, papers and reports, students are expected to submit their own work. The use of the words or ideas of others is always to be indicated through an acceptable form of citation. This policy will be specified in the syllabus for each course.

#### **2. Violations of the Policy on Academic Honesty**

##### **2.1 Definition of Plagiarism:**

Plagiarism occurs whenever anyone attempts to pass off as his/her own work, either verbally or in writing, the words and ideas of others. Plagiarism most often occurs in those projects that require independent preparation (outside of class). It can also occur in the context of an essay examination,

though this is less likely. Plagiarism can be either inadvertent (as the result of failure to understand the responsibility for acknowledgment or the means by which acknowledgment should be made) or willful (through a conscious intent to deceive the reader).

#### 2.2 Definition for Cheating and Dry-Labbing:

Cheating is any academic activity in which the student submits for a grade or credit work that is not his/her own and/or that has not been done within the structure and context established by the assignment. It may occur in a variety of ways: copying another student's test, bringing into a test unauthorized notes or materials, copying another student's lab notes, or making up fictitious lab results (dry-labbing). All cheating is regarded as willful deception.

### 3. Consequences of Violations of the Policy on Academic Honesty

3.1 The faculty member will confront the student(s) in cases of suspected violations of the policy on academic honesty and will keep a written record of the incident. The faculty member will assess the gravity of the violation and determine the consequences, which may range from a failing grade on the specific assignment to a failing grade in the course.

3.2 The student has a right to appeal any faculty member's decision to the office of academic affairs.

3.3 The faculty member will report violations of the policy, with the consequences, in writing to academic affairs. The student will receive a warning after the first violation.

3.4 If a student violates the academic honesty policy a second time, depending on the nature of the violations, the student may be suspended for the remainder of the current term or for a longer period.

### Academic Grievance Procedure

Most grievances will be resolved in conversation between a student and his/her professor or within the department involved. However, in cases where resolution is not so easily achieved, the procedures are as follows:

- a. The student must first seek resolution of the conflict in consultation with the professor. Academic affairs' associate dean for instruction will ensure that this initial exchange has taken place.
- b. If a satisfactory resolution is not possible in the first phase, the student may appeal in writing to academic affairs' associate dean for instruction for adjudication in the matter.
- c. Grade challenges must be initiated by the student within 30 days after the grade is posted.

### Academic Probation/Suspension Policy (See Whitworth E-Catalog)

#### Attendance Guidelines for Classes

Students who do not attend regularly scheduled class meetings during the first week of the semester or thereafter are subject to being awarded a grade of WW (withdrawal without permission) which does affect a student's GPA.

Students must not assume that professors will automatically initiate course drops for class non-attendance. Students who register for courses that they choose not to attend are responsible for officially dropping the courses through the registrar's office. The consequence of not officially dropping a course is a WW (withdraw without permission) grade, which affects the student's grade-point average.

Students should contact the course professor or department if they plan to be absent during the first week of the semester.

No one other than a faculty member attending informally with the approval of the professor may regularly attend a Whitworth course in which that person has not been officially registered through the registrar's office. A professor will allow a student to attend his or her class only if the student's name appears on the official class roster from the registrar's office.

### **Accelerated-format Attendance Guidelines**

The accelerated format courses stress the collaborative nature of adult student learning; student participation is an essential element for getting the most out of each course. Thus, attendance becomes very important not only due to the accelerated nature of the course but also because the quality of the total learning experience is affected by student absences.

The following attendance policy recommendations are distributed to continuing studies faculty: Students who miss one evening would not necessarily face a reduction, but additional absences are assumed to have an impact on their grade. Students who miss more than 4 hours should anticipate receiving up to a full grade reduction. Each instructor decides the actual grade impact and the final decision may take into consideration the circumstances of the absences and the overall performance of the student. However, absences are considered as detrimental to both the individual student and the class as a whole.

It is our recommendation that students who miss the equivalent of 3 class sessions (approx. 12 hours of class) withdraw from the course. Missing 3 class sessions is the equivalent to missing 1/3 of the course. In the case of a recommended withdrawal, the faculty member will contact the continuing studies office to notify the program director and/or the advisor. The student should contact his/her advisor as well.

