A Message from the Vice President for Student Affairs

Welcome. We are delighted that you are now a member of the Eastern Washington University community. Our mission statement declares that “EWU is a student-centered university.” We take great pride in that statement and we will support your efforts to make your dream of a college education a reality.

Eastern has a wide array of majors, academic programs and activities that will challenge you socially, intellectually and culturally. Take full advantage of every opportunity to experience college life. Our faculty and staff are here to help you be successful. College is a life-changing experience and we have resources to support your growth and development as you progress toward being a productive, well-balanced citizen for the 21st century.

I hope you use this day planner, not only as the source for keeping your schedule, but as a reminder of both the rights and responsibilities and also the privileges that go with the college experience. Enjoy!

Have a wonderful year!

Sincerely,

William S. Ponder
Vice President for Student Affairs

EWU Mission Statement

Eastern Washington University is a student-centered, regionally based, comprehensive university. Its campus is located in Cheney, within the Spokane metropolitan area, with additional learning centers in the region and elsewhere in Washington state. Its mission is to prepare broadly educated, technologically proficient, and highly productive citizens to attain meaningful careers, to enjoy enriched lives, and to make contributions to a culturally diverse society. Eastern Washington University will achieve its mission by providing:

• an excellent student-centered learning environment;
• professionally accomplished faculty who are strongly committed to student learning;
• high-quality integrated, interdependent programs that build upon the region’s assets and offer a broad range of choices as appropriate to the needs of the University’s students and the region; and
• exceptional student support services, resources and facilities.

Student Life Mission Statement

Student Life at Eastern Washington University is vested in the mission of the institution.

The mission of Student Life is to involve, integrate, and immerse students into the University community. We
are committed to the holistic development of the student.

We uphold this mission by:

- providing life-long training opportunities;
- creating leadership and training opportunities;
- encouraging and acting to advance diversity and inclusiveness;
- engaging in appropriate advocacy for students;
- supporting a variety of student lifestyles;
- challenging and assisting students in defining their choices;
- reinforcing decisions that promote healthy emotional, physical, spiritual and intellectual development.

To this end, we strive to achieve:

- professionalism in our actions and standards;
- quality service in our internal and external interactions;
- comprehensive assessment of our programs;
- commitment to work productively and ethically toward our goal of student development.

ACADEMIC SERVICES

Academic Advising, UNDERGRADUATE
At the heart of successful academic advising is an interactive relationship between student and advisor.

Although students are ultimately responsible for their academic decisions, Eastern’s advisors will provide accurate, up-to-date course information that will assist students in making informed decisions.

Academic advisors are expected to:

- Be knowledgeable about University policies and procedures
- Articulate graduation requirements
- Offer accurate and timely academic advice suited to particular goals
- Help clarify goals
- Encourage the development of decision-making skills
- Provide guidance for exploring majors
- Give referrals to specific departments or programs as necessary

Students are expected to:

- Be familiar with University publications that describe or explain academic requirements
- Ask questions
- Maintain contact with advisors
- Let advisors know how they can better serve students

The Office of Academic Advising is located on the third floor of Sutton Hall. Office hours are Monday-Friday, 8 a.m.-5 p.m. Call (509) 359-2345.
Note: Students who have already declared a major will receive academic advising from a faculty member in that department.

Graduate students receive general advising at the Graduate Studies Office, 206 Showalter Hall, Monday-Friday, 8 a.m.-5 p.m.; by appointment at the EWU Spokane Center, 705 W. First Avenue on Tuesday and Thursday, 3-6 p.m.; and at the Phase I Classroom Building, 668 N. Riverpoint Boulevard on Wednesdays during the academic year, 3-6 p.m. Call us at (509) 359-6297, or e-mail gradprograms@ewu.edu.

ADMISSIONS
The Office of Admissions within the university’s Student Affairs Enrollment Management unit provides many services to prospective and current EWU students including:
• Tours and on-campus visitation programs
• General advising for prospective students
• Prospective student recruitment and outreach
• Leadership of the Eagle Student Ambassador student volunteer group
• Review of undergraduate admission applications
• Processing of military waiver applications

All EWU students are required to provide the Office of Admissions with all final high school or college transcripts by the second quarter of the student’s attendance at EWU. The Office of Admissions is located at 101 Sutton Hall and can be reached by phone at (509) 359-2397 or via e-mail at admissions@mail.ewu.edu

Prospective EWU graduate students can obtain graduate admission information from the Graduate Studies Office located in 206 Showalter Hall and can be reached at (509) 359-6297.

CAREER SERVICES
114 Showalter Hall
(509) 359-6365
http://careers.ewu.edu
Career Services can assist you with every step of your career development. Whether you need to look for a part time job, an internship, a volunteer opportunity, or need assistance deciding on a major, career, résumé or to start a placement file, we are here for you! Valuable resources are available in the Career Services office, computer lab and library, and through personalized service from professional staff and the unique flexibility that technology provides.

Student Employment
Need a part time job?
Check out our extensive listing of on and off campus job opportunities. Join the more that 3,500 students each year who find employment with the help of Career Services.

Do you have work-study as part your financial aid package?
* The SEO coordinates placement for federal, state and community service work-study positions.

Students Offering Service (SOS)
Students Offering Service (SOS) can help you find meaningful community service opportunities. Engaging in real community problems and issues greatly enhances your personal, academic, civic and career development goals. Community service looks good on your résumé, too. Make a difference in your neighborhood-volunteer!

Internship Programs
How can you get a job to gain experience when you need experience to get a job? The answer is do an internship. Through internships you receive academic credit by working for employers in positions related to your major field of study or career interest. You can apply what you’ve learned in the classroom to real-life projects and assignments. Search our internship database and get a head start on the competition!

Career Planning
Make a well-informed decision about your education and career path to make a smooth transition into the world of work.

• Career Counseling – Schedule an appointment with a career advisor to discuss major and career options
• Job Preparation – Résumé and cover letter assistance, interview and job search strategies
• Full-/part-time jobs – Find current job listings to apply locally and nationally
• On-campus Interviews – Interview on campus with employers interested in hiring EWU grads

Placement File Services
Are you an Education major? A placement file is an added credential that is sent to prospective school district employers. Your placement file contains basic information on your major/minor course work, résumé and letters of recommendation from faculty, employers and your student teaching experience.

