



STUDENT HANDBOOK

Please visit <http://www.webster.ch/currentstudents/> and www.webster.edu/students for a full listing of campus resources and University policies and procedures.

Name _____

Address _____

Postal Code _____ City/Town _____

Phone _____

Student ID Number _____

Updated: Academic year 2018/2019

Dear Students,

It is my pleasure to welcome you to Webster University Geneva, where you will experience the best of the American higher education system combined with a truly international perspective in the Swiss environment. We value your choice of Webster and we will strive to provide you with an enriching and rewarding academic experience. Whatever you study at Webster University, you will have a very important role to play in the life of an institution with a proud and rich history that spans over 100 years.

During your time here you will have a variety of opportunities for learning and personal growth both inside and outside of the classroom. I urge you to take an active role in your educational experience. Get involved – with your academic department, other students, professors and the campus community as a whole where you can broaden your horizons and get to know your Webster colleagues. Of course, Geneva and the surrounding area offer fantastic opportunities for further personal, social and professional development.

At Webster University Geneva you will be part of a diverse and vibrant community of students, faculty and staff committed to creating a welcoming, safe and supportive environment for all. As part of this community each of us has a role in preserving this environment and this *Student Handbook* describes the policies, procedures and regulations as well as rights and privileges that are granted to all students enrolled at Webster University. You will also learn about many campus services and resources available to assist and support throughout your university experience. Please take the time to get acquainted with the contents of this *Handbook* and let us know if we can be of assistance.

Best wishes for a successful academic year.

Clementina Acedo, Campus Director
Webster University Geneva

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Academic Aspects

Attendance

As a general rule, students are expected to attend all class sessions of every course. In case of unavoidable absences, the student must contact the professor. Absences due to illness must be reported to the Academic office and to the Registrar's office supported by a medical certificate. This is imperative in the case of foreign students who are in Switzerland for study purposes and hold a student residence permit.

Excessive absence (justified or unjustified) will lead to a dismissal from the class, according to the table below.

Sanction	Possible downgrade 1 full letter <i>(A to B; A- to B-; etc.)</i>	Class failed (professor decision) (F)	Class failed (mandatory) (F)
8-weeks class; 3 Credit course	1 to 2 classes	3 classes	4 classes or more
16-weeks class; 3 Credit course	1 to 4 classes	5 to 7 classes	8 classes or more
1 Credit course	1 class	2 classes	3 classes or more
2 Credit course	1 to 2 classes	3 to 4 classes	5 classes or more

The University reserves the right to drop students who do not attend class the first week of the term/semester.

A student who misses a class is responsible for making up the work missed before the next class session. The student gets an F for any graded exercise missed on the day of their absence. Unless there is an explicit agreement with the professor beforehand, no makeup exam is organized.

Arriving late for class or leaving early will be considered a partial absence and can also affect the grade for the course.

Homework Load

Students are expected to do 12 hours of homework per week in an 8-week class and 8 hours of homework per week in a 16-week class.

Exams & Grading

Each class is sanctioned by a grade that generally results from multiple evaluation tools such as active participation (e.g. 10% of final grade), a midterm exam (e.g. 25%), a final exam and/or final paper (e.g. 25%), short papers and/or presentations (e.g. 20%), and homework (e.g. 20%).

Academic grading at Webster University Geneva (as well as throughout the United States) takes on the form of letter grades. Grading follows a strict scale that is included in the syllabus and in the courses catalogue. The grading scale makes letter grades correspond to fulfillment of professors' expectations and give a corresponding Grade Point Average (GPA). The grading scale cannot be changed in any situation.

A standard grade for a course is a "B". A grade of "A" is reserved for outstanding work and shall only be given for students that do *more* than the class expectations.

Special Grades: Pass/Fail

During the first week of class, professors are expected to make the requirements for each course clear to the students. If the professor agrees, the student may choose to be graded by (1) a letter grade or (2) a pass/fail system. Note that in some departments (e.g., computer science) pass/fail is not permitted.

Students choosing the pass/fail option must do so by the end of the second week of class. In some courses, pass/fail is the official grading system, and in any particular semester, professor may designate the pass/fail system as the grading system for their course. In such instances a student may petition the professor for a letter grade to be recorded on the transcript. Minimum grade requirements are determined by each individual department/program.

Special Grades: Incomplete

An incomplete (I) grade may be assigned by professor in situations where the student has satisfactorily completed major components of the course, and has the ability to finish the remaining work without re-enrolling.

The professor determines the appropriateness of a grade of I, establishes the remaining requirements and determines a deadline for course completion. The deadline cannot exceed one year from the end of the course.

A course with an incomplete grade is not considered as passed and shall not fulfill the prerequisites for other courses.

Probation

Degree-seeking students are placed on academic probation as soon as their GPA goes below 2.0 in one semester. They are notified of their academic status through an Academic Standing letter explaining why the student is on probation as well as the conditions that the student must meet in order to remain in good academic standing, transmitted by e-mail. Students shall then meet a Student Success Coach (SSC) to examine their situation and discuss the Academic Recovery Plan (ARP).

Students placed on academic probation are allowed to remain at Webster until their overall GPA is 2.0, as long as they continue to earn a 2.0 GPA each semester. A student is removed from probation when the overall GPA reaches 2.0. Students who fail to earn a 2.0 current GPA in one of their probationary semesters are dismissed from the University.

Non-degree students must maintain a semester GPA of 2.0 or be subject to dismissal.

Courses Registration

	Recommended timeline
Courses registration Add courses	Until 2 weeks before the term starts
Drop courses	Weeks 1 & 2
Withdraw from courses	Until week 6 (8 weeks course) Until week 12 (16 weeks course)

All registration formalities should be completed by the start of the term/semester. Students who have not completed registration formalities are not allowed to attend class. Continuing students are required to enroll for the next semester before the end of the current semester. Registration into courses is done on a first come first served basis. Some courses get full very quickly, and some may be rescheduled if enrollment is low, so it is strongly recommended to register for the upcoming term/semester as early as possible.

To register for courses, you must contact your academic advisor after you have cleared any outstanding financial obligations. No registration form for Directed Studies, Reading Courses, Internships/Practicum or Thesis will be processed by the Registrar's office without completion of all appropriate forms.

Drop & Add

Students may add or drop a course with the approval of their academic advisor. They may add courses by Friday of the first week of the term — *with*

written permission from the professor if courses have begun — and drop classes by Friday of the second week of the term.

Students who do not contact their academic advisor or submit signed drop/add forms by the deadline will be graded and charged according to their registration on file at the end of the official drop/add period. Merely informing the professor of the intent to drop a class or not attending a class will not constitute an official change in registration.

Withdrawal

Students may withdraw from courses after the official drop/add period with the approval of their academic advisor. Students may withdraw from courses up to and including Friday of the sixth week of an eight-week course and the Friday of the twelfth week of a semester course. To withdraw, a student must submit a withdrawal form to the Registrar's office signed by the academic advisor. Students who do not submit signed withdrawal forms by the deadline will be graded and charged according to their registration on file at the end of the official withdrawal period. Merely informing the professor of the intent to withdraw a class or stop attending a class will not constitute an official withdrawal. All withdrawal forms must be presented to the Business Office before taken to the Registrar's office. Only forms stamped by the Business Office will be processed.

Textbooks

Textbooks (and/or e-books) for both undergraduate and graduate courses are included in the tuition price. This policy covers directed study courses. The policy does not cover textbooks/e-books for online courses, and does not cover exceptional costs such as lab fees or field trip expenses, special software/CD/DVD costs, monthly subscriptions, and accessories such as notebooks, pencils, etc.

To receive a textbook, the student must be registered for the course. Availability of textbooks and/or e-books at the beginning of the term depends on advance registration (by Week 6 of the previous term).

Students must pick up their textbooks from the bookstore no later than the end of week 2 of each term. The bookstore reserves the right to return all uncollected books past this deadline.

In the event of a course drop, all textbooks for that course must be returned to the bookstore no later than the end of week 2. Textbooks must be returned in pristine condition.

The bookstore is not responsible for giving students a second copy of a textbook in the event of loss or theft.

The bookstore orders books in a single format (either print or e-book) for all the students enrolled in a course.

Student auditors are eligible to receive the course textbook(s), provided that the course in question is officially audited by registration and that the additional audited credits are within the student's full-time range.

Master students who cannot collect their books during opening hours should make arrangements with the Bookstore Manager to have their books placed in the library for collection.

Bookstore

The on-campus bookstore is located on the ground-floor of the Administration building. Opening hours typically range from 8:30 to 12:00 and from 13:00 to 15:00. The opening hours vary on the first few days of the new term. The bookstore is closed on weeks 5, 6 and 7. The per-term opening hours are displayed on the door.

Webster's Internship Program

Conditions 'not for credit':

Undergraduate students with at least 80 credit hours and a recommended GPA of close to 3.0 or higher and graduate students with at least 2 terms completed and a GPA of 3.0 or higher are eligible to join Webster's Internship Program. Membership in this program entitles you to receive postings for any internship received by Webster. The student decides whether he/she would like to apply or not for a specific posting. Students with a GPA of 3.5 or higher may join Webster's Honors Internship Program. When an Honors Intern applies for an internship, Career Services will highlight their application to the organization providing the internship.

Conditions 'for credit':

Internships may be awarded academic credit; contact your Department Chair for details and to discuss if an internship is eligible for academic credit.

Career Services has created relationships with organizations in the Geneva community to uncover internship and job opportunities for Webster students. While Webster does not place students in jobs or internships, we work hard to bring many opportunities to you.

Petition to Graduate

Graduate students (MA and MBA) petition to graduate online. Graduate students must access and fill out the petition to graduate form through their Connections login in the student academic services section. The petition should be filled out when you register for your last term.

All students, undergraduate and graduate, must also complete a Mandatory Exit Procedure as part of the petition to graduate process. The Director of Alumni Programs will send you information about this procedure once you petition to graduate. The procedure consists of completing two forms with your contact details and information about your internships and future plans and will include a meeting with Career Services and Alumni to inform you about continued services available to you after graduation.

Administrative Aspects

Student Permits

Non-Swiss students are required to obtain a student residence permit from the appropriate Swiss cantonal authorities and submit a copy of their residence permit to the Registrar's office. Students holding a B-student permit must maintain full time status throughout their studies and attend courses regularly. Students leaving the University or changing address must inform the Registrar's office and the Swiss Cantonal authorities.

Requirements for students holding a B-student permit

A student holding a B-student permit must be a full-time degree-seeking student. To be considered full-time, the student must successfully complete at least 30 credit hours per academic year in Geneva courses, and at least 12 credits each in the Fall and Spring semesters. The definition of 'successfully completed' is a course grade other than F, NC, I, ZF, W, and WF. Online courses are excluded in the definition of "Geneva courses" and do not count towards the credit hours required for full-time enrollment.

Students who have not successfully completed 30 credit hours of Geneva courses in the Fall and Spring semesters are required to complete this requirement in the subsequent Summer term.

Certificate of Enrollment / Attestation

The Certificate of Enrollment is an official document stating that you are an active student for the current term. Therefore, Certificates will only be issued to students who are currently enrolled and regularly attending courses.

Provided the student has maintained full-time status in the current and previous terms, attestations for current students to extend their B-student permit will be issued once the student has registered for the upcoming term/semester into a minimum of four courses per semester (two courses per term).

Attestations for new students to apply for the B-student permit will not be issued until the second week of their first term.

To request a Certificate or an Attestation, please sign up at the Registrar's Office or send an e-mail to the Registrar. Upon student account clearance, the document will be issued within three working days. If you have a "hold" on your records due to outstanding financial obligations, your certificate/attestation will not be issued and you will need to contact the Business Office.