If a student does miss class, it is up to him/her to contact the instructor to determine what make-up and/or extra work needs to be completed.

### **Classroom Behavior Policy**

Students and faculty are expected to demonstrate civility, understanding and mutual respect for each other in the classroom. The faculty handbook states faculty should "demonstrate respect for students as individuals and adhere to their proper role as intellectual guides and counselors." Likewise, students should demonstrate respect for faculty and student peers in all academic settings, and contribute positively to the learning environment. Disruptive classroom behavior will not be tolerated. Disruptive behavior may include, but is not limited to, threatening or abusive language or behavior, making unreasonable demands on faculty for time and attention, erratic and/or irrational behavior, continually speaking without being recognized, other verbal or behavioral expressions that interfere with the classroom environment, bringing unregistered persons to class, including children, and persistent interruptions due to inappropriate use of electronic devices. If a student exhibits disruptive classroom behavior the faculty member should confront the student, clearly identify the disruptive behavior, and require that the behavior cease. A faculty member may at any time remove a student from the classroom for disruptive behavior. A faculty member, in consultation with the department chair or program director, may develop a classroom behavioral contract outlining classroom behavior expectations and consequences for not meeting expectations, or may refer a disruptive student to the associate dean of instruction. The associate dean of instruction will attempt to contact any student who is referred, or who continues to disrupt the learning environment. Students may be placed on behavioral probation or suspension based on

the nature of the disruption. Behavioral suspension may include suspension from one or more classes for the duration of the current term, or for a longer period.

### **Children in the Classroom Policy**

In order to provide the best classroom learning environment for all students, children of students may not attend any Whitworth class. If an unanticipated child care complication arises for a student, the student must contact his/her advisor (or other Continuing Studies staff member) to determine whether class attendance with the child is possible due to the urgent situation. Students are not to contact the instructor without checking with the advisor first; the advisor will facilitate the decision-making process between the student and the instructor. The advisor's decision is final.

No child may, under any circumstances, be left unattended in a classroom building while a parent is attending class. Safety is our main concern; we cannot assure a child's safety when s/he is left unattended.

### **Registration Information**

Students receive notification to verify their course registrations once each semester. This occurs during the drop/add period. The notice provides a link to WhitNet, where the student is able to view a list of all the courses for which he or she is currently registered. Credit cannot be granted for courses in which a student did not officially register. It is the student's responsibility to check registration information and to discuss any needed corrections with the registrar's office. It is the university's policy to deny requests for registration in any course after the close of the term in which registration was required.

### **Rescheduling Exams**

Students taking traditional-semester format courses are expected to take all midterm and final exams at the scheduled times. The final-exam schedule is posted at the beginning of each semester; instructors schedule midterm exams. Permission to take an exam at a different time will be granted only in exceptional circumstances. Petitions to reschedule a final exam must be made a month in advance during fall or spring; deadlines are shorter in Jan Term and summer. The petition form can be obtained at the office of academic affairs.

To take a make-up exam in an accelerated-format course, continuing studies students must make prior arrangements with their instructor. The instructor must contact the continuing studies office with information regarding time limits, materials allowed/disallowed, test due date, and any other specifications related to the exam. Once the continuing studies office has received the exam and the information from the instructor, the student must contact the office at 777-3222 to schedule a time to take the exam. We will not schedule an exam if we have not received the exam and instructions from the instructor.

## **IV. UNIVERSITY POLICIES**

These are your student rights and responsibilities as part of the Whitworth community.

### **I. Whitworth Student Bill of Rights (Spring 1989)**

#### **PREAMBLE:**

The mission and goals of Whitworth imply certain basic rights that are extended to students and that are defined in this document. As members of the Whitworth community, we commit ourselves, both individually and corporately, to affirm and protect these rights through the responsible exercise of mature

judgment and careful stewardship in all actions and decisions that affect the welfare of the institution and its members.

#### **I. DECLARATION OF NONDISCRIMINATION:**

Whitworth complies with all federal, state, and local nondiscrimination laws that are applicable to religious non-profit institutions and does not engage in unlawful discrimination on the basis of race, color, national origin, age, sex, or disability. Whitworth may, however, make certain decisions on the basis of religion in order to fulfill its mission, but will not do so in connection with administering student financial aid and will not permit harassment based on a student's religious preference.