CRSV 210 – Career Development – Helping Students Make a Major Decision
One of the biggest milestones a student faces in the course of their college experience is declaring their major. For many students, figuring out a major and related career choice can be intimidating. One of the most successful ways for students to explore career options is the CRSV 210: Career Development. This two credit class begins with a series of fun inventories that assess students’ career interests, personality types and work values. From there, the class focuses on how students can explore career options and gain valuable skills while in college through student employment, internships, volunteering, studying abroad and getting involved in student clubs and organizations. This class gives students the opportunity to explore who they are in light of what they want to do. Whether the information gained in the class confirms a student’s career choice or identifies the need to make an adjustment, students are better equipped to make a decision about their majors.

EAGLECARD
Eastern students are issued a photo identification card at the time of their initial registration. Proof of enrollment and/or registration must be provided. Students must show photo identification to be issued an EagleCard.

There is no charge for the initial EagleCard. A reissue of an EagleCard is $15. A student that will not be enrolled for one or more quarters should save his/her EagleCard and use it upon return to EWU. The student is personally liable for all obligations incurred by the use of his/her EagleCard. Should the card be lost or stolen, the student should report the lost card immediately to the EagleCard Office.
The EagleCard Office is located in 120 Tawanka, (509) 359-6184. For more information, go to
www.ewu.edu/eaglecard

EAGLENET

EAGLENET, website: http://eaglenet.ewu.edu

EWU students can access and update their personal information with EagleNET - the source for online student records and course information. Log on to http://eaglenet.ewu.edu

SYSTEM AVAILABILITY – Course drops and adds will be accepted through EagleNET until the fifth day of the quarter. Beginning the sixth day of the quarter, all adds require instructor’s authorization; all drop/adds must be done in person at the Records and Registration Office, second floor of Sutton Hall, or at Spokane sites. If all courses are to be dropped for the quarter, contact the Records and Registration Office at (509) 359-2321 to process a complete withdrawal.

With EagleNET, students can:

• Access student records – check grades or view an unofficial transcript or transfer transcript
• Register for classes – find out their registration status; view holds and find out how to clear a hold; drop or add classes; and change class options
• Get a schedule – print out a detailed class schedule with a date and time grid
• View personal information – change their personal identification number (PIN); update their directory restriction and e-mail address or personal address information
• Find out about courses – search for courses by specific criteria; view the course catalog; view available course section; or find out how many seats are available in a class
• Learn more about financial aid – link to helpful financial aid and scholarship websites
• Get help – utilize an online help and user guide or access Tech-EZE for assistance

PRIORITY REGISTRATION – Priority registration is a time scheduled for continuing (currently enrolled) students to register for the next quarter. Appointment times are based on the class standing as of the prior quarter’s grades. Check the course announcement or the website for appointment times.

Before using EagleNET:

1. The student should double-check his/her registration appointment time
2. Clear all registration holds. Registration transactions cannot be made until all holds are removed. Check holds on EagleNET
3. First-time students, freshmen, athletes and students on any academic probation or dismissal are required to consult an advisor prior to registering
4. Courses not accessible through EagleNET – e.g. directed/independent study and internships – must be processed in person at the Records and Registration Office, Sutton Hall, second floor, or at Spokane sites with appropriately signed directed/independent study/internship forms
5. An instructor’s signature is required for registration beginning the sixth day of the quarter. Fees for late registration begin the sixth day of the quarter. Late registrations must be processed in person at the Records and Registration Office, second floor of Sutton Hall, or at Spokane sites
6. Use the work sheet in the back of the course announcement and have EWU ID, PIN and CRN (course reference numbers) numbers ready. Course identification numbers/CRN numbers are listed in the
Accessing EagleNET

1. Instructions and hours of operation for EagleNET are available on the website, http://eaglenet.ewu.edu
2. Enter your EWU ID number 8 digits as it appears on your EWU ID
3. Enter your PIN
4. Set your PIN question/answer-a question you can answer if you forget your PIN

For more information, please e-mail eaglenet@mail.ewu.edu.

Important Registration Information

Personal Identification Number (PIN)
The initial personal identification number (PIN) consists of six digits in month-month, day-day, year-year (mmddyy) format (e.g. 060975 = June 9, 1975). Place a “0” in front of any one-digit date. You will be required to change your PIN and set a PIN question/answer at the first access to EagleNet.

It is important to keep this number confidential, as it is used to access personal information. If one’s PIN is changed and the number is forgotten, you can use the PIN question/answer to get your PIN, or have it e-mailed to an e-mail address on file in the computer, or contact the Records and Registration Office at (509) 359-2321 and a PIN can be reset after verification of specific personal information.

Need Assistance? If difficulties using EagleNET persist, contact Tech-EZE at (509) 359-6411 for help or call (509) 359-2321.

FINANCIAL AID AND SCHOLARSHIPS

The Office of Financial Aid and Scholarships is located on the first floor of Sutton Hall. Check on the status of your financial aid and scholarships via EagleNet: www.ewu.edu/eaglenet, call (509) 359-2314 or e-mail finaid@mail.ewu.edu

The staff can assist students in a number of ways. They will:

• Evaluate your financial aid application
• Provide information about loans, grants and work-study employment
• Provide information on local, regional and national scholarships
• Award financial aid
• Provide emergency loans

The booklet, Financing Your Education, provides detailed information about how to apply for financial aid, what types of financial aid are available, eligibility requirements and student responsibilities. It is available in the Office of Financial Aid and Scholarships and on the EWU website at www.ewu.edu/financialaid

When, Where and How to Receive Your Aid

Financial aid is normally disbursed in even quarterly installments. With the exception of work-study and potentially PLUS funds, aid is applied first to your University charges (tuition, fees, and on-campus housing). According to your preference, any remaining balance is delivered to you by mail or to your bank account via
Electronic Funds Transfer (EFT).

Work-study funds are paid as earned. Pay days are on the 10th and 25th of each month. Your earnings can be sent to your local address or deposited directly to your bank account.