Request a Transcript

Official transcripts of your work at Webster University must be obtained directly from the main campus after you have cleared any outstanding financial obligations. Transcripts are to be ordered electronically. Please find all relevant details from the following webpage:

<http://www.webster.edu/academics/transcripts.html>

Code of Conduct

Classroom Disruption

Professors and Students have a right to expect a civil learning environment, free from harassment and discrimination and from any other unreasonable interference with the educational experience. Students are expected to treat the professor and other students with dignity and respect, especially in cases where a diversity of opinion arises.

Students are responsible for their behavior, especially when their behavior affects the learning environment of other students. Professors have jurisdiction and authority to do what is necessary to preserve the integrity of the classroom when incidents occur and may remove students from the classroom temporarily or definitively.

Examples of Classroom Disruptions

- Frequently arriving late to class
- Continually leaving and re-entering class without permission
- Loud and distracting noises (talking with others or talking aloud to no one in particular, using cell phones or other devices, consuming food)
- Continually interrupting professor or other students
- Sleeping in class or poor personal hygiene
- Comments that are: antagonistic or inappropriately argumentative, openly rude or inappropriately critical, threatening or abusive

Response to Classroom Disruption

Professors shall make specific expectations very clear in the first class.

When a disruptive behavior happens, professors are expected to first talk with the student privately, during the break or after class. If the behavior persists, the professor fills out a Disciplinary Referral forms and sends them to the relevant Department/Program Head who will contact the student to discuss the above-mentioned behavior.

If there is no improvement in conduct, the professor will inform the students that he/she will not be allowed to continue in the class and notifies, in writing, the relevant Department/Program Head. The student will be withdrawn from the class.

Academic Honesty/Integrity

The University is committed to high standards of academic conduct and integrity. Students will be held responsible for violations of academic honesty. Academic dishonesty situations include:

- **Cheating:** using or attempting to use crib sheets, electronic sources, stolen exams, unauthorized study aids in an academic assignment, or copying or colluding with a fellow student in an effort to improve one's grade.
- **Fabrication:** falsifying, inventing, or misstating any data, information, or citation in an academic assignment, field experience, academic credentials, job application, or placement file.
- **Plagiarism:** using the works (i.e., words, images, other materials) of another person as one's own words without proper citation in any academic assignment. This includes submission (in whole or in part) of any work purchased or downloaded from a website or an Internet paper clearinghouse.
- **Facilitating Academic Dishonesty:** assisting or attempting to assist any person to commit any act of academic misconduct, such as allowing someone to copy a paper or test answers.

Academic Honesty and Integrity is addressed during orientation sessions, in the library at the beginning of each term and reinforced at a later stage in the freshman seminar and writing courses. Students are encouraged to take advantage of the Learning Center for support.

Response to Academic Honesty/Integrity Issues

In most cases, the professor will address issues of academic dishonesty within the confines of the student's course, deciding on the appropriate penalty, which may range from a simple warning to failing the whole class (F grade). Penalties are the decision of the professor. The case is reported to the academic offices for record purposes.

In cases where formal judicial process is needed, an Integrity Committee will be put in place; the committee would include a minimum of three professors from different departments/programs, including its chairperson. All pertinent information is collected for evaluation and audience is given to the professor and student if they request it. Once a final decision is reached, the committee's recommendation will be submitted to the Campus Director for final approval. Cases are archived electronically and physically.

Student Affairs

Student Affairs at Webster Geneva encompasses all co-curricular programs including WebsterLEADS Certificate Program, Student Clubs and Associations, New Student Orientations, Student Government Association, Webster Works Worldwide, campus security and student wellness. The Student Services and Residential Life include Housing, health services, Study Abroad services and visa support. The Student Services team consists of the Director of Student Affairs, Senior Coordinator for Student Services, Residential Life and Study Abroad Programs, Student Services and Residential Life Associate, Assistant Resident Coordinators (ARCs) and the Student Affairs Assistant.

The Student Affairs Office provides services, programs and resources to help students learn and grow outside the classroom, facilitating a positive student experience and fostering student engagement. All judicial affairs/student conduct proceedings are managed through this office. Student Services provide support to students, address their concerns and provide referrals for on-campus and off-campus resources.

Student life at Webster University Geneva includes numerous annual events as follows: Graduation ceremony, Halloween party, BBQs, Global Thanksgiving, Webster's Got Talent, European Webster football tournament, Community Service Days and much more. For more information, visit <http://www.webster.ch/currentstudents/studentaffairs/>.

Reception

You may come to the Reception to:

- Have an ID card made
- Get a parking permit
- Check if a class has been cancelled, postponed, etc.
- Check for room changes
- Check for/drop off "lost and found" items
- Check for student mail in the student boxes
- Ask for general information

Library

To get the most out of courses, students often need to supplement the information they receive in class and from their textbooks with further reading

and research. Webster University Geneva library is a comfortable area for students to study, research and work. Our collections comprise materials with an emphasis on the academic areas of interest at the Geneva campus. Library staff consists of a Librarian and trained Library Assistants, so please ask any of them when you have a question!

- More than 23,000 books
- 100+ printed academic journals and newspapers
- An Extensive reference section
- Audio visual (A/V) materials (videos, DVDs, CDRoms, etc.)

Loan Information – Use Your Webster ID Number and ID Card

Please confirm your email and phone info at the main desk so the library can contact you.

- Books/AV: up to 5 books for 2 weeks at a time, A/V materials for 1 week at a time.
- Renewal: up to three times (as long as the materials are not on Reserve.) Renew by telephone or e-mail before the book is overdue.
- Reserve materials: items placed on Reserve for use by a particular course. 3-hour loan period.
- Fines: .50 centimes (Swiss Francs) per day for regular overdue materials (up to 10 CHF limit.)
- Reserve items = 5 CHF per hour up to 50 CHF limit.
- Lost materials: Replacement cost and fines are the responsibility of the borrower.

Opening Hours

- Monday to Thursday 8.30 a.m. – 8.30 p.m.
- Friday 8.30 a.m. – 4.30 p.m.
- Saturday 10.30 a.m. – 2.30 p.m.
- Note: Library has extended hours during exam weeks.

Need Help? Ask a Librarian!

Webster University Geneva's Librarian, Sharon Hitchcock, is available to help you research in all collections – physical as well as online (hitchcock@webster.ch).

Contact her also for assistance in using the Connections link to your academic records and to WorldClassRoom course pages. You can also ask for assistance making color copies and scans.

Online Library

Webster University online Library (<http://library.webster.edu>) is available to all students, professors and staff with Internet access by using their Webster ID number. A very rich site, the online Library provides access to over one hundred and fifty different databases containing all major academic journals in the fields of study as well as streaming educational videos, over 25,000 ebooks, training software tools (Lynda database) and citation management software (RefWorks.) There are also many tutorials on library and database use. It is also possible to receive scans of book chapters and articles not available full-text on databases via the St. Louis campus from the online library and to ask questions via the "Ask a Librarian" link at odd hours of the night due to the time difference!

Writing Center

Visit the Writing Center for help with:

- Writing academic papers
- Grammar and vocabulary
- Proofreading and editing
- Avoiding plagiarism
- English conversation

Please book an appointment using Starfish, or send an email to writingcenter@webster.ch to set up an appointment.

For drop in hours please check weeks open times posted on the door.

Computer Labs

On the top floor of the Alps building are the two main public computer rooms where students have access to their personal accounts and printers. Also, on the first floor of the Alps building are two computer classrooms which are available for students whenever a class is not in session.

The computers are available: Mondays to Fridays from 8:50 a.m. until 8:00 p.m. Lab-assistants are available to help students, staff and professors, and their schedule is posted in all of the buildings of the university. The computer lab can be called on 022 959 8086.

Printers

Students have unlimited access to their personal accounts and printers - up to 300 pages per term in Black & White (only 50 pages if all printed in color). For any additional printing needs, the students will be charged as follows:

Format	Monochrome - price per page	Color - price per page
A3	CHF 0,10	CHF 0,40
A4 / executive / letter / legal / other	CHF 0,06	CHF 0,30

For B&W prints you can use one of the four printers in Alps23. For color prints, scan to email or copying please use the printer provided for students in the Library for that purpose.

Note that, if living in Les Berges or in the LLC, students are not permitted to order their own Internet service. For question on such contact the head of IT (crucerey@webster.ch).

Internet Access/ Wi-Fi

Wifi connection called “Webster” is provided for free to every student on campus. For those living in the LLC building a different Wifi called “WebsterLLC” is provided to you and requires a code to connect to it. Housing will communicate this code to you.

Media Services

The Media Center, located in the bomb shelter of the Alps building, is comprised of a recording studio and a photo studio.

Photography, video and audio studios, as well as the media equipment are available for use to all students, faculty and staff. To be certain that your needs are met, you should reserve in advance (speak to Tim Young or Francesco Arese Visconti). Media Communications students will be given priority on equipment loans and studio reservations if related to their class projects.

Video cameras, audio recorders, traditional and digital photographic cameras, microphones and other media equipment are loaned by Tim Young from his office on the top floor of the JURA building.

For media related question please contact:

Tim Young -video/audio/design/photography - young@webster.ch

Francesco Arese Visconti - photography - visconti@webster.ch

Tammy Rosso - journalism/writing - rosso@webster.ch

Career Services

The Career Services office is staffed by Beatrice von Mach and Nancy Pavanello, both professional counsellors with extensive work experience. Career Services has six main roles on campus:

Provide individualized career coaching to students

Career Services can help you discover and explore your strengths, skills, values and interests and how these can be combined into choices for your future career. It is important to make the most out of your time at Webster to gain skills and experiences that will make you most attractive to future employers. The Webster Career Planner is a tool which will help you to achieve your goals. You are encouraged to meet with Career Services when you arrive at Webster to pick up and start working on your individualized Career Planner as soon as possible.

All sessions are free and confidential.

Prepare Students to Find a Job or Internship

Being hired or selected for an internship is highly competitive. Shape up your CV and interview skills or develop an effective search strategy with Career Services. Looking for a job or internship can be extremely stressful; we are there to support you and to help develop ideas that can lead you in a successful direction.

Internships

We help all students in their search and application for internships. Internships provide not only valuable experience but also insight into the kinds of careers or organizations that are right for you.

Organize Career Events on Campus

Career Services brings the world of work (mainly companies, international organizations, recruiters) to campus by inviting working professionals (including alumni) to participate in Career Events. Events can be panel discussions, presentations or forums focused on particular careers, industries, recruiting or topics related to job search. Our events always include a time for attendees to meet the presenters for individual discussions.

Help with Graduate School Selection and Application

We provide impartial advice to help students with their graduate school selection and help them manage the application process.

The Alumni Mentoring Program

Additionally, Career Services locally administers the Global Mentoring Program. This program matches current Webster students with Webster alumni around the world. Matches are made based upon common career interests and monthly mentoring meetings are held (virtually or in person) to enable the student to learn more about a career of interest and understand how to enter and be successful in this field of work. Participation in the program allows students to make more informed career decisions and develop their networking skills; a key to career success.

Career Services is located in the LLC (LLC5). Our office hours are posted on the door and include some evening hours. For an appointment, please send an email to careerservices@webster.ch.

Alumni & Development Programs

After graduating from Webster, you automatically become a member of the Alumni Association which is an international network of alumni and there is no membership fee. It has been connecting graduates to one another and to their alma mater since 1923. There are over 192,000 Webster alumni worldwide from over 150 nations located around the world. They are a part of a vibrant and growing group of entrepreneurs, innovators, educators, actors, writers, politicians, astronauts, competitive sports men and women to name a few! The Geneva Chapter of the Alumni Association was established in 2005. Many of the 4,000+ Webster Geneva Alumni are connected through our pages on Facebook (Webster University Geneva Alumni Chapter) and LinkedIn (Webster Geneva Alumni Chapter). The Chapter endeavors to help alumni worldwide to stay in touch with one another, with the University, provide alumni with professional and social networking opportunities and to facilitate contact between alumni, current students and professors. For more information, visit <http://www.webster.ch/alumni/>

Counseling Service

The Counseling Service is a **free, confidential** service offered to all Webster University students, alumni and their families. The service is staffed by students in the Webster University MA in Counseling program as part of their practicum. The students provide counseling under professional supervision.