#### **II. ACADEMIC LIFE**

A. Students may assume that faculty will function in accordance with their professional rights and responsibilities as defined in the faculty handbook. This document is available to students for inspection.

B. Students shall be held responsible for the mastery of their course(s) of study through active participation and the achievement of requirements. Students may expect that all performance evaluations and grades will be based upon identified criteria and requirements that are readily accessible to them. Included within this, students may expect the following:

1. freedom to express agreement or disagreement with presented course material, as long as such expression does not result in limiting their responsibility for the mastery of course content;
2. access to their instructors;
3. protection from biased and unfounded academic evaluations.

C. Appeals regarding failure to meet any of these expectations shall be directed first to the instructor, then to academic affairs' associate dean for instruction, and then to the dean of the faculty. Final appeal may be made to the Educational Review Board. No further right to appeal is granted.

D. Students shall have the opportunity to participate in the regular evaluation and improvement procedure for instruction and curriculum. In part, this may be accomplished through student completion of course-evaluation forms. In addition, participation in committees dedicated to curricular evaluation and improvement and the submission of proposals regarding changes in curriculum is available to students via their delegates.

#### **III. CONFIDENTIALITY**

A. The university has a policy as to the information that is a part of a student's permanent file and to the conditions of disclosure. Disciplinary records are kept separate from academic records and are not available to unauthorized persons and will be shared only with those at the university who have a legitimate need to know. Release of these records to external parties requires a student's written permission.

B. Judgments as to the ability and character of a student may be provided under appropriate circumstances, with the knowledge and consent of the student to the extent possible or as required by law. In circumstances in which the threat of injury or danger to life or property constitute a health or safety emergency, the university has the right to disclose otherwise confidential information in accordance with the Family Educational Rights and Privacy Act of 1974.

#### **IV. STUDENT LIFE**

##### **A. Freedom of Association:**

Students are free to organize and/or join any organization or association. However, the university is not bound to give institutional recognition, support, or approval to organizations that are in opposition to its stated mission or goals. Student organizations are guided by the following:

1. Student organizations should be free to propose their own faculty advisors. Institutional recognition, approval, or support should not be withheld solely because of the inability of a student organization to secure an advisor. Campus advisors may advise organizations in the exercise of responsibility, but they should not have the authority to control the policy of such organizations outside of the liability that the university might incur because of the action of the student organization.

2. Student organizations are required to submit a statement of purpose, criteria for membership and rules of procedure, as well as a list of officers.

**B. Freedom of Expression:**

1. Students are free to examine and discuss all aspects of their education. Students are also free to support causes and give opinions as long as their means of expression is orderly and does not disrupt the regular operation of the institution.

2. Institutionally recognized organizations shall be allowed to invite and hear at open meetings any person of their choosing. This right carries with it the responsibility to provide for the safety of the speaker, the audience, and institutional personnel and property in the event that the speaker's presence creates a disruption. The university must approve such safety provisions.

3. Students should make it clear to the campus and surrounding community that in their expression of opinion and support of a cause they speak only for themselves, not for the university as a whole.

**C. Student Participation in the Institution:**

1. As part of the educational community, students are free to express their views on issues of institutional policy and on any matter of interest to the student body. This right exists individually and collectively. Student membership on university committees is valued and encouraged.

2. The role of student government and both its general and specific responsibilities should be made clear and should be followed as outlined in the constitution and bylaws.

**D. Student Media:**

1. Free and responsible student discussion and expression in student-run publications and other media (e.g. the student-run radio station) are essential in formulating student opinion and in providing knowledge of student opinion and concerns to our community and to the academic world at large.

2. Whitworth is publisher of registered student publications. Whitworth is also the licensee of radio station Whitworth.fm.