Short-term Emergency Loans
Limited loans are available for emergencies through the end of the seventh week of each quarter (fall, winter, and spring). During summer quarter, the program will close at the end of the fourth week of the eight-week session. The program may close earlier if funds are depleted. All registered EWU students enrolled at least half-time are eligible to borrow up to $300 for up to 60 days. There is a four percent (4%) loan fee. Short-term loan applications are available in the Financial Aid and Scholarships Office, Student Financial Services Office, Riverpoint Center, and the Spokane Center, or online at www.ewu.edu/financialaid, and click online forms.

Application Deadline
February 15 is the deadline to be considered for priority funding for the following academic year. Students must submit their FAFSA (Free Application for Federal Student Aid) to be received by the federal processor on or before this deadline. However, students who miss this deadline are still encouraged to apply for aid.

To receive financial aid, all students must apply on an annual basis. Students also must maintain the University’s minimum quarterly GPA and make satisfactory academic progress.

Eastern scholarship applications must be submitted no later than February 1 (postmarked on or before) each year for the following academic year. You may also apply online at www.ewu.edu/financialaid, and click on EWU scholarships.

GRADUATE STUDIES OFFICE
The Graduate Studies Office oversees all policies and procedures for graduate education, and it is the clearinghouse for admissions, candidacy, degree completion, graduate service appointments (teaching assistants and graduate assistants) and academic appeals. The Graduate Studies Office provides general information for prospective graduate students, including anyone interested in an interdisciplinary graduate program. Advising for prospective and current graduate students is provided in Cheney and Spokane. Please visit our main office in 206 Showalter Hall, call us at (509) 359-6297, or visit our website at www.ewu.edu/x653.xml

HOUSING AND RESIDENTIAL LIFE
The offices of Housing and Residential Life are located in 121 Tawanka. Call (509) 359-2451 or (800) 583-3345.

Living on campus in one of Eastern’s seven residence halls is an excellent way to keep in close touch with the pulse of EWU’s vibrant campus. It’s convenient – classes are only a short walk away – and it’s economical.

Students are offered several lifestyle options plus a broad range of dining services. The choices include: floors in a Living Learning Community wellness hall, academic floor, coed floor, all-female floor, and all-male floor.

Dryden Hall has one wing dedicated to students age 21 and older. Married students or students with children are
eligible to live in family apartments. Contact the Housing office for separate apartment information at (509) 359-2451 or (800) 583-3345.

OFFICE OF RECORDS AND REGISTRATION
The Office of Records and Registration is located on the second floor of Sutton Hall. Call (509) 359-2321 or e-mail at regonline@mail.ewu.edu

Services provided by the Office of Records and Registration include:
• Maintaining academic records, recording grade changes, incomplete conversions and making changes to student records
• Issuing academic transcripts
• Tracking student completion of undergraduate degrees and general University requirements
• Transfer evaluation for continuing students
• Quarterly grade posting; administering the grading process
• Determining academic eligibility for student athletes
• Certifying veterans’ benefits
• Overseeing the release and/or protection of student information
• Verifying student enrollment to local, state, federal and international public and private agencies
• Preparing University catalog and quarterly course announcements for printed and Web versions
• Course and classroom scheduling
• Maintaining EagleNET (processing registration transactions)
• State residency determination
• Maintaining the Degree Audit program

More detailed information about these services can be found in the quarterly course announcement, in the University catalog, on the website or by contacting the Office of the Records and Registration.

SUMMER SESSION
The Summer Session Office is located in 120 Showalter Hall, (509) 359-4860 or (800) 831-6114. E-mail: summer@mail.ewu.edu. Visit the website: http://summer.ewu.edu.

Summer Session offers regular academic courses in one eight-week or two four-week sessions. Additionally, there are national and international travel courses, college preparation courses, and short courses or workshops.

Why Would Anyone Take a Summer Class?
• Shorten the time to complete your degree
• Study one or two classes in an intense format
  • Study and learn a language
  • Take a weeklong or weekendlong course
• Lower your credit load during the academic year
• Help out with scheduling conflicts during the academic year
• Take courses not offered during the academic year
• Take college preparation courses to prepare for regular study in the fall
• Take General Education Core Requirements (GECRs) thus allowing you more time and attention for your
major courses
• Save money
  • If you are an international or an out-of-state resident, summer courses are priced the same for everyone; there is no out-of-state fee
  • Lower division courses are less money per credit than upper division or graduate courses

Important Summer Session Dates
Registration begins the last Monday of April. An eight-week session runs from mid-June to mid-August; one four-week session runs from mid-June to mid-July; the other four-week session runs from mid-July through mid-August. This leaves six weeks for work and/or play before the academic year begins. The summer session course announcement is available mid-March.

TEN MOST COMMONLY ASKED QUESTIONS

1. What does it mean to restrict my “directory information?”
   Certain pieces of your personal information are considered “directory information” and can be released to the public without your consent. If this information is restricted, it will not be released to any third party without your written consent. Certain non-educational mailings from the University will not be mailed to you. No information will be released for deans list to hometown papers, national student deans list or other non-educational student mailings.

2. What if a class is closed?
   If a class is closed, check on the Web at http://eaglenet.ewu.edu to see if other sections of the class are open; or with the Office of Records and Registration; or the course schedule information. Students may also contact the instructor and request authorization to enroll in the class. If the course is “wait listed,” students may have their name added to the wait list. If you have your name added to the wait list, you should plan on attending the first class if you have not been notified prior to the first meeting. If you do not wish to be enrolled in a wait-listed course, you must officially drop the course. You may only be added to the wait list until the last business day before the quarter begins.

3. When can a class be added or dropped?
   After registering, students may add or drop a class through the 10th class day of the quarter. These changes can be done only on EagleNet through day five. Dropping a class during this time erases the class from transcripts, and students may be entitled to a refund based on the published refund schedule in the course announcement. Refer to the current course announcement for details and refunding. Students need the instructor’s authorization to add a class after the fifth class day. There is a fee to drop a class after the fifth day and to add a class after the tenth day.

4. Is class attendance compulsory?
   Failure to attend class the first day may mean that a student will be dropped from the class. However, each faculty member determines his/her own absence policy and should communicate this to the class. It is the student’s responsibility to understand each instructor’s philosophy about attendance.