The goal of the Counseling Service is to provide you with a safe and confidential environment to discuss personal issues. Your reasons for coming to counseling may not always be well-defined. A general feeling of discomfort, or knowing that some things have not been going well, may indicate that this is a good time to clarify your situation. At other times, you may have specific counseling goals in mind. The service can also help you find adequate outside resources and provide information on psychological or stress-related issues.

Common concerns

- Study or work problems
- Relationship difficulties
- Trouble adjusting to living in Geneva
- Drug/alcohol abuse
- Time management
- Stress/anxiety
- Feeling down
- Self-image/self-concept problems

The Counseling Service is:

- **Accessible:** the Counseling Service is located on campus.
- **Confidential:** whatever is shared in the counseling service is kept confidential.
- **Free:** there is no charge for the counseling service to Webster University Geneva students, professors and staff.
- **Flexible:** the help offered at the Counseling Service ranges from a one-time appointment to regular meetings over several weeks.
- **Available:** counseling sessions with the Counseling Service are currently provided by appointment with Webster Geneva MA Counseling students.

Contact us either by email or phone.

- Email: studentcounseling@hotmail.com
- Phone: 079 385 7955

(Monday - Friday 9.00 a.m.- 6.00 p.m. Night and weekends calls can be made in an emergency. Please leave a message and your call will be returned as soon as possible.)

Webster University Geneva Student Government Association (SGA)

The Student Government Association is an organization created by students for students. It is a voluntary group of enthusiastic and involved students who work together to help build a stronger community and promote an active student life. Their goal is to make university life as pleasant and fun as possible for their peers. They help their fellow students to have a voice at the university, support their academic and personal development, support their creative ideas and visions, integrate them into the community through regular events and create an environment of equality among students. Every academic year, the Student Government is elected by Webster students. To contact the SGA, please use sga@webster.ch.

Parking

Parking permits are required for all (staff, professors, students, visitors) on Webster University Geneva parking areas at all times. Parking permits are issued at Reception at the beginning of each academic year. The permit can be issued annually, per semester or per term.

Parking permits must be visibly displayed on the vehicle.

Permits will only be issued to registered students for the current academic year. To apply for a parking permit, the vehicle owners are required to fill out a parking application, available at Reception.

The cost of a parking permit is as follows:

- Annual: CHF 200
- Semester: CHF 100
- Term: CHF 50

The parking permits are issued in the name of the permit holder, charged on the student account and billed by the Business Office.

Please Note: Students whose accounts are in default will not be issued a permit, and by extension may not park on campus.

The issuance of a permit does not guarantee a parking space - the permit is a license to park if space is available, and only to park legally in designated spaces.

Temporary Permits

Temporary parking permits may be issued for no longer than ten (10) days and are non-renewable.

Visitor Permits

Short-term visitors (staying for few hours or one day only) are encouraged to use the Visitor parking spots. Temporary parking permits are available for campus visitors staying more than one day. These are offered at no cost to the visitor at Reception or the Housing office. The individual requesting the permit must be accompanied by their host or show an invitation email. Note: Visitors are bound by the same rules and regulations as students, professors, staff and others at Webster University Geneva campus.

Visitors coming to attend a conference or an event on campus open to the public do not need to request a parking permit. Parking permit checks are suspended during events and conferences on campus.

Parking Tickets

Vehicles parked in the parking lots without a current valid permit or without license plates will be ticketed and/or towed as appropriate. There are no warning notices given. All violators will be ticketed from the first offense.

Appeal

Parking tickets can be contested within the first week of the ticket being issued. The claim has to be submitted in writing with complete explanation and attached evidence to GCS Security or the Security coordinator (Student Affairs Office). The tickets may only be cancelled by GCS Security or Security coordinator and only in exceptional circumstances. All parking tickets are sent to the local police.

A log of parking ticket appeals and decisions taken will be stored with GCS Security for management purposes.

Liability

Webster University Geneva cannot be held responsible for any damages and/or theft of any vehicle parked on university grounds. To prevent any damages or thefts, do not leave valuable items visible in your vehicle at any given time. Double check that all doors are locked and secured at all times.

Authorized Parking Areas

Vehicle owners with valid parking permits may park their car or van on the upper lot (between the Admissions and the Administrative building) as well as on the lower lot (between the railways and the LLC).

A special 1-vehicle parking area is designed for drivers with limited mobility behind the Alps building.

In no other area are vehicles allowed to park, drive, or do drop off/pick up, unless authorization is given on a written form by the Campus Director or Security coordinator (i.e. internal needs, designated providers).

Housing Rules

To access the Housing Policy Booklet in full, please visit the following page:

<http://www.webster.ch/currentstudents/residentiallife/resources/housingpolicybooklet.pdf>

Smoking and Alcohol Policy

Smoking is not permitted in any public area of any Webster University buildings. Smoking is not permitted in any resident rooms or common areas of all University residences.

Receptacles for disposal of cigarette butts are provided outside the residence halls. Students are responsible for the proper disposal of cigarette butts. Failure to do so will result in monetary fines imposed on all students living in units where cigarette butts are found in the vicinity. Possession of hookahs, cigars and pipes is prohibited.

Students found smoking in prohibited locations can be fined CHF 250 or more, as well as be held financially responsible for any damage done to the facilities (i.e. smoking in a residential room may cause the entire space to be cleaned and painted).

Alcohol may be consumed within the Webster University campus housing in accordance with the Swiss law: the legal drinking age is 16 years old in order to possess or consume beer and/or wine and 18 years old to possess or consume any other alcoholic beverages.

Residents of Webster University, regardless of age, may not:

- Consume alcohol in a room or apartment other than their own in the presence of a minor.
- Consume alcohol in the public areas of the University (i.e. hallways, parking lots, patios, balconies, etc.) unless it is in association with a sponsored Webster University event (i.e. Webster parties, BBQ's).
- Possess large bulk containers of alcoholic beverages (i.e. kegs, party balls, trashcans, etc.).
- Display alcohol containers, empty or full, for the purposes of decoration or exhibition.
- Be on campus at any time in an intoxicated state or clearly under the influence of alcohol.

Barbecue Grills

Storing grills within University housing is prohibited. It is prohibited to use or store barbecue grills on the common walkways, in front of units and on patios or balconies. On campus, only the community grills may be used.

Candles, Incense, Open Flames

Any items that can produce smoldering or open flame, including, but not limited to, candles, incense, kerosene lamps, and potpourri burners, may not be used or possessed in the apartments or residence halls, even for decoration. If a staff member finds any of these types of items, they will be immediately confiscated and not returned. An exception is made only for devices meant to light cigarettes. Heavy fines will be automatically attributed.

Decorating

Residents shall not hang any items from or draped above the fire sprinkler heads. Damage to the sprinkler heads could result in flooding and excessive water damage for which you may be held financially responsible.

Electrical Outlets

Electrical outlets cannot be modified in any way. Do not attempt to overload electrical outlets with multiple adapters. Surge protectors are recommended for equipment such as stereo and computer systems.

Fire and Life Safety Equipment

Any activity involving tampering with fire alarms, smoke detectors, fire extinguishers, or other firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants or hindering authorized emergency personnel is prohibited. Severe disciplinary action, including possible dismissal from Webster University Housing, will be imposed for violation of fire safety standards. At minimum, a fine of CHF 200 will be sanctioned for tampering with fire and safety equipment. Additionally, criminal and/or civil prosecution is possible for pulling false fire alarms and for damage or injury resulting from the unauthorized use of firefighting equipment. Prior to moving in, staff members will test the smoke detector(s) for proper operation and working batteries.

Fireworks, Chemicals, and Explosives

Fireworks and explosives of any type are not allowed on University premises. Chemicals and explosives such as gasoline, paint thinners, acids, dry ice etc. are prohibited in all residential facilities. University staff members will confiscate all types of fireworks and the violator(s) will be subject to disciplinary action.

Public Transportation

Geneva has an excellent public transportation system which will get you all around the Canton of Geneva for a cost of:

- CHF 45.-/month for students under 25 years of age
- CHF 70.-/month for students of 25 years of age and above

The pass can be bought at the main train station in downtown Geneva (Gare Cornavin). Your pass will be issued on the spot, once you've provided the picture and the money (payable by credit card).

Webster University, Geneva campus is located outside of Geneva's center, in a small town called Bellevue. In order to get to the city center, the easiest way

will be for you to take the train “Régional” which runs every half hour and every 15 minutes on weekdays during rush hours in the morning and afternoon.

If you are staying in our downtown residence Les Berges du Rhône, you will be using tram # 14 in order to get from the residence to the main train station and catch the train to campus.

Daily passes are also available but not recommended as they are more expensive overall. When you first get to Geneva, you might want to buy a 1h ticket “Tout Genève”, until you get a chance to buy your pass. The 1h ticket costs CHF 3,00.-.

Finally, make sure to have your pass with you at all times and to renew it as the fine for being caught without a valid transportation ticket/pass is of CHF 80- at minimum. Make sure you are traveling in a 2nd class compartment when taking the train as there is also a fine for traveling in 1st class with a 2nd class ticket/pass.

Here is a link to a map of Geneva Public Transportation System: <http://www.tpg.ch/fr/horaires-et-reseau/plans-du-reseau/plan-du-reseau-peri-urbain.php>

If you wish to find out more about the Geneva Public Transportation System, please have a look at the UNIRESO (trains, buses, trams, boats, etc.) website: <http://www.unireso.com/pages/index.shtml> or the TPG (buses and trams) website: <http://www.tpg.ch/fr/index.php>.

Living & Learning Center Gym

The gym is located on the lower ground floor of the Living and Learning Center (LLC). It is available free of charge to Webster students, faculty, staff, and alumni. It's equipped with cardio equipment (treadmills, elliptical machines, stationery bikes) and standard equipment for weight training (long barbells and benches). There are also weights, dumbbells and standard machines for leg workouts. The gym has a large space and floor mats for yoga and other floor exercises.

The LLC Gym has lockers available for rent (contact Student Affairs) and showers. Open every day from 7:00am - 11:00pm. The schedule for group classes is posted on the door of the Gym.

Your Connections Account

Connections is a web portal that provides access to Webster's online services. Your Connections ID and password give you access to your academic records and grades, Webster email, and to WorldClassRoom (your course pages.) You may access the portal through:

<http://connections.webster.edu>

- After you have been accepted by Webster and enrolled, you should receive an email with a link and activation code. This is to set up your two security questions and your password. This is only good for a few days so please make sure you set this up right away!
- If you have not received the email or the link has expired, on the Webster Geneva campus you can come see the librarian and ask for help to activate it.

Once you are on the main Connections page, you'll see a row of icons at the right hand top which give access to your Webster.edu e-mail, a calendar (as a default this is set to US central Standard Time, but you can change this to your local time), group discussions (Groups), Webster Library online page and a Help area. The student tab on the left hand side provides access to tutorials, on-line courses that you registered for, academic records and the WorldClassRoom site for your courses. You can also find access to a self-training tool, Lynda, on which you can train to use many different software tools.

Frequently asked questions and other information on Connections can be found from the Help section, on the www.webster.edu website, and on the Geneva campus, your first point of help is the Librarian for initial activating help. If you have further questions or problems, contact the Webster University Help Desk in St. Louis by e-mailing them at support@webster.edu or calling +1 314 968 5995 (remember to include your student ID number in correspondence.)

Forgot your Password?