3. The institution is committed to providing sufficient editorial freedom for student media to maintain their integrity as a form of student expression and free inquiry. The freedom afforded student media, while not absolute, is broad and is protected as follows:

a. Student media shall be free of unwarranted and indiscriminate censorship and advance approval of copy; such approval will be warranted when and if the university determines that any particular communication or publication might expose the university to litigation or damages.

b. Editors and managers of student media are protected from arbitrary suspension and removal in response to student, faculty, administrative or public expressions of disapproval relating to the content of student media. Only in cases in which there is a violation of university policies or procedures relating to media operations, or any guidelines established by the individual media outlet at issue, can student editors/managers be removed. In this event, the procedures for removal shall be those prescribed by the ASWU Media Review Board. Student editors/managers of student

media remain subject to the institution's disciplinary policies and procedures with respect to any issues not relating to their service as editors/managers of student media.

c. Student editors and managers shall exhibit the responsible exercise of the aforementioned freedoms, including avoidance of libelous writing or broadcasting, indecency, harassment or innuendo.

## **V. PROCEDURAL STANDARDS IN ALL DISCIPLINARY PROCEEDINGS**

### **(Formal Grievance Procedures)**

Whitworth has the responsibility and the corresponding authority to protect and advance its educational mission through the establishment and enforcement of standards of scholarship and behavior for members of the Whitworth community. In the enforcement of these standards, proper procedural guidelines must be observed to provide students with fair proceedings and appropriate outcomes.

Behavioral policies, policies addressing conduct in scholarship, regular disciplinary procedures, guidelines for possible consequences, and procedures for exercising a student's right to appeal a decision should be communicated in advance. Such policies and procedures should be published in the student handbook. These procedural standards are as follows:

#### **A. Statement of Charges and Possible Consequences:**

In all situations, students should be informed either orally or in writing of the nature of the charges against them, and should be assured that the university will not be arbitrary in its establishment of consequences should students be found responsible for the charges.

#### **B. Confrontation:**

In the event of a known or suspected violation of behavioral and/or scholastic policies, students should be confronted by a university official in a manner that incorporates a clear description of the alleged violation and allows for those accused to explain and/or clarify the incident in question. A record of confrontations should be kept in accordance with established procedures for use as evidence in subsequent disciplinary proceedings.

#### **C. Investigation and Privacy:**

1. If investigation of the incident in question is necessary before or after confrontation, such investigation should be done in a manner that respects the privacy of all persons involved. If search and/or seizure of personal property on campus property (including within a student's room) is deemed necessary, it should be done only in cases where reasonable cause is present and only with appropriate authorization granted by a university official. In such cases, "reasonable cause" should be interpreted as sufficient evidence leading an agent of Whitworth to believe that the policy is being violated and/or that the life or safety of an individual is in immediate danger. For premises not controlled by the university, the ordinary requirements for lawful search and seizure should be followed.

2. The university, in its effort to maintain the safety, health, and general welfare of resident students, may perform routine general inspections under the supervision of residence life. To the extent reasonably possible, students should be advised in advance that an inspection will be conducted. Such inspections should involve only a general observation of a student's room with no searching of personal effects (other than what is in plain view), as the primary intent of these inspections is to maintain health and safety standards. However, should evidence of policy violation be visible, the residence staff has the authority and responsibility to investigate (search and seize) evidence of such a violation and to initiate disciplinary action.

3. All evidence, regardless of how it was obtained, is admissible in Whitworth disciplinary proceedings, but students should not be forced, coerced, or tricked into providing evidence against themselves.

#### D. Disciplinary Meetings:

Meetings should take place in a timely fashion and in accordance with these guidelines. All such meetings should include a review of evidence pertaining to the alleged violation of policy and should be conducted by the associate dean of students or his/her designee and attended by the confronted, the confronter(s) or a representative, any necessary witnesses, and appropriate representatives from student life. (Note special circumstances in cases of violent or destructive behavior described in "Behavioral Expectations.") In addition, any student accused of a violation may bring a support person from the Whitworth community. This meeting should result in a determination of the student's responsibility or innocence based on whether the purported violation is more likely than not to have occurred. At this point, appropriate consequences will be applied. A written record of such hearings should be kept and copies distributed to those confronted. All actions taken within the disciplinary process are subject to students' right to appeal.

#### E. Appeal:

Disciplinary proceedings and their resulting consequences may be appealed to a regularly constituted appeals committee that includes a representative membership from the community, including both faculty members and students, and should be chaired by a representative of student life. No member of the hearing committee who possesses prejudicial knowledge of the facts of a particular case should sit in judgment during those proceedings. Appeals must be made in writing within one week of the original disciplinary hearing to the vice president for student life. Appeals of suspensions will be channeled to the Educational Review Board. Other appeals will be handled within student life.