5. What is the P/NC grading option, and when can I change this option?
   This is the Pass/No Credit grading option. Details about this policy are in the course announcement, the
University catalog and at [http://eaglenet.ewu.edu](http://eaglenet.ewu.edu). Courses can be changed from credit to P/NC and vice versa through the end of the seventh week of the quarter. There is a fee to do so beginning the sixth day of the quarter. Certain courses should not be taken using this option. Details about this policy are in the course announcement, the University catalog and at [http://eaglenet.ewu.edu](http://eaglenet.ewu.edu)

6. How is my GPA calculated for honors?

The following calculation formula is to be used for undergraduates only for determination of laude honors. Go to EagleNET and click on Institutional Course Work, which is your EWU course work. Go to the end of that record (after your last quarter), write down the cumulative quality hours and quality points.

Example:

<table>
<thead>
<tr>
<th>Attempted Hours</th>
<th>Earned Quality Hours</th>
<th>Quality Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative 270.00</td>
<td>201.5</td>
<td>78.00</td>
<td>299.6</td>
<td>3.841</td>
</tr>
</tbody>
</table>

If you have transfer work, bring up your Transfer Transcript. Go to the very end to find a box with Cumulative Transfer Hours. Write down the numbers in the second and third boxes. These are your transfer quality hours and quality points.

Example:

<table>
<thead>
<tr>
<th>Earned Quality Hours</th>
<th>Quality Hours</th>
<th>Quality Points</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cumulative Transfer Hours</td>
<td>117.5</td>
<td>111.5</td>
<td>389.6</td>
</tr>
</tbody>
</table>

Add your quality hours together. Then add your quality points together. Finally, divide your total quality points by your total quality hours.

Example:

Total Quality Hours: 78.0

| 111.5 | 389.6 |
| 189.5 | 689.2 |

689.2/189.5 = 3.637

7. Who provides written permission to take a credit overload?

**Undergraduate overloads**

19-22 credits - If a student has declared a major, he/she must have the authorizations of his/her faculty advisor and department chair. If the student has not declared a major, then he/she must have the authorization of an academic advisor in the Office of General Undergraduate Academic Advising.

23 or more credits - If the student has declared a major, he/she must have the authorizations of his/her faculty advisor and the academic dean. If a major has not been declared, then he/she must have the authorization of the director of the Office of General Undergraduate Academic Advising.

**Graduate overloads**
17 or more credits - The student must have the authorization of his/her advisor, department chair and academic dean.

8. Who do students ask about General Education Core Requirements (GECRs)?
   The student’s advisor in General Undergraduate Academic Advising can answer most questions about GECRs. Credential evaluators can answer questions about transfer credits. Students who have questions about graduation should see the graduation evaluator on the second floor of Sutton Hall or call (509) 359-6580.

9. How many credit hours must be taken to be considered a full-time student?
   In general, a student must take 10 credits or more each quarter to be considered a full-time student. To maintain satisfactory progress toward degree completion, it is recommended that the student takes 12 to 15 credits per term. However, a few special circumstances apply:
   • To receive the maximum financial aid and loan deferment, a student must carry at least 12 credits as an undergraduate; graduate students must carry at least 10 credits.
   • If the student wants full veterans’ benefits, he/she is required to take at least 12 credits as an undergraduate; 10 credits as a graduate student.
   • International students must complete 12 credits each quarter (10 credits for graduate students) to maintain their immigration status.

10. How do I withdraw from a course?
    Officially withdrawing from a class is the same as dropping a class, except that a “W” grade will appear on the student’s transcript. All withdrawals must take place between the 11th day and the end of the seventh week of the quarter. Fees to withdraw begin the sixth day of the quarter. Not attending does not constitute a withdrawal. You may receive a “W” grade and be responsible for tuition and fee charges.

STUDENT SERVICES AND PROGRAMS

ACADEMIC SUPPORT CENTER/TRIO PROJECT
   Staffed by professionals who are committed to student success, the Academic Support Center/TRiO Project includes both one-on-one tutoring and small collaboration group discussions to help students achieve academically. Students receive help in:
   • Succeeding in mathematics courses
   • Developing effective study strategies
   • Developing effective test-taking techniques
   • Organizing time
   • Setting priorities
   • Using visual organizers to focus thinking
   • Reading to identify main ideas
   • Writing summaries
   • Participating in collaborative learning groups
   • Identifying resources
The Academic Support Center/TRiO Project is located in 111 Monroe Hall. Call (509) 359-2487.

AFRICANA EDUCATION PROGRAM
The Africana Education Program is an academic and student support program. It provides courses in Africana Studies and manages recruitment, admissions and retention services. It also offers a minor in Africana Studies.

The Africana Education Program provides students with:
- Courses in Africana Studies
- Academic and personal advising
- A wide range of scholarships
- Financial aid advice
- Organized cultural programs
- Mentoring

The goal of the program is to provide students a hospitable, supportive environment while encouraging personal growth and academic success. The program offers a student study and meeting area with computers, online access and a library.

The Africana Education Program advises the Black Student Union, Zeta Phi Beta Sorority, National Association for the Advancement of Colored People (NAACP), Beta Phi Pi Fraternity Inc. and The Africana Alliance and Impact. The Africana Education Program is located in 204 Monroe Hall. Contact the program at (509) 359-2205 or e-mail aaep@mail.ewu.edu

AMERICAN INDIAN STUDIES PROGRAM
For more than 30 years, Eastern’s American Indian Studies Program has been designed to explore the past, present and future of American Indians through studies in history, literature and culture of these indigenous peoples.

A major goal of this program is to explore the contributions of research and knowledge by American Indians to American society. The American Indian Studies Program believes that the stories of native peoples on this continent-past and present-should be of vital concern to students and faculties within the higher education system of the United States, and that the contributions of Indian societies to scholarly bodies of knowledge is infinitely valuable.