If you forget your password, you can go to <http://connections.webster.edu> and on the left side click on "I've Forgotten My Username or Password". You will need to have your student ID number handy, and will be asked to provide the answers to the two secret questions you selected when setting up your account. If you are able to provide the answers to these two questions, you will be able to retrieve your Connections username and/or change your password.

Wish to Change your Connections Password?

Go to <http://connections.webster.edu/myaccount> and log on. You will be taken to the Connections account administration page where you have to change your password.

Good to Know

Your Connections ID (your username and password) will provide access to all of our electronic systems, including e-mail, online courses, your academic records and WorldClassRoom. To use the Library resources you will need your last name and your ID number.

Webster e-mail correspondence — Important Notice

All Webster e-mail correspondence to students is sent to the student's *webster.edu* address. A Webster.edu e-mail account has been set up for each Webster student and it is the student's username @webster.edu.

To ensure you receive important notifications, please check you inbox frequently and also add a different forwarding email address.

Important - Spam

You might receive spam emails in your Webster e-mail account with the subject "Password Updated", "Important Notification" or something similar, claiming to be from admin@webster.edu , support@webster.edu, register@webster.edu or service@webster.edu. The e-mail may indicate that you have updated or changed a password to a Webster system or that your Webster electronic services have been or are going to be deactivated. THIS IS NOT A LEGITIMATE EMAIL. It is a scam attempting to obtain your email username and password and may possibly contain a virus. Please delete the email message and DO NOT click on any of the links or attachments in the message. Webster University or any of its support departments will never ask you for your password via email.

Tuition, Bills & Payment

Contact information:

Business office

Webster University
15, Route de Collex
1293 Bellevue
Switzerland
Phone: +41 22 959 8040
michael@webster.ch

Undergraduate Students

Tuition for Full-Time Undergraduate Students

Tuition is charged as a flat fee: CHF 16,640.- per semester (CHF 33,280.- – Fall and Spring semesters). The semester flat fee tuition permits students to register for 12 to 18 credit hours (4-6 courses). Textbooks are included in this tuition fee (provided the student registers on time). Full-time students taking more than 18 credit hours will pay an additional CHF 1,040.- per credit hour in addition to the flat fee.

Tuition for Part-Time Students

Part-time students registering for 1 to 11 credits in a semester will pay CHF 1,040.- per credit hour. For example, a 3 credit course will cost CHF 3,120.-

Summer Term Courses:

Students registering for courses in the Summer term will pay the per credit fee. For example, a 3 credit course in 2018-2019 will cost CHF 3,120.- . Other academic costs may be charged to the student account – for example media lab fees and study trip fees. Details are available on the course syllabus. Please note that tuition costs are adjusted each academic year by 1-4%. Webster University's academic year extends from Summer term through the Spring semester.

Deposit

Once accepted, in order to confirm your intent to attend Webster University Geneva, the next step is to pay a deposit of CHF 1,500.- by June 1st. This deposit will confirm your plan to enroll, and permit Webster to pre-register you for courses. The deposit will be deducted from your first semester tuition.

Housing

Freshmen students are required to reside on campus. In order to reserve a place, we will kindly ask you to pay a deposit of CHF 1,000.-

Other Expenses

Other academic costs may be charged to the student account – for example media lab fees and study trip fees. Details are available on the course syllabus.

Estimation of Expenses Over an Academic year (Undergraduate):

Webster University Geneva's approximate educational expenses in Swiss Francs per academic year (Fall and Spring semester) are:

Full time tuition (including textbooks)	CHF 33,280.-
Housing	CHF 12'000.-
Food	CHF 10'000.-
Student health insurance	CHF 1'000.-
City transportation	CHF 600.-
<hr/>	
Estimated total	CHF 56'880.-

Graduate Students

Tuition for graduate students is charged per course. The fees for the academic year 2016-17 are CHF 3,150.- per course (3-credits). Textbooks are included in this tuition fee (if the student registers on time).

Total tuition fees per program:

MBA 1-year MBA MA Management & Leadership	CHF 38,850.- (37 credits)
MA International Relations MA International NGO	CHF 37,800.- (36 credits)
MA Counseling	CHF 50,400.- (48 credits)
Master en Gestion des Systèmes de Soins et de Santé	CHF 21,960

Estimation of Expenses Over an Academic Year (Graduate):

Webster University Geneva's approximate educational expenses in Swiss Francs per academic year (Fall and Spring semester) are:

Tuition for 10 courses/30 credits (incl. textbooks)	CHF 31,500.-
Housing	CHF 12'000.-
Food	CHF 10'000.-
Student health insurance	CHF 1'000.-
City transportation	CHF 600.-
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Estimated total	CHF 55'100.-

Billing & Payment

Payment Policy

It is the university's policy that students are responsible for their payments. This responsibility includes reviewing their bill upon reception, forwarding the bill to parents or guardians as applicable and ensuring that payments are made by the due date. Students with overdue balances risk being dropped from courses. Tuition and other fees must be paid in full in order for students to register for each new term. Registration may be denied to those students whose bills are not fully paid by the established deadlines. No diplomas or transcripts may be released until all debts to the University are paid in full.

Please note that the University does not accept any payments in cash.

Sponsorship

Organizations, individuals and third party sponsors paying for a student's educational expenses at Webster University are requested to submit a statement of financial responsibility. Upon request, the Business Office will send invoices directly to sponsors.

Payment Plans

The University offers tailored installment payment plans to eligible students as agreed with the Student Accounts Director. Any outstanding balances from the previous term must be paid in full by the due date specified. Students who are negligent in making their payments as agreed may not be permitted to use the plan in subsequent terms.

Payment by Bank Transfer/E-Banking

Bills may be paid by bank transfer from within or outside Switzerland using the references below. Please take into account the possible bank fees in your payment and make sure to include the student ID and name on all bank transfer orders.

Bank name	UBS SA
Bank address	UBS SA, Rue de la Confédération 2 1204 Geneva, Switzerland
Account	Beneficiary Name: Fondation Webster Account Number: 240-290052. 00A Clearing Code: 240

	Swift (BIC): UBSWCHZH80A IBAN Code: CH98 0024 0240 2900 5200 A
For payment from outside Switzerland:	Beneficiary: Fondation Webster Account Number: 240-290052. 00A

Payment by Credit Card

American Express, Mastercard, Visa, etc. are accepted. Please note that credit card payments can only be made in person in the Business Office; credit card information offered by telephone or email is not accepted.

Bulletin de Versement (BVR)/Payment at the Post Office

Pink Post Office payment slips are available in the Business Office or at the reception. It is critically important that the student's full name and ID number appear on the payment slip. A confirmation of the payment must be given to the Business Office once the payment has been made.

Scholarship & Financial Aid

Bachelor Programs

Approximately 20% of Webster University Geneva bachelor students receive financial aid of some form. Financial Aid applications are made available upon request, as part of the admissions process for new students. As such, they are awarded on a rolling basis during the primary admissions period, generally between January and June (or in the six month cycle prior to the chosen start date of the first term of study). The Admissions Director is the primary point of contact for new, incoming students who wish to be considered for Scholarships or Financial Aid.

ALL awards at Webster University Geneva are partial-tuition scholarships. This allows limited scholarship budgets to benefit a larger number of students. Generally, award offers are partial-tuition funds of between 10% and 30% of tuition (when awards are combined, they are capped at 50% of tuition fees). Since funding is limited each academic year, awards are granted on a rolling basis until the annual funds are depleted.

There are three types of awards made available to bachelor students:

1. The Scholars Program (see below) is an invitation-only program based on academic achievement. Scholars Program scholarships are merit-based, and participants need to maintain a 3.5 GPA in order to maintain their scholarship awards.
2. Need-based Financial Aid scholarships are available for those who have demonstrated financial need (based on financial circumstances of the family) and who have demonstrated the capacity for solid academic performance. Generally, students who are awarded need-based funds should also maintain a 3.0 GPA to maintain awards in subsequent academic years.
3. Work-Study positions may be made available from time to time, for employment on campus. These are announced by the Career Services office to the student community. Note: this may not apply to students who are not eligible to work in Switzerland; situations are examined individually. More information on Work-Study positions can be found here: <http://www.webster.ch/humanresources/workstudy.html>

In addition, citizens of the United States of America and US “Green Card” holders may apply for a student loan, financial or other educational benefits of the US government through the Financial Aid office in Saint Louis.

Returning Student Applications and Scholarship Renewals

Current Webster Geneva students may apply for financial aid by April 1st (in advance of the academic year). Supporting documentation about family income (including tax statements, proof of salary, documents translated into English, etc) is required, as per the application.

For current Webster Geneva students who are seeking Financial Aid, the Business Office is the primary point of contact for the application process.

Renewal of Scholarship and Financial Aid awards

Original offers of financial aid are intended to support students throughout their years of study. Yet students must maintain solid academic standing in their program (as per the terms of their award letter). Those who do not maintain the expected Grade Point Average (GPA) will receive a warning letter, with an additional semester's opportunity to improve their grades and meet the GPA requirement.

For need-based awards, the Business Office reserves the right to request updated supporting documentation regarding the family's financial circumstances at the time of renewal.

The Scholarship Committee evaluates applications using the following criteria:

1. A timely and completed application (with supporting documentation, if/as requested, from the student's family or sponsor).
2. Financial need: Students who are able to document financial need (through official and/or translated copies of the family's tax statements, salary statements, bank statements, etc) are considered for need-based financial aid.
3. Academic merit: Scholars Program awards are given to students with outstanding academic performance.

Sudden, unexpected emergencies that change family's financial circumstances: students who can document extreme changes to their circumstances can also reach the Business Office to review possibilities for partial awards, if funds are available. Documentation should be provided (translated into English, if relevant).

Scholars Program (Bachelor Students Only)

The Scholars Program is an invitation-only opportunity made available to our highest academic achievers. Some applicants are invited to apply to join the Scholars Program as part of the admissions process, yet all students can earn the opportunity to participate based on high academic achievement. Generally, earning a consistent, cumulative Grade Point Average of 3.5 and above can

earn you eligibility for consideration. Integrity in university studies and student life (i.e., no disciplinary measures) are also considered. Special sections of courses and/or co-curricular activities are sometimes arranged, in support of high academic achievement, and participants are informed of expectations and obligations to maintain their status in the Scholars Program.

Research a Scholarly Topic

The program is designed to help high achievers target a specialization or academic area of interest, toward the completion of a senior project. During their senior year, Scholars Program participants can complete a research thesis or a final project (depending on the major). Students are individually mentored by a professor who specializes in the chosen topic/area. This academic learning experience strengthens skills in research, writing, programming or production. Completing a thesis or project can provide you with a competitive advantage when applying to graduate school, or when entering the job market.

Master Programs

Funding for graduate students enrolling in masters programs is also available. Applications are made available during the admissions process, and are also awarded on a rolling basis. Financial Aid is generally awarded in the form of need-based scholarships that require students to maintain continued enrollment as per the terms of the award letter.

An applicant's prior academic record is also considered in reviewing all applications for funding.

Strong performance and consistent academic progress are also expected for those students seeking to renew funding for their next (subsequent) year of study. For new, a first-time graduate student, the Admissions Director is the primary point of contact for the application process.

For current (returning) graduate students, the Business Office is the primary point of contact for the application process.

Student Privacy Notice

In compliance with the general data privacy regulations (Austria, Netherlands, Switzerland, and Greece) this privacy notice is for all students from the European Union and Switzerland.