#### F. Status of Students Pending Final Action:

Pending action on charges or on an appeal, the charged students' admission status should not be altered, and their right to be present on the campus, to live in residence, and to attend classes should not be suspended. Exceptions to this should be made when a charged student's presence constitutes a threat to his/her own physical or emotional safety, to the safety and well-being of other students, faculty and staff, to the ability of other students to engage freely in their educational activities, or to university or personal property. In those exceptional cases, duly authorized university officials may take action to remove the student pending final action.

#### G. Appeal of Behavioral or Academic Suspensions:

As an outcome of standard disciplinary proceedings, policies addressing academic progress and/or the recommendation of the vice president for student life, the dean of the faculty, the associate dean of students, or academic affairs' associate dean of instruction, the Educational Review Board may consider the appeal of behavioral or academic suspensions brought before its members. The decisions of the board should be based on the evidence presented, and a written record of such decisions should be kept and copies distributed in accordance with established policy. All decisions of the ERB are final and are not subject to appeal.

## VI. AMENDMENT

Policy amendments to this document can be proposed, by ASWU and/or the Student Life Committee, to the president for submission to the board of trustees. Only the board of trustees can officially adopt such proposals.

## **II. University Policies (listed alphabetically)**

### **Activities Policy**

It is important that Whitworth's mission of educating mind and heart be reflected in the planning and implementation of university-sponsored student activities. Whitworth's mission and goals statement (found in the catalog), coupled with its community behavioral expectations (found in this handbook), provide the community with the necessary parameters within which to plan student activities.

When planning such activities, measure the content and purpose of the event against the mission and goals of the university. The use of mature judgment and the liberal-arts skills of critical thinking, analysis and research are imperative to planning events acceptable to the Whitworth community.

### **Business Office Procedures**

Submission of registration/withdrawal forms obligates the student for payment of applicable tuition and fees, including a 1.5 percent-per-month finance charge that may be assessed on unpaid balances (including finance charges previously assessed), as well as any subsequent collection expenses and fees, (including, but not limited to attorney fees, collection fees, court costs, and other out-of-pocket expenses) and implies acceptance of the university's financial policies. It is the student's responsibility to pay his/her bill on time and to ensure that his/her registration/withdrawal is correctly processed. Students should be aware that billing rates may change if their registration type and/or status changes.

Whitworth reserves the right to withhold student information, including transcripts and diplomas, until a student's account has been paid in full, and until all Whitworth, Perkins, and National Direct Student Loan payments are current. No student will be permitted to register for a term if s/he owes a balance for a prior term.

A student's written authorization is required to apply Pell or SEOG grant, Perkins, university, federal and Stafford loans, or PLUS checks to an account for charges other than tuition, fees, or room and board, or for Whitworth to hold any of these funds in excess of the above charges on an account. This authorization form is included in the electronic billing "e-Packet" required to be completed by all students prior to the beginning of Fall term. Financial-aid checks are issued on Wednesdays and Fridays. Students are expected to take this into consideration when planning their budgets for books or other personal expenses. When a student withdraws from Whitworth, his/her tuition refund will be issued within 10 days after all adjustments to financial aid, scholarship returns to grantors and other account charges have been processed.

### **Computer Users' Responsibility Agreement (See page 21 this handbook)**

### **Disability Discrimination Grievance Procedure**

It is the policy of Whitworth not to discriminate against any student on the basis of a disability and to resolve any complaints of disability discrimination in a prompt and efficient manner in accordance with the procedure outlined below. The university's Rehabilitation Act/Americans with Disabilities Act coordinator is Andrew Pyrc, x4534.

If a student believes that he or she has been discriminated against because of a disability, the student may submit a complaint in writing to the director of the Whitworth Office of Educational Support Services in the career center in the HUB.

The university representative to whom the complaint has been submitted shall promptly investigate the complaint to determine whether a violation of the university's policy against discrimination based on a disability has occurred and, if so, to decide what, if any, corrective action is appropriate under the circumstances. In making this determination, the university representative may request information relevant to the complaint from various parties, including the student who has submitted the complaint. The university representative will notify the student in writing of the resolution of the complaint.