Eastern’s American Indian Studies Program provides students with:
- Courses in American Indian studies
- Advising in academic planning, career counseling, tutorial services, financial aid information
- A wide range of scholarships
- Student involvement in discussion and programming
- Liaison with Bureau of Indian Affairs and tribal organizations
The American Indian Studies Program is located in the Indian Education Center at 706 5th Street. Contact the program at (509) 359-2441 or e-mail dalmeida@mail.ewu.edu

ARMY ROTC (RESERVE OFFICER’S TRAINING CORPS)
Eastern has a long and proud tradition of developing leaders in and out of the military dating back to 1952. For over 50 years, more than 1000 Eastern Eagle cadets have earned their commissions as U.S. Army officers through the distinguished Fighting Eagle Battalion ROTC program at EWU. This program won the prestigious MacArthur Award in 1990, ranking it as one of the best ROTC programs in the nation. In Fall 2002, the EWU Ranger Challenge Team earned first place streamers for the weapons assembly, rope bridge and land navigation events, gaining an overall second place in the annual Ranger Challenge competition. In 2005 the Fighting Eagle Battalion was in the top 10 percent of ROTC programs within the country.

Hands-on challenging outdoor training and student-oriented classroom instruction highlight the nuts and bolts, quantitative success of the program. The personalized one-on-one service, leadership development, and a strong sense of family highlight the qualitative success of the program. The ROTC program at Eastern has been dubbed the most active combined fraternity/sorority program on campus. Students work together in small groups to develop leadership skills and to learn to take responsibility and ownership for their ROTC requirements and their classmates. EWU ROTC sponsors University intramural sports, blood drives and has “adopted” Betz/Washington Road.

The curriculum is designed to train and develop future military officers and leaders for the nation with courses in leadership, problem solving, team building, history, management, and situational ethics. Many ROTC courses count for academic credit. Also, EWU offers an academic major and minor in military science. Army ROTC is not all textbooks, exams and term papers. Students have leadership opportunities out of the classroom and in adventure training.

Students who participate in Eastern’s Army ROTC program leave with skills – recognized by the industry – that prepare them for leadership positions in any organization.

For more information, contact Major Underwood at (509) 359-6110, e-mail runderwood@mail.ewu.edu or visit the Fighting Eagle Battalion website at www.ewu.edu/x1964.xml

CHICANO EDUCATION PROGRAM
The Chicano Education Program (CEP) has a dual mission. First, CEP actively contributes to enhancing the opportunity and participation of Chicanos/Latinos in higher education by actively recruiting and retaining these students. Second, through its Chicano/Latino studies courses, CEP provides all students, regardless of ethnicity, a comprehensive knowledge base regarding the Chicano/Latino community. CEP organizes activities that adheres to this dual mission by providing academic counseling and advising, tutoring, mentorship opportunities, student recruitment, scholarships, and a host of other student-support services beneficial to Chicano/Latino students.

The Chicano Education Program also offers an academic minor in Chicano and Latino studies and stages numerous initiatives including a speakers’ forum, cultural performances and art exhibits.
The College Assistance Migrant Program, referred to as CAMP, is a federally funded program designed to support students from migrant and seasonal farm worker backgrounds during their first year in college. CAMP provides students with financial assistance and support services, with the goal to (a) promote and enhance participation and academic success of EWU migrant students in higher education and (b) increase the capacity of EWU to effectively serve migrant students.

Amigos y Amigas Unidos Triunfaremos, the CEP’s mentoring program, focuses on providing students with educational, cultural and recreational activities critical for building community and academic success. The goals of the program are to:

- Create and promote a university-based community for incoming freshmen and transfer students by offering academic, emotional and social support
- Provide peer mentors (generally juniors and seniors) who support and encourage their assigned mentees

Members of Las Aguilas form an elite group of scholars within the Chicano Education Program who have demonstrated leadership abilities and are academically committed to their career goals and achievements. They are new and returning students who have received scholarships for the current academic year.

The program is located in 203 Monroe Hall. Call (509) 359-2404.

CLASS CANCELLATIONS (SNOW LINE)
The EWU Snow Line is Eastern’s official means of notifying students of university-wide class cancellations due to extreme weather or other conditions.

359-SNOW (359-7669)
The Snow Line is a 24-hour access recorded phone message that is updated around the clock, as needed. Individual class cancellations are not available through the Snow Line, just cancellations that affect the University at large or classes at a particular building or locale.

If you would like to receive an e-mail message about any emergency situation that arises at the University, you can add your e-mail address through EagleNet. Please be sure your e-mail spam filters do not block e-mails coming from emergency.notice@mail.ewu.edu

COMPUTER LABS
EWU students paying the mandatory technology fee, faculty, and staff have access to the General Access Computing Labs that are located in the Pence Union Building 359, Monroe Hall 305, Spokane Center 127 and Riverpoint 207. A number of departmental computer labs, funded by your technology fee dollars, are also open for general student use when classes are not in session.

The General Access Labs provide quiet working environments and state-of-the-art hardware and software on more than 500 Windows and Macintosh workstations. High-speed Internet access is included along with black and white and color laser, photo inkjet printing. Other resources in the labs include flat-bed scanners, video editing equipment, headphones, training manuals/CDs, accessibility stations, Microsoft Office Pro Adobe, Macromedia and a variety of other multimedia software, and course-related software applications such as 3dsMax, SPSS and Visual Studio.NET.
A related service to the labs is the Cyber Cafés located in PUB 201 and in the PUB Rendezvous Room. There are 29 Windows computers setup for Internet browsing, gaming, and relaxing. Food and drinks are allowed in these locations. Some installed game title include: Battlefield 2, Half-Life II, Unreal Tournament 2004, Battlefield 1942/Vietnam, Never Winter Nights Gold, Jedi Knight, Atari Classic, Age of Empires III, and Oblivion.

Visit [http://labs.ewu.edu](http://labs.ewu.edu) for more information on hardware, software, open hours, etc. To contact the individual labs: PUB Lab, (509) 359-6650; MARS Lab, (509) 359-4875; Spokane Center Lab, (509) 623-4340; and the Riverpoint Lab, (509) 358-2286.

**COUNSELING AND PSYCHOLOGICAL SERVICES (CAPS)**

Counseling and Psychological Services is designed to help students cope with some of the common frustrations and stresses of college life. CAPS offers individual and group counseling, walk-in sessions, and counseling/referral services for enrolled services for enrolled students of Eastern Washington University. Our staff of psychologists, counselors and graduate trainees is prepared to help with such concerns as anxiety and depression, family problems, relationship difficulties, sexual questions and uncertainties about personal values and beliefs. CAPS is not a place that hands out pat answers or ready-made solutions. Rather, it is a place where a student can discuss concerns in a comfortable, confidential setting. New understandings and insights may then be translated into a plan for action and change.