Effective Date: May 15, 2018

We at Webster University (“Webster”, “we”, “our”, “us”) understand that privacy is important to you. Webster University wants you to know that we respect your privacy and that we are committed to safeguarding your Personal Information. This is why we want to provide you with a clear picture of how the Personal Information that you provide to us in connection with your studies at Webster University is processed, managed, and protected by us. This Student Privacy Notice (“Privacy Notice”) contains important information regarding our privacy practices and the choices we offer our current and prospective students with respect to their Personal Information. If you choose to provide us with your Personal Information, you are telling us that you understand and accept the privacy practices detailed in this Privacy Notice and authorize us to take actions consistent with this Privacy Notice. We strongly encourage you to read this Privacy Notice in its entirety to understand Webster’s privacy practices in advance of submitting any Personal Information to us. If you have any questions regarding this Privacy Notice or any of our related privacy policies, please do not hesitate to contact your campus Privacy Manager or our Chief Security Officer by phone or email using the contact details provided at the end of this section.

Scope of the Notice

This Privacy Notice applies to our collection, use, and retention (“processing”) of Personal Information, including any information transferred from outside the United States that we receive and record in the United States, which identifies, or can be used by us or on our behalf to identify an individual (“Personal Information”).

How We Collect Your Information

At Webster, we may collect Personal Information from or about you in a number of ways, for example:

- From the information you voluntarily provide to us when you first express an interest in studying at Webster;
- When you voluntarily apply to study at Webster and complete other admissions-related processes and procedures, as well as when you enroll in courses;

- When you voluntarily communicate with us by telephone, email, or via our website in order to make enquiries or raise concerns;
- As you interact with us during your time as a student at Webster for the various purposes described in this document;
- From third party entities who you have requested or authorized to provide information, such as your previous or current school, sixth form college or equivalent, university, or employers, who may provide reference information about you or who may sponsor your studies, as well as other third-party individuals or entities that may provide information about you;
- Information collected through disciplinary and grievance procedures;
- Information collected through the administration of student housing; and
- Information collected through surveys and feedback mechanisms.

The Types of Information Webster Collects

We may collect the following types of Personal Information about you:

Your name and biographical information;

- Information about your racial or national origin, religious or similar beliefs, or sexual orientation.
- Information relating to your education and employment history, the school(s), sixth form college(s) or equivalent(s), and other colleges or universities you have attended, the places where you have worked, the courses you have completed, dates of study, and examination results, including information relating to assessments of your work, details of examinations taken, your predicted and actual examination grades, information regarding academic and extracurricular interests, and other student record-related information;
- Records related to your use of our facilities and services;
- Photographs from events and CCTV footage;
- Information about your involvement, activities, and awards;
- Financial information including tuition, fees, donations, scholarships, etc.;
- Information about your family or personal circumstances;
- Sensitive Personal Data, including:
- Information about criminal convictions and offences;
- Information about your health and medical conditions (e.g. disability and dietary needs)

How Webster Uses Current and Prospective Student Information

We may use Personal Information (including Sensitive Personal Data) we collect from and about you during your association with us for the following purposes:

- Recruit and/or admit you as a student at Webster;
- Facilitate academic matters, including for:
- The provision of our core teaching, learning, and research services (e.g. registration, assessment, attendance, managing progress, academic misconduct investigations, certification, and graduation);
- Maintaining student records; and
- Assessing your eligibility for bursaries and scholarships;
- Provide library, IT, media, and other information services;
- Provide support of our core services in non-academic matters, including:
- Providing support of our core student services in non-academic matters;
- Monitoring of equal opportunities;
- Safeguarding and promotion of students' welfare;
- Ensuring students' safety and security;
- Managing student employment, assistantships, and internships;
- Managing student accommodations;
- Managing the use of social media;
- Managing facilities on campus, including parking;
- Administer finances such as fees, scholarships, federal and state grants, or financial aid;
- Provide other administrative functions, such as:
- Carrying out research and statistical analysis;
- Carrying out audits to ensure compliance with our regulatory and legal obligations;
- Providing operational information;
- Promoting our services;
- Preventing and detecting crime;
- Dealing with grievances and disciplinary actions;
- Dealing with complaints and inquiries;
- Provide for archiving and statistical purposes;
- Provide student contact details to contractors to carry out surveys. These contractors will use students' details only for a specific purpose pursuant to our instructions and will then delete them. If you do not wish to participate in any of these surveys, please inform your campus Privacy Manager or our Chief Security Officer by phone or email using the contact details provided at the end of this document.
- Hold the annual commencement ceremony such as:

- Passing such information to third parties to facilitate the ceremony (local newspapers, commemorative clothing providers, photographers, caterers, etc.);
- Preparing the commencement booklet;
- Promoting and archiving the ceremony on our website.

The Bases for Processing Your Personal Information

We may process your Personal Information because it is necessary for the execution of a contract with you or in order to take steps at your request prior to entering into a contract. In this respect, we may use your Personal Information to:

- Interact with you before you are enrolled as a student, as part of the admissions process such as sending a prospectus or answering inquiries about courses;
- To provide you with services as outlined in our various policies;
- Address any concerns or feedback you may have; and
- Facilitate any other purpose for which you provide us with your Personal Information.

We also may process your Personal Information because it is necessary for our legitimate interests. In this respect, we may use your Personal Information for any of the following:

- To provide you with educational services which may not be set out in our Student Code of Conduct or our Extended Campus Code of Conduct, but which are nevertheless a part of our academic and educational mission;
- To monitor and evaluate the performance and effectiveness of the university, including by training our employees or monitoring their performance;
- To maintain and improve the academic, corporate, financial, and human resource management of the University;
- To promote equality and diversity throughout the University;
- To seek advice on our legal rights and obligations and to identify, contact, or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) our rights or property, other students or professor, visitors to the University, or anyone else who could be harmed by such activities;
- To fundraise and for alumni purposes;
- To perform our duties in carrying out in our mission, vision, and values; our Strategic Plan; and our Policies and Community.

We also may process your Personal Information for compliance with our legal obligations. In this respect, we may use your Personal Information for the following:

- To meet our compliance and regulatory obligations;
- For the prevention and detection of crime; and
- In order to assist with investigations (including criminal investigations) carried out by the police and other responsible authorities.

We also may process your Personal Information where:

- It is necessary for emergency medical purposes;
- It is necessary to protect your or another person's vital interests; or
- We have your specific or, where necessary, explicit consent to do so.

Sharing Your Personal Information with Others

For the purposes referred to in this Privacy Notice and relying on the bases for processing as set out above, we may share your Personal Information with certain third parties. We may share your information with certain third parties described below. In some cases, you will be asked to opt in to these data sharing arrangements. In those cases, you should carefully consider the possible impact that not opting in will have on provision of our core teaching, learning, and research service to you.

Third party recipients may include:

- Our affiliates and contractors where there is a legitimate reason for their receiving the information, including:
- Third parties who work with us to provide student accommodation;
- Third parties who work with us to provide student support services (i.e. counseling, health services, etc.);
- Third parties who are contracted to provide services such as IT, security, and staffing;
- Organizations operating software on our behalf; and
- Internal and external auditors.
- Those with an interest in tracking student progress and attendance, including:
- Student sponsors (scholarship or other donors);
- Current or potential education product and service providers;
- Current or potential employers (to provide references and, where students are sponsored by their employer and/or where you take part in a placement, to provide details of progress/attendance);
- Professional and regulatory bodies in relation to the confirmation of qualifications, professional registration and conduct, and the accreditation of courses;

- Governmental departments and agencies where we have a legal obligation to provide information;
- Crime prevention or detection agencies;
- Parents, guardians, and next-of-kin (where there is a legitimate reason for disclosure);
- Third parties conducting surveys;
- Third party communication providers; and
- Third party data services providers.

International Transfers of Your Personal Information

Some of the Personal Information we process about you will be transferred to, and stored at, a destination outside the European Union (“EU”), the European Economic Area (“EEA”), and Switzerland. This happens, for example, where it is processed by employees operating outside the EU, the EEA, or Switzerland who work for us or for one of our suppliers, or where Personal Information is processed by one of our suppliers who is based outside the EU, the EEA, Switzerland, or who uses storage facilities outside the EU, the EEA, or Switzerland.

In these circumstances, your Personal Information will only be transferred on one of the following bases:

- Where you have provided explicit consent for the transfer;
- Where the transfer is occasional and necessary in relation to a contract or a legal claim;
- Where the transfer is made on the basis of an adequacy decision;
- Where the transfer is subject to one or more appropriate safeguards for international transfers prescribed by applicable law; or
- Where the transfer is necessary for the execution of a contract with you or in order to take steps at your request prior to entering into a contract.

Changes to Your Personal Information

Please tell us promptly about any changes to the Personal Information you have voluntarily provided to us. This is particularly important with respect to your contact details. If you are a current student, you may do this through “Connections Login” on the website. Otherwise please contact your campus Privacy Manager or our Chief Security Officer by phone or email using the contact details provided at the end of this document.

How Long We Keep Your Personal Information

We will retain your Personal Information for as long as needed to meet the uses described in the “How Webster Uses Current and Prospective Information” in compliance with legal document retention obligations. Even

where you have exercised one of the rights listed below with respect to your Personal Information, we will have the right to retain your Personal Information for compliance with a legal obligation, for the performance of a task carried out in the public interest, for archiving purposes in the public interest, for scientific or historical research purposes, for statistical purposes, or for the establishment, exercise, or defense of legal claims.

Your Rights with Respect to Your Personal Information

Under the General Data Protection Regulations (GDPR), you have the following rights:

- To obtain access to the Personal Information that we hold about you;
- To object on grounds relating to your particular situation to our processing activities where you feel they have a disproportionate impact on your interests, rights, and freedoms;
- If you believe that your Personal Information that we possess is, or has become, incorrect or is incomplete, you may request to review, revise, correct, or update any of the Personal Information we may have about you free of charge;
- To restrict the processing activities related to your Personal Information (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal);
- To request that we erase your Personal Information erased;
- To have Personal Information, which you have voluntarily provided to us, produced in a structured, commonly used, and machine-readable format, including for the purpose of transmitting it to another party; and
- To require us not to send you marketing communication.

Please note that the above individual rights are not absolute, and we may be entitled to refuse requests where certain exceptions apply. If you have given your consent and you wish to withdraw it, please contact your campus Privacy Manager or our Chief Security Officer by phone or email using the contact details provided at the end of this document. Please note that where our processing of your personal data relies on your consent and where you then withdraw that consent, we may not be able to provide all or some aspects of our services to you and/or it may affect the provision of those services.

If you have any questions about your rights regarding your Personal Information, please simply write to us at the postal address or contact your campus Privacy Manager or our Chief Security Officer by phone or email using the contact details provided at the end of this document, where you may initiate a request to access, reject, correct, restrict, or erase your Personal Information, or where you may initiate a request for transfer of your Personal

Information or initiate a request that we refrain from sending you marketing information.

Privacy Concern Handling Process

Webster is committed to resolving complaints about your privacy and our processing of your personal information. If you have an inquiry or complaint regarding this Privacy Notice, you should first contact our Privacy Manager by phone (314.246.7333) or email (cro@webster.edu). In the event that resolution cannot be reached, you may also contact your local data protection authority (“DPA”), which may investigate your complaint further.

For Switzerland
Office of the Federal Data Protection and Information Commissioner
[Feldeggweg 1](#)
CH - 3003 Berne

Privacy and Children

The Privacy Notice is not directed to “children”, as defined per Member State implementation legislation, and we do not seek, nor do we knowingly process, Personal Information from children. Where a prospective or current student is classified as a child, we will make reasonable efforts to verify that consent is given or authorized by the holder of parental responsibility over the child, where Personal Information of the child is to be processed.

Protection of Your Personal Information

Webster takes reasonable and appropriate measures to protect Personal Data from loss, misuse, unauthorized access, disclosure, alteration, and destruction, taking into due account the risks involved in the processing and the nature of the Personal Data.

Revisions to this Privacy Notice

Webster reserves the right, at our sole discretion, to change, modify, add, remove, or otherwise revise portions of our policies and this Privacy Notice at any time, consistent with the requirements of applicable law. When we do, we will post the revision(s) on our website at www.webster.edu/gdpr. If we change the Privacy Notice in a material way, we will provide appropriate notice to you. The “Effective Date” at the top of this Privacy Notice reflects the date of the most recent revisions.