A student who believes that a complaint has not been resolved appropriately may submit an appeal to the vice president for student life in the HUB, x3272. Any such appeal must be submitted in writing within 10 business days of the student's receipt of the resolution of the complaint. The student will be notified in writing of the outcome of the appeal. No further appeals will be allowed.

### **Email Policy**

Campus-wide e-mail messages should be sent only by those employees specifically assigned that responsibility by their job description or by their supervisor. Campus-wide e-mail messages should be restricted to messages that affect the general business of Whitworth and those that are of interest to most or all members of the campus community. All-student emails can only be sent by Whitworth sponsored departments or organizations that are staging events or providing information for the entire campus. ASWU clubs have one month to develop their list serve of members, after this time, emails for club events not involving the whole campus should only be sent to members.

### **Emergency Response Plan**

The safety and well-being of the campus community is Whitworth's highest priority. A foundational principle of our crisis communications plan is to be proactive and to communicate openly, honestly and frequently with students, parents, employees and others in the community, in the belief that providing timely, reliable information will enable those engaged in the crisis to do their work more effectively, and, for those affected by the crisis, to be safer and well-informed.

Whitworth has the staff, planning and resources in place to respond effectively to a broad range of possible emergencies. The Whitworth Emergency Response Plan (ERP) is based on the incident-command system structure used and recommended by local, state and federal emergency-response agencies. Whitworth's Executive Safety Committee regularly reviews and tests the university's emergency response plan and procedures. Staff members with assigned responsibilities in the plan participate in campus training and exercises to refine our level of preparation.

In the event of a campus emergency, information updates will be available through the campus news section of our home page at [www.whitworth.edu](http://www.whitworth.edu), through the Whitworth switchboard at 509.777.1000, and through e-mail messages sent to students, parents, faculty and staff. In addition, Whitworth uses RAVE, a text messaging service, to send notices about ongoing, life-threatening emergencies to mobile devices of students, parents, faculty and staff who sign up for the service. Depending on the nature of the emergency, the university may communicate with local media, for dissemination via their broadcasts and websites.

To view Whitworth's ERP, visit  
<http://www.whitworth.edu/GeneralInformation/EmergencyResponse/Index.htm>.

### **Employment Grievance Procedure and Termination Policy for Students**

In accordance with equal employment opportunity regulations, the student-employment office in student life and the Student Life Committee monitor employment grievances and termination.

### **Financial Grievance Procedure**

Grievances concerning financial matters should be referred to the vice president for finance and administration. The Business Affairs Council may be involved in the mediation as well.

The Anti-Drug Abuse Act of 1988 requires that federal aid be withdrawn from students engaged in the unlawful manufacture, distribution, dispensation, possession or use of any controlled substance. Whitworth does not discriminate on the basis of race, color, age, religion, sex, national origin or physical disability.

### **Guns, Weapons, Fireworks and Explosive Devices**

Guns, firearms, weapons of any kind, and explosives (including fireworks, dry-ice bombs and firecrackers) are not permitted on campus. A fine of \$25 will be assessed to anyone owning, transporting or storing fireworks on campus. A fine of \$250 plus additional sanctions, including suspension, may be imposed upon anyone transporting, storing, or using weapons, firearms or any explosive device on campus.

### **Internet Usage and Postings**

Students have free access to the Internet, including websites such as Facebook. However, students need to be responsible with any postings they make on their personal sites, understanding that anything posted that breaks university policy or civil law could be considered a violation of the university's behavioral expectations. In addition, for safety and security reasons, students should not post any specific identifying information about themselves, such as personal phone numbers or university or e-mail addresses, on such websites.

### **Movies: Showing of Copyrighted DVDs/Videos in Public Places**

Copyright laws govern the use of rented and/or privately owned video-recorded materials. These laws limit the use of such materials to personal or home settings (at Whitworth, to one's residence-hall room only). Therefore, we ask that you abide by the following rules:

- 1) Do not show DVDs/videos in public areas (residence-hall lounges, classrooms, the HUB, etc.) without purchasing public-presentation rights.
- 2) Do not use public-address systems (radio, e-mail, webpages) or printed materials to advertise a DVD/video showing without purchasing advertising rights.
- 3) Do not use a DVD/video as a fund-raiser without purchasing advertising rights.
- 4) Do not use a DVD/video showing to promote a specific organization and/or cause (other than sanctioned, credit-bearing educational classes) for discussion, education or otherwise without purchasing public-presentation rights.
- 5) Limit your viewing audience to your residence-hall room.