Counseling and Psychological Services is located in 225 Martin Hall or can be reached by calling (509) 359-2366 to schedule an appointment. Walk-in services are available most afternoons, 1:30-4 p.m. The CAPS website [www.ewu.edu/caps-offers](http://www.ewu.edu/caps-offers) offers mental health screenings as well as suggestions for managing specific mental health concerns. CAPS also maintains a self-help library for the University community.

**STUDENT LIFE/OFFICE OF THE DEAN OF STUDENTS**

Please see listing in the PUB section of this campus planner.

**DINING SERVICES**

Dining Services provides a wide variety of menu choices and dining settings conveniently located on the EWU Cheney campus.

- **Baldy’s** is located on the second floor of the PUB. Baldy’s serves breakfast, lunch and dinner specials as well as pizza, stir-fry, burgers, salads and more. It is open seven days a week during the school year.
- **The Eagle Espresso and Smoothie Bar** is located in the PUB across from the Bookstore. The Eagle Espresso and Smoothie Bar mixes fresh smoothies, great lattes, Italian sodas and other specialty drinks. Its convenient location makes it easy for students to grab a quick beverage or a freshly baked cinnamon roll on their way to class.
- **The Alleyway Grill** on the first floor of the PUB features Rio’s and Stick and Spoons offering Tex-Mex and Asian specialties.
- **The Eagle Shop** is a handy convenience store located on the first floor of the PUB. Here students can purchase many different items ranging from soap and shampoo to chips, pop and a variety of other snack items. Dining points and cash are accepted.
- **The Morris-Street Café** is a popular spot to meet friends for a late-night snack. It is located between Morrison and Streeter residence halls.
The Tawanka Commons is located across the Mall from the PUB. It is home to the Main Street Deli, the traditional “all-you-can-eat” food bar, and the classic dining services. Tawanka has a dining selection option that will satisfy even the heartiest of appetites. The Main Street Deli is located on the second floor of Tawanka Commons. Check out the Deli for gourmet sandwiches, hot soup, or a freshly tossed specialty salad. The Thinking of You (T.O.Y.) Gift Program is located in the Dining Services Business Office on the first floor of Tawanka. Students, parents and friends can place an order for the perfect gift for someone special—a snack basket, balloons, birthday cake and much, much more. T.O.Y purchases can be made with dining points, cash, check or credit card.

Meals at any of Eastern’s eateries can be paid for with cash, Flex points, or by using points purchased with a meal plan. Meal plans are available for both on- and off-campus students. Purchase a meal plan and pay for it at the beginning of the quarter. Students will be given a preset number of points that can be spent on food during that quarter. To purchase food on campus, the student presents their EagleCard to any Dining Services cashier. EWU dining plans are adjustable and more points are available for purchase at the Dining Services Business Office in 120 Tawanka. Meal plan points are safer than carrying cash, and more convenient! It is also easier to stay on budget using meal points. Printouts of where and when points have been used are available upon request.

DISABILITY SUPPORT SERVICES
The Office of Disability Support Services is provided to students in accordance with Section 504 of the 1973 Rehabilitation Act, the Washington State Law Against Discrimination and the Americans with Disabilities Act.

The office helps accommodate reasonable requests for access from students who have self-identified with a disability. To arrange accommodations, the student must notify the DSS office of their disability, provide written documentation of the disability from an appropriate health care provider, and participate in an intake interview that helps staff identify the needs and provide timely accommodations.

Disability Support Services is located in 124 Tawanka. Call (509) 359-6871. Office hours are Monday-Friday, 7:30 a.m.-4:30 p.m.

EAGLE AMBASSADORS
Eagle Ambassadors is a diverse group of individuals committed to carrying on the traditions of Eastern Washington University. Eagle Ambassadors strive for positive representation of the Eastern community through service and support of the University and its functions. We achieve this by sharing knowledge, pride and spirit of EWU, and fostering relationships with visitors, students, faculty and staff.

Eagle Ambassadors are volunteers within the Office of Admissions who host campus visits, coordinate campus tours, and assist with on- and off-campus recruiting and special events.

New ambassadors are recruited each year at the end of winter quarter and are screened through an application and interview process. Students who have strong communication skills and a love for Eastern Washington University are encouraged to apply.
ENGLISH LANGUAGE INSTITUTE

The English Language Institute (ELI) is an intensive program designed to accelerate students’ English proficiency. The ELI is fully accredited through the Commission on English Language Program Accreditation (CEA) and was one of the first programs in the country to receive this accreditation. ELI is also a member of the consortium of University and College Intensive English Programs (UCIEP) and the American Association of Intensive English Programs (AAIEP). The ELI offers five levels of English instruction plus two University support classes: Research Paper (using the library, Internet and writing a research paper) and University Seminar (listening to lectures and taking notes). Multimedia computer labs are available, along with instruction in computer skills and e-mail access. Reading, writing and grammar are offered mornings; listening and conversation are offered in the afternoons. Classes at the advanced level may be taken for University credit. Each term is approximately 11 weeks; summer term is eight weeks.

International peer advisors, who are EWU students working with small groups of international students, provide ELI students with orientation and conversation practice, plan social and recreational activities and meet students at the airport.

Students who meet all academic requirements for undergraduate admission to EWU except for English language proficiency may be admitted to EWU upon successful completion of the program in the English Language Institute. Completion of the program in the ELI fulfills the English proficiency requirement for undergraduate admission to the University. No TOEFL (Test of English as a Foreign Language) score is required. Applicants to master’s degree programs must provide proof of adequate English proficiency prior to graduate admission consideration.

Eastern has an excellent master’s program in English, with an option in teaching English as a second language (TESL). Eastern also offers an undergraduate certificate program in TESL and teaching English as a foreign language (TEFL).

Special Programs
The ELI, in collaboration with the College of Business and Public Administration, runs an MBA Preparation Program for International Students, for English skills support. This program enhances English skills for students preparing to enter the University’s MBA program. This program blends foundation business courses with English language support over a full calendar year. This intensive program focuses on developing discussion and written communication skills equivalent to a 580/237/92 score on the TOEFL. No TOEFL score is required for entry when a student has an ELI recommendation. See http://eli.ewu.edu/grad/mba.html.