Our Contact Information

If you have questions about our University Privacy Statement, this Privacy Notice, our privacy practices, or any other aspect of your privacy and the security of your Personal Information, please contact Privacy Manager or our Chief Security Officer by phone or email using the contact details provided below.

Webster University – Chief Security Officer

470 East Lockwood Avenue

Webster Groves, MO 63119

USA

Tel. +1 314.246.7333

cro@webster.edu

Webster University Geneva – Privacy Manager

Mr. Michel Pollak

15, Route de Collex,

1293 Bellevue, Switzerland

Tel. +41 22 959 80 03

michelpollak74@webster.edu

Student Life Policies

Extended Campus Student Code of Conduct

Webster University Student Life Policies have been written to help guide the behavior of students as members of the University community. Webster strives to be a center of academic excellence. We make every effort to ensure:

1. The opportunity for students to learn and inquire freely;
2. The protection of intellectual freedom and the rights of professors to teach;
3. The advancement of knowledge through scholarly pursuits and relevant dialogue.

The University community is by nature pluralistic and diverse. Those who elect to participate in the Webster University community accept the responsibility of sharing in the effort to achieve the University's mission as an institution of higher learning. Each person is expected to respect the objectives of the University and the views expressed within the community. In so doing, all members of the University community, and their guests, are expected to conduct themselves in an appropriate and civil manner at all times. These behavioral expectations include behavior both on- and off-campus as defined herein. Additional policies and practices or changes may evolve and the Student Handbook and Calendar may be amended, modified, or suspended at any time. Written notice of such changes will be distributed as soon as possible.

Participants in this shared enterprise strive to be governed by what ought to be rather than what is. To accomplish its goals, members of the University community aspire to a standard that is higher than mere compliance with formalized University requirements and local, state, and federal law. We endeavor to fulfill the following expectations:

Statement of Ethics

1. We endeavor to fulfill the following expectations:
2. To preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty;
3. To treat others with respect and dignity;
4. To respect the rights and property of others;
5. To act with concern for the safety and well-being of all our associates.

Student Rights

Webster University students are accorded the following rights to ensure positive educational results for each individual:

1. **Educational Environment:** Students have the right to an environment conducive to their educational pursuits. This environment should be free from harassment and discrimination and free from any other unreasonable interference with their educational experiences. Webster University offers protection from discrimination to students in their educational programs, activities, and employment on the basis of race, sex, sexual orientation, color, creed, age, ethnic or national origin, or nondisqualifying handicap, as required by federal laws and legislation, including Title IX of the 1972 Educational Amendments.
2. **Assembly and Expression:** Students have the right to assemble and express themselves freely in a lawful and orderly manner. (This right may be subject to the “Rallies, Demonstrations, and Public Assemblies” policy described herein.)
3. **Privacy:** Students have the right to privacy as protected by the Family Educational Rights and Privacy Act of 1974 as amended (commonly referred to as the Buckley Amendment).
4. **Information:** Students have the right to information pertaining to academic standing, course requirements, and graduation requirements.
5. **Participation in University Governance:** Students have the right to participate in University governance through the Student Government Association, other student organizations, and through University-wide committees, as set forth in University policy.
6. **Joining Campus Organizations:** Students have the right to join campus organizations, as set forth by respective organizations' constitutions and by University policy.
7. **Access to Disciplinary Procedures:** Students have the right to utilize disciplinary procedures, as set forth in University policies.
8. **Search and Seizure:** Students have the right to be secure from unreasonable search and seizure.
9. **Grievances:** Students have the right to make their concerns or grievances known through the appropriate administrative channels as prescribed under the policies of the University.

Student Responsibilities

When enrolling at Webster University, a student assumes responsibilities to fellow students, to the University, and to himself or herself. Students are responsible for conducting themselves in a lawful, civil, and responsible manner and for observing all University rules, regulations, and policies. This policy is intended to address concerns regarding the behavior of students who

are members of the University community. These procedures are not intended to replace civil and/or criminal procedures. When necessary, the University will work with appropriate law enforcement officials to redress accusations of criminal activity.

For the purposes of the Student Code of Conduct, a student is defined as someone who has accepted an offer of admission to the University with a monetary deposit and is in the process of enrolling (i.e., summer registration program), is enrolled, or was recently enrolled as a part-time or full-time student. Student status remains in effect during any semester in which a person is or has been enrolled (regardless of whether they dropped or withdrew from that semester); during break periods between consecutive semesters of enrollment; and during the quarter/semester immediately preceding and immediately following enrollment until a diploma is conferred.

If the University becomes aware that a student or applicant is a convicted felon, or is required to register as a sex offender, the University reserves the right to immediately dismiss that student and/or prohibit that applicant from enrolling in future classes, or limit the access of that student to specific campus facilities, based upon a review of the crime committed by the student/applicant.

The following actions are defined by the University as unacceptable forms of behavior and are subject to disciplinary response:

1. Dishonesty

Acts of dishonesty, including but not limited to the following:

1. Cheating, plagiarism, or other forms of academic dishonesty
2. Furnishing false information to any University official, faculty member, or office
3. Forgery, alteration, or misuse of any University document, record, or instrument of identification
4. Tampering with the election of any recognized University student organization
5. Misappropriation of student activity and/or University funds
6. Falsification of work hours on a payroll timesheet
7. Violating a student's right to privacy as outlined in the University's FERPA policy
8. Providing false information on the admission and/or housing application.

2. Verbal Assault, Harassment, Intimidation, Bullying, Defamation, and Threatening or Abusive Behavior

Physical abuse, verbal abuse, threats, intimidation, coercion, and/or other conduct that threatens or endangers the health or safety of any person (Sexual

harassment and misconduct are governed by the Policy on Sexual Assault, Harassment and Other Sexual Offenses, available here: <http://www.webster.edu/student-handbook/sexual-offense.html>)

Threatening or causing physical harm to another person. Physical abuse includes, but is not limited to: personal injury, physical restraint against a person's will, and holding or transporting an individual against his will.

“Bullying” is defined as inappropriate, unwelcome behavior (through various means of communication or physical contact) which targets an individual or group because of a characteristic of the individual or group, whether protected by anti-discrimination laws or not. Prohibited bullying may also be the result of repeated behavior of an intimidating nature. Or, if direct, may also meet this definition and can occur through verbal, physical, electronic or other means.

Conduct constitutes prohibited “Bullying” when a reasonable person in the circumstances would find the conduct sufficiently severe, based on its nature and frequency, to create an environment which is hostile or intimidating and which unreasonably interferes with the work, educational or college opportunity, or is intended to cause or is reasonably foreseeable to cause physical, emotional, or psychological harm.

Prohibited bullying behavior can take a variety of forms, and may include, but is not limited, to the following examples:

- Verbal abuse, such as the use of derogatory remarks, insults, and epithets; slandering, ridiculing or maligning a person or his/her family; persistent name calling; using an individual or group as the butt of jokes;
- Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
- Sabotaging or undermining an individual or group's work performance or education experience;
- Inappropriate physical contact, such as pushing; shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property, and
- Inappropriate electronic communication, such as the use of electronic mail, text messaging, voice mail, pagers, social media, website, and/or online chat rooms in a threatening, intimidating, or humiliating manner.

“Defamation” is defined as the oral, written, or electronic publication of a false statement of fact that exposes the person about whom it is made to hatred, contempt, or ridicule, or subjects that person to loss of the good will and confidence of others, or so harms that person's reputation as to deter others from associating with her or him.

3. Disruption or Obstruction

a. Disruption or obstruction of teaching, research, administration, disciplinary proceedings, other University activities, including its public service functions on or off campus, or other authorized non-University activities, when the act occurs on University premises

b. Participation in campus demonstrations that disrupt the normal operations of the University and/or infringe on the rights of other members of the University community; leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area; intentional obstruction that unreasonably interferes with freedom of movement, either pedestrian or vehicular, on campus, whether inside or outside.

4. Theft, Damage, or Unauthorized Use

Attempted or actual theft of, unauthorized use of, and/or damage to property of the University or property of a member of the University community or other personal or public property. This includes the intent to destroy or vandalize property

5. Unauthorized Entry or Use of University Premises

Unauthorized possession, duplication, or use of keys and/or access codes to any University premises or unauthorized entry to or use of University premises. Trespassing upon, forcibly entering, or otherwise proceeding into unauthorized areas of University owned or leased facilities, their roofs, or the residential space of another without permission.

6. Compliance

Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to provide proof of identity to these persons when requested to do so.

7. Drugs, Alcohol, Firearms, Gambling

Abuse of prescription and/or over-the-counter drugs.

Violation of any federal, state, or local law including but not limited to:

1. Use, possession, or distribution of narcotics or other controlled substances, except as expressly permitted by law
2. Use, possession, or distribution of alcoholic beverages, except as expressly permitted by the law and University regulations, or public intoxication
3. Use or possession of firearms, fireworks, other explosives, other weapons, or dangerous chemicals on University premises not specifically authorized by the University

4. Misuse of legal objects in a dangerous manner (e.g., laser pointing in someone's eyes)
5. Illegal gambling or wagering

8. Disorderly, Indecent Conduct

Conduct that is deemed disorderly, lewd, or indecent; breach of peace; or aiding, abetting, or procuring another person to breach the peace on University premises or at functions sponsored by, or participated in by, the University.

9. Theft or Other Abuse of Computer Time

Theft or other abuse of computing resources and network access, including but not limited to:

1. Unauthorized entry into a file, to use, read, or change the contents, or for any other purpose
2. Unauthorized transfer of a file
3. Unauthorized use of another individual's identification and password
4. Use of computing facilities to interfere with the work of another student, faculty member, or University official
5. Use of computing facilities to send, display, or print obscene or abusive messages
6. Use of computing facilities to interfere with normal operation of the University computing system
7. Knowingly causing a computer virus to become installed in a computer system or file
8. Knowingly using the campus computer network to disseminate "spam" messages (i.e., unsolicited bulk e-mail messages that are unrelated to the mission of the University).
9. Knowingly using the campus computer network to send any threatening, or otherwise inappropriate message.
10. Illegal download of copyrighted software or other works (e.g., music files for private financial gain and/or copying of works worth \$1,000 or more within a six-month period.

10. Improper Use of Cell Phone Cameras

Misuse of mobile phone cameras, electronic capture devices, or unauthorized audio or video recording, in an area where the expectation of privacy exists, or to facilitate plagiarism, compromise academic work, including but not limited to tests, or otherwise improperly compromise the intellectual property rights of others.

11. Hazing

Hazing, defined as an act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property, for

the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization.

12. Abuse of Fire Safety Standards

Any activity involving tampering with fire alarms or firefighting equipment, unauthorized use of such equipment, failure to evacuate during a fire alarm, hindering the evacuation of other occupants, or hindering authorized emergency personnel.

13. Abuse of the Student Conduct System

Abuse of the Student Conduct system, including but not limited to:

1. Failure to obey the summons of a Student Conduct body or University official
2. Falsification, distortion, or misrepresentation of information before a Student Conduct body
3. Disruption or interference with the orderly conduct of a Student Conduct body prior to, and/or during the course of, the Student Conduct proceeding
4. Initiating a Student Conduct proceeding without justification
5. Attempting to discourage an individual's proper participation in, or use of, the Student Conduct system
6. Attempting to influence the impartiality of a member of a Student Conduct body prior to, and/or during the course of, the Student Conduct proceeding
7. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct body, participant, and/or witness prior to, during, and/or after a Student Conduct proceeding
8. Failure to comply with the sanction(s) imposed under the Students' Rights and Responsibilities policy
9. Influencing or attempting to influence another person to commit an abuse of the Student Conduct system.