If you have questions regarding these guidelines or their application to a specific showing, please contact the residence life office, the student activities office, or instructional technology/media services.

### **Photographing of Students**

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

### **Posting Advertisements on Campus**

Advertisements for events can only be posted on campus by Whitworth sponsored organizations or departments. All flyers, posters, etc., need to get an "approved to post" stamp from the Information desk in the HUB before being posted, and they can hang for only a period of two weeks. Posting of advertisements does not equal Whitworth endorsement of any of the posted ideas or events. Each building on campus has different designated areas where flyers and posters can be hung, so participants need to make sure they are aware of these areas before hanging anything. Posters need to be affixed to the wall with blue painter's tape only.

### **Selling Items on Campus**

No fund-raising or solicitation is allowed on campus except as provided below:

- publicizing the availability of university-recognized auxiliary services (e.g., bookstore, café, coffee house, etc.);
- advertising of special educational promotions (e.g., wholesale computer sales);
- delivery of the newspaper;
- approved fund-raising sales for Whitworth sponsored organizations.

**All proposed fund-raising sales and solicitation requests must be approved in advance by the director of Continuing Studies.**

### **Vehicle Operations Policy**

Whitworth's campus has been designed as a walking campus. The Vehicle Operations Policy provides guidelines for the privilege of operating a motor vehicle on campus. The purpose of this policy is to reduce pedestrian risk, promote safe vehicle operation, and generally regulate traffic and parking on the Whitworth campus. To accomplish this, the administration of the policy is delegated to Whitworth's director of Facilities Services. A copy of the policy is distributed with each vehicle registration decal and is available online. Vehicle operators are responsible for operating their vehicles in accordance with this policy. Questions regarding the policy should be directed to 509.777.3712.

### **Vehicle Registration**

Students are required to register each vehicle that will be operated or parked on campus and properly display its current registration decal. Vehicle registration will be submitted via the online registration

form; fees are included in tuition for evening students. This must be done for each vehicle operated on campus, and when acquiring a new or different vehicle that will be operated on campus. Failure to register a vehicle or properly display its current registration decal will result in a citation and a fine of \$50. Vehicle registration is a two-part process: 1) applying for the registration decal, and, 2) obtaining and properly attaching it to the inside lower-left corner of the windshield. Switching decals between vehicles is not permitted. Registration decals must be affixed to the in INSIDE FRONT WINDOW -- DRIVER'S SIDE of the vehicle. Motorcycles, motor scooters, etc., without windscreens must display the decal in a conspicuous place. Unregistered vehicles that are driven on campus temporarily due to damage or breakdown of a registered vehicle may be issued a temporary parking permit for a limited period of time as determined by Whitworth Facilities Services x3254 or Security x4444.

### **Webpages, Student Organizations and Clubs**

As a service to its students, Whitworth provides web-hosting options for ASWU clubs and organizations. Student club/organization webpages are not subject to Whitworth's visual identity standards but must be consistent with Whitworth's mission, university computer-user policy, computer-use agreement, the Family Educational Rights and Privacy Act, and the student handbook. Designs and content must be reviewed and approved by both the student activities office and the office of web & digital media before finished projects may be posted. In addition, all student club/organization web pages must display the following text: *This page is not an official Whitworth publication and its contents do not necessarily reflect the views of the university or of its administration, faculty or staff.*

### **Withdrawal of Students from School (Involuntary)**

It is the policy of Whitworth to maintain a campus environment that is conducive to learning, that maintains reasonable order, and that protects the rights, safety, and other interests of all members of the university community. In accordance with this policy, as well as with federal and state laws prohibiting discrimination based on disability, the university retains the right to require the involuntary withdrawal of a student from the university or from university housing in the following circumstances and subject to the following procedures. This policy is not a substitute for the enforcement and application of the university's behavioral policies. The university's behavioral policies typically are the preferred method of addressing instances of student misconduct without regard to whether an emotional or psychological condition may have contributed to the misconduct. The following procedures are to be used (i) only in extraordinary circumstances when, in the judgment of the appropriate university representatives, the university's behavioral policies are not applicable or cannot be applied, and (ii) only if the student has not agreed to withdraw from the university on a voluntary basis.