Score on the TOEFL
No TOEFL score is required for entry when a student had an ELI recommendation.

The ELI, in collaboration with Graduate Admissions, runs a Graduate Preparation Program. This program is designed to provide international students with support in advanced language development and to coordinate with content area classes in which they are enrolled.

There are four areas covered in this program:
• Advanced writing/grammar
• Current events and issues
• Presentation skills
• Advanced research paper process

This program is designed as a two-quarter preparation set of courses – two classes in the major area and two classes in language support.

After successful completion of this Graduate Preparation Program, a student can be fully admitted into graduate studies. No TOEFL score is required for entry when a student has an ELI recommendation. See http://eli.ewu.edu/gradprep.html

Contact Information:
Mary Brooks
English Language Institute
Eastern Washington University
350 Patterson Hall
Cheney, WA 99004-2429
(509) 359-6003
mbrooks@mail.ewu.edu
http://eli.ewu.edu

EWU CHILDREN’S CENTER
Eastern is committed to having an on-campus child care facility which serves the child care needs of the University community and provides an environment that supports developmentally appropriate early childhood practices.

EWU is proud to have a beautiful state-of-the-art child care facility on its campus. The EWU Children’s Center offers an educational program to children of EWU students (85% of enrollment), faculty and staff from ages 6 weeks to 10 years of age. Part-time and full-time care is available. Rates are reasonable, and student assistance with the cost is often available.

The EWU Children’s Center is licensed to serve 194 children. The program is managed through a contract with the YMCA of the Inland Northwest.

The EWU Children’s Center is located at 923 Washington Street in Cheney. The Center can be reached at (509) 235-5035.

HEALTH, WELLNESS AND PREVENTION SERVICES (HWPS)
New for fall of 2006, the Comprehensive Health and Wellness Program is an all inclusive approach to physical and psychological well-being for Eastern students. Returning students will notice that this program includes formerly separate fees for health clinic and wellness services. This new approach brings together the student health clinic services, health and wellness education, and adds counseling and psychological services to the available services.
Any student (except those in self-support programs) taking six or more credits will participate in this program. Students will have access to a basic level of ambulatory health clinic services at any Rockwood Clinic in Cheney, Medical Lake and Spokane. Students will also have access to counseling and psychological services at no additional cost. Health and wellness programming, education, and other wellness resources will also continue to be available. Additionally, this program supports collaborative educational efforts with Residence Life, Office of Student Rights and Responsibilities, Rockwood Clinics, Athletics, and other campus and community partners.

Please Note: Students taking less than six credits can request participation in the program in order to have access to these services. Students have until the tenth day of the quarter in which they want services to have the charge added to their tuition statement. Summer students do not automatically participate in this program! Summer students must request these services and also have until the tenth day of the quarter to add the services to their tuition bill.

Reach HWPS at (509) 359-4279, visit 122 Showalter Hall or by e-mail at stuhealth@mail.ewu.edu.

(H.O.M.E.) HELPING OURSELVES MEANS EDUCATION
(H.O.M.E.) is a support service for Eastern Washington University’s student parents and re-entry students. The H.O.M.E. Program is designed to connect students with the campus and community services that are essential to continuing their education.

The H.O.M.E. Program also provides the “Family Groove,” a parent-child activity group aimed at creating an enjoyable college experience for student parents and student families. In addition, H.O.M.E. sponsors the Giving Tree project, a holiday gift-giving campaign for children of low-income EWU students. Annually, the program awards a number of childcare scholarships each academic year.

Visit the H.O.M.E. Program in 207 Monroe Hall or call (509) 359-4237, email: home@mail.ewu.edu

HONORS
The University Honors Program cultivates excellence in undergraduate education. Through a unique blend of liberal arts and science courses, the program challenges students to attain excellent writing, mathematical and critical thinking skills which foster lifelong learning and engagement with the world.

Students may enter the Honors Program at any time during their academic career, prior to their senior year. Freshman honors courses satisfy six of the eight General Education Core Requirements (GECRs). Honors 398 courses, departmental courses enhanced for honors credit, and the transfer honors track all lead to a variety of honors designations bestowed at graduation.

A combination of educational, experiential and personal development opportunities await honors students at Eastern, including trips, cultural events and national conferences.

More than 80 percent of Eastern’s honors freshmen receive academic scholarships or assistantships. Several tuition internships are also available with the Honors Program.
INTERNATIONAL EDUCATION OFFICE

International Education Office (IEO) provides a wide range of services which include academic, immigration and financial advising, as well as other support for international students, scholars and their families in the U.S. to help them achieve educational and professional goals. The office also coordinates social and cultural activities that assist international students’ and scholars’ adjustment to Eastern and the U.S. while promoting a culturally diverse learning environment.

The International Education Office coordinates and sponsors a variety of social and cultural activities, special programs and new international student orientations throughout the year.

Contact the International Education Office in person in 127 Showalter Hall, by phone at (509) 359-2331, or by e-mail at isp@mail.ewu.edu Visit the website at www.ewu.edu/ico

Study Abroad

Study Abroad, a Division of the International Education Office, offers more than a hundred different programs in various locations throughout the world. Students can learn a language, study to meet degree or graduation requirements, or participate in an internship. Study abroad also provides formal exchange agreements between several partner universities and works with various consortia to assist students in their study abroad.

Study Abroad can assist students in making the most of their international experiences by providing assistance in the following areas:

- Program/country selection
- Advising
- Application procedures
- Travel information
- Funding options
- Transcript evaluation

Students can learn more about their options at www.ewu.edu/studyabroad and explore international horizons!

Visit the Study Abroad Office in person at 127 Showalter Hall, or call (509) 359-2331, or e-mail studyabroad@mail.ewu.edu

EWU LIBRARIES

EWU libraries consist of the John F. Kennedy Library, which is on the Cheney campus, and the Riverpoint campus Library, located in Spokane at the Riverpoint Higher Education Park. As an integral part of the academic programs of the University and a support service for the entire institution, the libraries provide access to a broad range of information, resources and services.