14. Other Offenses against the Webster University Community

Violations of other published University policies, rules, or regulations. Such policies, rules, or regulations may include the Housing and Residential Life Handbook, specific departmental policies, and the contracts and leases for campus housing.

Selling, or solicitation, on campus without the written authorization from the Campus Director or his/her designee.

Creating a fire, safety, or health hazard.

15. Criminal Conduct and/or Civil Offenses

A violation of any local, state, or federal criminal law, or engaging in behavior that is a civil offense may be considered a violation of the Webster University Student Code of Conduct, even if the specific criminal conduct/civil offense is not specifically listed in this Student Responsibility section. The criminal conduct/civil offense may be considered as a violation of the Code of Conduct irrespective of whether the criminal violation/civil offense is prosecuted in a court of law. The University may inform law enforcement agencies of perceived criminal violations and may elect to defer internal Student Conduct action until prosecution of the criminal violation has been completed. Exoneration from criminal charges will not result in immunity from civil action or University proceedings.

Off-Campus Behavior

Off-campus behavior that is detrimental to the University or its students, faculty, or staff in their roles as members of the campus community is governed by this code. Webster reserves the right to take actions that address the violations through educational intervention or sanctions.

Social Media and Other Electronic Platforms

Behavior conducted through social media and/or other electronic platforms that is detrimental to the University, its students, faculty, or staff in their roles as members of the campus community is governed by this code. Webster reserves the right to take actions that address the policy violations through educational intervention or sanctions.

Admissions Applications

Webster reserves the right to deny admission based on non-academic reasons when it is believed to be in the best interests of the University. A disciplinary violation or criminal conviction may affect admission, enrollment, or course of study, whether occurring prior to the time of application, while the application is under review, or after the admission decision has been made.

Disciplinary and Student Conduct Procedures

Because Webster University is an educational institution, Student Conduct procedures and disciplinary responses to student behavior are designed as much for guidance and correction of behavior as for invoking fair and appropriate sanction. This code and these procedures are designed to determine whether students' alleged behaviors violate the standards and expectations of the University educational community. These expectations and procedures should, in no way, be construed to replace civil or criminal expectations or proceedings. Where necessary and appropriate, the University

will work in concert with legal enforcement officers to address alleged illegal behavior. These procedures are used to address the seriousness of the offense and the record of conduct of a given student; however, specific responses are not rigidly predetermined. The University recognizes that inappropriate behavior may be the result of the student's inability to solve a problem or manage a situation appropriately. Ultimately, the student must accept responsibility for his or her behavior and the consequences that result. However, the University also recognizes that Student Conduct responses may include providing students with educational alternatives that assist the student in learning how to handle certain situations. The fundamental hope is that the student can learn and grow from the incident and sanctions imposed in response to that behavior, and that he or she can make the necessary changes in his or her behavior to become a constructive member of the educational community.

1. University Rights and Responsibilities

Regarding Campus Disruption or Obstruction: In cases of alleged campus and/or classroom disruption or obstruction of the academic mission of the institution, immediate action may be initiated by a faculty member and/or administrator to restore order and/or to prevent further disruption. Behavior occurring within the academic arena, including but not limited to classroom disruption or obstruction of teaching, is within the jurisdiction of Academic Affairs. Faculty members have the right to address the immediacy of a situation as they deem appropriate (e.g., temporary removal of a student from a class when inappropriate, disruptive behavior occurs). Faculty response is forwarded to Campus Director, who consults with the academic dean for review (or his or her designee), and if necessary, further action. Further action might include permanent removal from the course. Repeated offenses could lead to removal from the program and/or the University. When necessary and appropriate, the local police may be contacted to assist with restoring peace and order.

2. The Rights of the Student Charged

The student being charged has the right to testify on his or her own behalf, and the right to bring witnesses on his or her own behalf. Accused students may submit questions in advance to the hearing officer that they wish to have asked of those bearing witness against them. During the hearing, questions should be directed to the hearing officer, not to the witness. The use of these questions is at the discretion of the hearing officer. In cases of alleged sexual assault, special measures may be invoked to protect the rights of the victim as well as the accused. In the event accused students choose not to testify, decisions may still be rendered in the absence of their testimony. Students who receive University accommodations under the Americans with Disabilities

Act should notify the hearing officer that the appropriate accommodations should be accorded them as part of the disciplinary process.

3. Reporting a Violation

Reports of alleged violations of University rules or regulations are made to the Campus Director (or the Academic Dean in cases of academic misconduct), or his or her designee, herein referred to as the Director.

The Director informs the student in writing that an alleged violation of the Code of Conduct has been reported about him or her. The Director commences an investigation of the incident by reviewing the incident with the student. The student may be asked to provide a written statement to the Director within 48 hours of this preliminary discussion. The Director also may request written testimony from the person(s) who brought forward the information or charges and any other persons the Director believes may provide pertinent information. The Director may appoint a designee from the campus staff to act in his or her place for any disciplinary procedure.

4. Confidentiality

All disciplinary and Student Conduct procedures are closed and confidential. Final disciplinary decisions are communicated to the student charged and relevant school officials. If the student charged signs a release, the final disciplinary decisions are also communicated to the charging party. A copy of the written description of the sanction is placed in a file at the campus and in the Dean's disciplinary file in the Office of Student Affairs in St. Louis.

5. Types of Proceedings

Mediation: This procedure is implemented by the Director or his or her delegate and is generally reserved for first and less serious violators. It is employed when a violation arises out of a dispute between a charged student and another party or parties. The goal is to design a mechanism to resolve the dispute and to prevent it from recurring. A signed record of the mediation efforts, and the agreed-upon resolution, will be retained by the Director. If the participants in mediation fail to live up to the agreed-upon settlement, a charge(s) may be processed under the appropriate procedures cited below.

Administrative Proceeding: Many disputes or infractions can be handled within the context of an administrative hearing. The administrative proceedings are conducted by the Director (or his or her designee), or the Academic Dean (when the offense occurs within an academic setting).

Such hearings are appropriate under any of the following conditions:

1. When there is no record of disciplinary action in the recent past or a record of only minor violation;

2. When sanctions called for are less severe than suspension or expulsion from the University;

3. When both the student charged and the party making the charge (e.g., a University official or another student) agree to the facts in an incident and the charged party admits fault. In this case both parties agree to implementation of a disciplinary decision by the Dean, or his or her designate, or, in the case of an infraction in an on-campus residential property, the Coordinator of Housing and Residential Life or Managing Director of Webster Village Apartments. This agreement is made in the form of a written joint memorandum. The student's right of appeal remains unchanged; if the student is found in violation of a stated policy by the Director, sanctions are assigned. The decision is written as soon as is reasonably practicable after the hearing and forwarded to the student and, if a release is signed, to the person who made the charge.

Academic Dean's Review

This procedure is implemented by the Academic Dean (or his or her designee) and is intended to review the status of the student in a faculty member's course. This review may include a mediation between the student and the faculty member or it may be an administrative proceeding to determine whether a student should be allowed to remain in the given course. Because of the necessity for swiftness, this review should take place as soon as possible following the incident and is not subject to the requirement of three days advanced, written notice to the student. After consulting with the student and the faculty member, together and/or separately (and any necessary witnesses), the Dean shall render a decision. The student's right of appeal is to the Provost and Senior Vice President. In cases of academic dishonesty, a faculty member or university designee may request an academic dean's review for possible referral to the Academic Honesty Board for a hearing on potential suspension or dismissal.

The Campus Student Conduct Board (CSCB)

The Campus Student Conduct Board consists of three members: one student, one faculty member, and one staff member selected by the Campus Director. The Student Conduct Board selects one of its members to serve as presiding officer. The purpose of the Campus Student Conduct Board is to hear charges of student violations of University rules and regulations in cases that might involve suspension or expulsion, to decide whether the charged student is responsible for the alleged violation(s), and if responsible, to assign sanctions. The Campus Student Conduct Board also reviews requests for appeal of decisions made by the Director, and hears all cases referred directly by the Director.

Expedited Process for Suspension or Dismissal

In the most serious, "high risk" cases, in which the accused student may pose

a serious threat to the health and safety of students, faculty, and staff, the following process may be enacted, with the approval of the Vice President Enrollment Management and Student Affairs. Steps 1-3 can take place within a single day.

1. The accused student is informed of the charges against him/her via email, letter, or phone call.
2. The accused student has the opportunity to respond to these charges via email, letter, or phone call.
3. The accused student will have the opportunity to submit questions to be answered by his/her accuser(s).
4. The dean of students (or his/her designee) decides if the accused student is responsible for a violation of University policies, and if appropriate, determines sanctions, which could include suspension or dismissal. This is communicated to the accused student.
5. The accused student has ten days in which to forward a written appeal to the dean of students' office. Any such appeal must set out the specific reasons supporting the appeal, including any contested finding of facts which are set out in the Dean's determination of sanctions. The written appeal will be reviewed by the appropriate body, the University Student Conduct Board or the Sexual Offense Hearing Board.
Due to the seriousness of this kind of case, all requirements for advance notification are hereby waived.

*Examples of "high risk" cases include:

- violent crimes against a person,
- behavior resulting in felony charges or convictions (equivalent to Class A, B, or C felonies in Missouri)
- threats or harassment of such an egregious nature that campus safety is affected
- any behavior that strongly suggests the accused may be a serious threat to the health and safety of students, faculty, or staff

6. Procedural Guidelines for Administrative and Student Conduct Hearings

The Student Conduct Board or Hearing Officer shall conduct hearings so as to assure the basic concept of procedural fairness.

The following procedures shall be adhered to:

1. The Director, or his or her designate is responsible for setting the hearing time, notifying all parties who are to testify, and forwarding all pertinent data to the appropriate board.

2. The Director shall give appropriate advance notice, in writing, of the charges against the student and copies of available evidence, to ensure that he or she may adequately prepare for such a hearing. The notice clearly indicates the date, time, and place of the hearing. The notification should be received by the student at least three calendar days prior to the hearing. Students who receive University accommodations under the Americans with Disabilities Act should notify the Hearing Officer about the accommodations that should be accorded them as part of the disciplinary process.
3. The hearing shall not be considered to be a legalistic trial. Rather, the Student Conduct Board or Hearing Officer shall examine all relevant facts and circumstances at the hearing, shall ensure the relevancy of witnesses' statements, and shall, using a standard of "more likely than not," determine whether the charged student should be held responsible for a violation of the Code of Conduct.
4. Hearings are confidential and closed to all but the principals of the case. At the discretion of the Hearing Officer, a transcript may be kept in audio taped or written form. The tape and transcript are the property of the Director's Office. Students are not permitted to tape or otherwise record the proceedings. Transcripts will be kept by the Director's Office and may be reviewed but not copied or removed from the Director's Office.
5. All parties have the right to be assisted in their presentation by an advisor of their choice. The advisor may be, but is not limited to, a friend, a fellow student, or faculty member. The advisor may speak privately to the student charged during the proceedings with permission of the presiding Hearing Officer. At no time during the hearing, however, will such advisor be permitted to speak for the advisee. Each party may request a brief recess to consult with his or her advisor. The presiding officer rules on questions of procedure and is responsible for moving the proceedings along in a timely and orderly manner. Students are responsible for providing copies of all documents to their advisors.
6. Prior to the hearing (at least 24 hours), the student being charged should submit to the Director a list of any witnesses he or she wishes to present and the nature of the testimony they may offer. This student should also submit a list of questions he or she wishes to have asked of the charging party.
7. At the hearing, the student being charged and the charging party shall have ample opportunity to explain the circumstances surrounding the incident and are encouraged to present pertinent evidence and the testimony of witnesses in person. In addition, both parties shall be afforded the opportunity to comment on any written statements or other evidence presented, and to respond to questions.