1. When a student is known to be experiencing a serious emotional, psychological or other health problem, university personnel may refer that student to campus counseling services (x3259) or other appropriate university resources. If assistance is unavailable there, or if there is need for additional evaluation, appropriate health professionals from the Spokane community may be included in the evaluation. The student may incur personal expense as a result of this process. Depending upon the outcome of the assessment, the student may be required to comply with expectations outlined in writing if s/he returns to campus.

2. If Whitworth determines that a student's continued presence in the university community would pose a significant risk of substantial harm to the health or safety of the student or the university community, the student may be required to leave the campus or withdraw from the university in

accordance with the principles outlined below. In such cases, the university will make every attempt to offer the student the opportunity to withdraw voluntarily prior to proceeding with an involuntary withdrawal. Even in instances where the university commences an involuntary– withdrawal determination, the student may elect at any point to withdraw voluntarily as long as the university determines that the terms of any voluntary withdrawal are adequate to remove the threat of harm to the health or safety of the student and the university community.

3. In determining whether a student should be required to withdraw involuntarily, the university will conduct an individualized assessment of the student’s ability to participate safely in the university community based on the reasonable medical judgment of qualified professionals and the best available objective evidence from the student, the student’s family, university representatives, and other sources. The university will consider, perhaps among other things, (i) the nature, duration and severity of the risk of harm to the student or university community, (ii) the likelihood that the potential harm will occur; and (iii) whether reasonable modifications of university policies, practices or procedures would sufficiently mitigate the risk of harm. Prior to making a determination, the university will consider any information that it deems relevant and will give the student a reasonable opportunity to meet with the university representative(s) charged with making the determination.

4. If the university determines that a student poses a significant risk of substantial harm to his or her own health or safety or to the university community, the university will notify the student in writing of the decision to require an involuntary withdrawal, including the reasons for the decision, the contemplated length of the period of withdrawal, and the conditions under which the student may return to the university.

5. The student has the right to appeal an involuntary withdrawal decision or a decision refusing to allow a student to return to campus after an involuntary withdrawal by submitting an appeal in writing to the designated university representative or committee within 10 business days of the university’s decision. The student will be notified in writing of the decision in connection with any appeal. No further appeals are allowed.

6. Notwithstanding the procedures outlined above, an emergency interim withdrawal may be implemented immediately if the university reasonably believes that the student’s behavior or condition poses an immediate, substantial threat of harm to self, others, or university property, or otherwise seriously disrupts the stability and continuance of normal university operations. If the university withdraws a student on an interim basis, the student will have the opportunity to appear personally as soon as is practical after the effective date of the interim withdrawal and to respond to the university’s concerns regarding the student’s safety. If the university determines that a student’s behavior or condition does not warrant involuntary withdrawal, then the student will be permitted to return to the university. If, however, the university determines that the student does pose a significant risk of substantial harm to his or her own health or safety or to the health or safety of the university community, the university will then proceed to make a determination as outlined in paragraphs 1–4 above. In the event the university determines that an involuntary withdrawal is required, the student will have the right to appeal as provided in paragraph 5 above.

7. When disenrollment occurs under this policy, hardship withdrawal status may be warranted as determined by the vice president of student life or his/her designee.

8. Because of the emergency nature of some situations involving a threat to one’s self or others, a student’s family members or other emergency contact may be involved by the university in addressing the concerns of the student, as appropriate and as permitted by law. [NOTE: HIPAA permits disclosure of

protected health information when the covered entity (i.e., the university's student health service) believes in good faith that disclosure is necessary to prevent or lessen a serious and imminent threat to a person or the public, as long as the disclosure is made to someone the covered entity believes can prevent or lessen the threat (including the target of the threat). HIPAA also allows covered entities to make disclosures to law-enforcement authorities if the information is needed to identify or apprehend an escapee or violent criminal.]