8. No member of the Student Conduct Board or the Hearing Officer should be either a witness for or against the student or a person previously engaged in formulating the charge or in presenting the material relating to the case. Alternate members will be appointed in cases in which Board members have a perceived conflict of interest with the principals of the case.
9. The presiding officer rules on all objections, questions, and procedural points, subject to being overruled by majority vote of the Board. He or she also determines the sequence of testimony, including the option of having all principal parties meet together in the hearing. All those who participate in the hearing are obligated to conduct themselves in an orderly manner and to obey and abide by the presiding officer's rulings. The Director attends all hearings to serve as an advisor in the process. The Dean of Students in St. Louis should be consulted on Student Conduct procedures used at the extended campuses.
10. Once all testimony is heard or read, the student being charged and the charging party are asked to make a final statement and the Hearing Officer or Board members are given a final opportunity to ask questions. All persons other than Board members and the Director are then excused and the Board meets to render a decision. The Director does not vote.
11. The Hearing Officer or Board decides whether there was a violation of policy using a standard of "more likely than not." They also determine whether the charged student should be held responsible for that violation. If so, sanctions are also imposed on the responsible student. Each decision must have been reached by a majority of the Board. Once a decision is reached, the student being charged is informed orally of the decision by the Director. Both parties receive the decision in writing from the Campus Director as soon thereafter as is practicable (the charging party is informed only if the student charged signs a release form or if the case involves a violent act).

7. Appeals

1. Grounds for appeals:

- Procedural error
- New evidence
- Excessive sanction

2. Limits of appeal and sequence of appeal:

A student found in violation of a stated policy may appeal a disciplinary decision only once, based on one or more of the criteria cited above. The appeal may take place in one of the following stages:

3. Appeal of a decision by / Appeal to:

- Campus Director / Campus Student Conduct Board
- Academic Dean (or designee) / Provost
- Campus Student Conduct Board / Vice President Enrollment Management and Student Affairs

Appeal procedure:

1. The act of filing an appeal usually postpones the action required by the initial decision until the appeal process is completed, unless the Director (in consultation with the Dean of Students) determines that postponement of the sanction may result in a serious threat to the University community.
2. The student must file the appeal through the Office of the Campus Director within 10 calendar days of receiving written notification of the decision. (An extension of this deadline may be requested in writing to the Dean of Students to accommodate periods of University recess or for other extenuating circumstances.) The Director then forwards the request to the appropriate Hearing Officer or the Campus Student Conduct Board.
3. The individual seeking the appeal must indicate, in writing, the specific bases or reasons for his or her appeal. The appeal statement should include the following: Student's name, ID#, local address, phone number, reason for appeal (see 7 a. above), and appropriate information regarding why the appeal should be granted. The letter should be of sufficient detail to stand on its own without accompanying testimony to permit the evaluation of the merit of the grounds for appeal. For example, if there were procedural errors, the errors should be identified and it should be noted what effect those errors had on the outcome of the case. If there is new evidence, the nature of that evidence and the potential effect on the outcome of the case should be noted. If the student believes the sanction was excessive, the student should take great care to note why they believe the sanction was excessive and should suggest a more reasonable sanction.
4. The appropriate Hearing Officer or an appeals committee of the Campus Student Conduct Board will consider the written statement of appeal and recommend action to be taken: denial of appeal or a new hearing. The individuals involved will receive written notification of the decision from the Director.
5. If the result of the appeal is an order for a rehearing, the hearing procedures described above shall apply. A new panel of Student Conduct Board members would rehear the case.

Disciplinary Actions

Disciplinary actions are proscribed by the Hearing Officer or Student Conduct Board. Students are obligated to carry out all directives of the Hearing Officer or body. Failure to do so may result in further sanctions. It is the prerogative of the Student Conduct body to assign sanctions it deems fitting in response to the actions of the student found in violation. The Director has responsibility for monitoring compliance with all sanctions.

1. Temporary Suspension

Students may be placed on temporary suspension by the Director (in consultation with the Dean of Students and the appropriate Associate Vice President for Academic Affairs) in the following circumstances:

If the student is reasonably likely to present a threat to him or herself, to the University community, or to any of its members; or if the student poses a definite threat of disruption of, or interference with, the normal operations of the University, the alleged violator may be placed on temporary suspension. The student will be afforded an Administrative Hearing as soon as is practically possible to determine if, when, and which University privileges may be reinstated; however the student will remain on suspension until the proceedings are complete. The opportunity for appeal to the CJB remains intact. During the temporary suspension, the student shall be denied access to University facilities and/or all other University activities or privileges for which the student might otherwise be eligible as deemed appropriate by the Director.

2. Disciplinary Sanctions

a. Levels

The primary functions of any hearing body or officer are to determine whether or not there was a violation of policy and, if so, to recommend an appropriate sanction. The following are guidelines for sanctions, though ultimate determination of appropriate sanction lies with the Hearing Officer or hearing body.

Typically, for a first-time offender, a Level 1 sanction will be recommended. A Level 2 sanction may be recommended if the violation was a serious first offense or if the referred party was a repeat offender. Level 3 sanctions are usually reserved for serious first-time offender(s) or for repeat offenders. The following are examples of disciplinary sanctions. These may be used in combination at the discretion of the ruling party.

Level 1

- Student Conduct Letter of Warning
- University Disciplinary Warning
- Educational Sanction

- Financial Restitution
- Parental Notification of Violation and Imposed Sanctions
- Administrative Withdrawal from a Course
- Administrative Hold on University Account

Level 2

- Student Conduct Letter of Warning
- University Disciplinary Warning
- Educational Sanction
- Financial Restitution
- Parental Notification of Violation and Imposed Sanctions
- Administrative Withdrawal from a Course
- Administrative Hold on University Account

Level 3

- Disciplinary Suspension
- Disciplinary Dismissal

b. Descriptions of Disciplinary Sanctions

Student Conduct Letter of Warning: A warning letter issued by a Student Conduct hearing body or officer. The letter is placed in the Director's Student Conduct File and will be made available to any hearing body or officer should the student become a repeat offender.

Administrative Withdrawal: The withdrawal of a student from a specific course, major, or academic department may be invoked in cases where the student violates the expectations of the academic arena (e.g., classroom incivility, disruption, harassment of faculty members).

Administrative Hold on University Account: This action is most frequently taken when students do not complete assigned Student Conduct sanctions within the required timeframe, when students fail to answer Student Conduct charges, and when students must complete specific actions prior to being readmitted following suspension. This action prevents students from registering for classes, obtaining transcripts, diplomas, etc. Webster University reserves the right to withhold transcripts or a diploma pending the resolution of all outstanding Student Conduct charges and the successful completion of any sanctions issued as a result of those charges.

Disciplinary Probation: A more stringent warning used in response to a more serious violation or frequent violations of University regulations. Further violations would require consideration of Disciplinary Suspension. This action prevents students from being able to study abroad during the probationary period. This status may also be communicated to other schools to which a student may transfer (or has transferred).

Disciplinary Suspension: Action that separates the student from the University for a stated minimum period of time. At the end of the period, the student must apply to the Director or the Dean of Students for reinstatement.

Disciplinary Dismissal: This status permanently separates the student from the University.

3. Other Disciplinary Actions

Restitution, Fines, and Refunds: In cases that involve damage to personal, University, or private property, full restitution is typically required. Fines may result when the Hearing Officer believes they are appropriate. Restitution and/or fines should be paid by check or money order. In cases of suspension or expulsion, there is no refund of University fees. Tuition and room and board charges may be refunded consistent with University refund policies.

Educational Sanction: A proscribed activity designed to assist the student in understanding how his or her actions affect the community and/or to contribute to the betterment of the community. Such action is available at any level to supplement or replace any other Student Conduct action.

Behavioral Contract: These contracts are written to provide very clear expectations regarding a student's behavior within given circumstances. Probation is typically part of the contract.

Campus Restriction: Students may be restricted from access to residential facilities or other campus facilities, activities, or services. A student may also be barred from the entire campus if past behavior threatens the health, safety, or well-being of any member (including self) of the University community.

Webster University Geneva – Internal Phone Numbers

* in order to contact the staff members dial: 022-959-extension

Staff Office Numbers

ACEDO, Clementina	6005	Director, Webster University Geneva
AMORES, Heidi	6060	Registrar
ARESE VISCONTI, Francesco	6033	Head of Photography / Head of Media
BABOULAZ, Gaël	6004	St. Serv/Resid life/Study A. Coord
BARK, Julianna	6072	Head of Global Citizenship Program
BRU, Selina	6080	Admissions Assistant & Operations
BUTTERLY, Catherine	6008	MA Counseling Coordinator
CALENDRIER, Amanda	6052	Head of Academic Center
CARSON, Peter	6009	Academic Advisor/ Learning C. Coord
CHAUDET, Claude	6019	Head of Mathematics & Computer Science
CRUCERY, Jimmy	6085	IT & Network Manager
DORMANS, Axel	6088	Director, Finance & Bus. Operations
FOPPIANI, Oreste	6035	Head of International Relations
GEBRE-MICHAEL, Elizabeth	6040	Director of Student Accounts
GEER, Jessica	6016	Admissions Graduate Representative
GISIGER, Maureen	6010	Admin Assist/ DBA & Health C. Coord
GLAVEANU, Vlad	6053	Head of Psychology
GOODARZI, Jubin	6027	Research Faculty/ Deputy Head of IR
HITCHCOCK, Sharon	6055	Librarian
HOVE, Ngonidzashe	6056	Library Assistant/ Bookstore Manager
JABS SARAL, Krista	6026	Research Faculty, WSBT
JACHENS, Liza	6073	Research Faculty, Psych, Soc & C Prog
JANCIKOVA, Aleksandra	6012	Director, Corporate Partnerships
JOACHIM, Célia	6003	Residential Life Associate
	6076	Events Coordinator
JOLLY, Dominique	6070	Chair, School of Business & Tech
KAZAROVA, Natasha	6050	HR Assistant. & Financial Accounting
LIENGME, Léonie	6018	Sr. Admissions and Recruitment Officer
LIMA, José	6062	Facilities Manager
	078 683 5273	
MAILLARD, Françoise	6013	Dpt. Head of Health Care Mngt.
McDONALD, William	6030	Director of Admissions and Enrol.
MIHALCA, Loredana	6021	Res Faculty, Psych, Soc & Coun. Progs
PASERMAN, Michal	6022	MBA Program Director
PAVENELLO, Nancy	6023	Co-Director Career Serv. / Internships
PINHEIRO, Nuno	079 854 6443	Facilities
PIRRI, Joe	6051	Academic Advisor
POLLAK, Michel	6020	Human Resources Director
RIVAS, Francisco	6054	Academic & Registration Associate
ROSS, Susan	6075	Director of European Dev. & Alumni

ROSSO, Tammy	6031	Ac. Supp. Officer/Sr. Faculty Media Comm. & GCP	
SHIMKUS, Kristina	6007	Director of Student Affairs	
SICARDI, Florencia	6011	Admissions Representative	
SIMIC, Slobodan	079 944 0871	Facilities	
SORTINI, Kris	6074	Executive Assistant	
TORRENTE, Elizabeth	6000	Receptionist	
VON MACH, Beatrice	6023	Co-Director Career Serv. / Internships	
YOUNG, Tim	6036	Webmaster & Media Assistant	
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Admissions Conference Room	6032	Computer Lab Assistant	6086
Coun/Busn/ IR Assistants	6057	Library Assistant	6056
Bookstore Assistant	6015	Writing Center	6001
Faculty Room (Jura)	6084	Cafeteria	6077
Faculty Desk (Villa Bellevue)	6021	GCS (Bernardo)	078 770 8421

Swiss Public Holidays 2018-2019

Jeûne Genevois	06 September
Christmas	24 December (through 3 January)
New Year's Day	01 January
Easter Weekend	19 April to 22 April
Ascension Day	30 May
Pentecost	9 June