The library website (www.ewu.edu/x356.xml) provides an access to the library catalog and to Summit, a combined library catalog of over 30 colleges and universities in Washington and Oregon. Assistance with technological tools and traditional research materials is available from reference librarians in JFK Library and Riverpoint. These librarians also provide class instruction to keep students up to date on research tools.
More than 150 laptop computers, cameras and other equipment are available for checkout (with a valid EWU picture ID card) at the service desk on the lower level of JFK Library (Media Services). Also on the lower level is a Tech-EZE help desk service that can answer students’ technology-related questions.

Hours
Regular library hours during the academic year are:
Monday-Thursday  7:30 a.m.-11 p.m.
Friday            7:30 a.m.-6 p.m.
Saturday          10 a.m.-6 p.m.
Sunday            1-11 p.m.

Help
The library has a highly qualified staff eager to assist students in using library resources. From student assistants who can help students locate books in the shelves to reference librarians who can help find resources for research projects, the library staff welcomes student questions.

Borrowing
Students must present a valid EWU picture ID card to check out library materials. General circulating books may be checked out for three weeks. Graduate students engaged in thesis or major research courses may borrow books until the end of the quarter. Most materials may be renewed twice. Journals and newspapers must be used within the library.

Reserve Items
Faculty place some required readings on course reserve. These readings are held at the circulation desk where they can be checked out for short periods of time, typically two hours, overnight or for two to three days.

Overdue Materials
Daily fines are charged for overdue materials. Hourly fines are charged for overdue reserve materials. As a courtesy, written notices are sent to students when materials become overdue. Items not returned within 20 days are subject to lost book fees in addition to overdue fines. Details on library fines, fees and other circulation matters can be found in printed brochures available in the library and through the library’s home page (www.ewu.edu/x356.xml). Students who wish to receive overdue notices by e-mail may register for that service.

Copy Machines
Self-service photocopies are available on the main floor of the library. Staffed photocopy service is available through the circulation desk.

Interlibrary Loan
Students can obtain materials not held by EWU by submitting requests electronically through the library’s web page. Requests may also be submitted in person on forms available at the Reference Desk.

JFK Library
816 “F” Street, 100 LIB
Cheney, WA 99004-2453
LOST AND FOUND
Each campus building maintains its own lost and found office. Eventually, all unclaimed items are sent to the central lost and found site that is located in the Red Barn.

MATHEMATICS COMPETENCY PROGRAM
All students must earn mathematics competency and proficiency. Competency can be earned by satisfying the pre-university basic skills in mathematics requirements (Math 103-Basic Algebra and Math 104-Intermediate Algebra). This can be done in any one of the following four ways:

• Earn at least a grade of 2.0 in Intermediate Algebra or beyond from a post secondary institution with an EWU transfer agreement
• Take the Mathematics Placement Test and place beyond Math 104
• Complete Math 103 and Math 104 and earn at least a grade of 2.0
• Complete Math 100, 101 and 102 with grades of 2.0 or better

Mathematics proficiency can be met by either of the following:

• Take the Advanced Mathematics Placement Test and place into calculus
• Complete a college-level mathematics proficiency course with at least a grade of 2.0
• Successful completion of the Mathematical Reasoning Exam
• Completion of an AA degree from an approved institution

The Mathematics Tutoring Lab is located in 337 Kingston Hall for all students. Tutors are available for many hours throughout the day. Students may use instructional software on the lab computers or may check out course videos for viewing at home. Call the Basic Skills Coordinator at (509) 359-4311 for hours and additional information.

TRiO MCNAIR SCHOLAR PROGRAM
The TRiO McNair Scholar Program at Eastern Washington University is designed to encourage undergraduates who are low-income and first-generation college students, as well as groups underrepresented in graduate programs, to pursue doctoral degrees. The program offers qualified students, who are selected through an application process, a chance to engage in research and to develop the skills and student/faculty mentor relationships critical to success at the graduate level. A stipend for a summer research project is provided.
All scholars are part of the McNair community with mentors and staff dedicated to their success. In addition to the summer research project, the program provides seminars on research, writing and presentation skills, the graduate school application process and preparation for the Graduate Record Examination (GRE).

The TRiO Ronald E. McNair Postbaccalaureate Achievement Program was established by the U.S. Department of Education and named for astronaut and Challenger space shuttle crew member Ronald E. McNair. Funded by Congress through the U.S. Department of Education with a grant of $242,207 for 2006-2007, the TRiO McNair Program at Eastern Washington University began during the 1995-96 academic year and is one of 178 programs at universities across the nation.

Interested students can learn more about the McNair Program by visiting the office in 107 Monroe Hall, viewing the website at www.ewu.edu/studentserv/mcnair or calling (509) 359-2465. The program director is Dr. Karen McKinney, kmckinney@ewu.edu. The Counselor/Academic Coordinator is Cynthia Dukich, cdukich@ewu.edu

OFFICE OF PROFESSIONAL DEVELOPMENT
The Office of Professional Development (OPD) offers a wide array of thought-provoking courses and seminars emphasizing career-relevant education for professionals, traditional students and non-traditional students.

The Office of Professional Development currently offers the following courses and programs:
- Certificate Programs
- Credit Options
- Continuing Education Units
- Non-Credit Courses
- Professional On-site Training
- Online Opportunities

The Office of Professional Development is committed to providing the following:
- High-quality, comprehensive distance learning educational programs
- Excellence in student-centered support and services
- Collaboration with regional and national professional, governmental and educational organizations

Contact Information
Office of Professional Development
300 Senior Hall
Cheney, WA 99004-2414
(509) 359-7380 or 1-800-331-9959
(509) 359-2220 (fax)
profdevelop@mail.ewu.edu
http://professional.ewu.edu

OFFICE OF STUDENT RIGHTS AND RESPONSIBILITIES (OSRR)
The Office of Student Rights and Responsibilities (OSRR) serves as the student judicial affairs office at Eastern Washington University and is primarily responsible for enforcement of the EWU Student Conduct Code. The OSRR also provides mediation and victim advocacy services resolution services for EWU students who are
seeking to resolve conflicts with other students and/or members of the EWU community. Additionally, the OSRR provides students with advice and guidance related to University policies and procedures. The OSRR also serves as the storehouse for academic integrity policy records.

The OSRR Office is located in 105 Showalter Hall. Call (509) 359-6960.

PARKING SERVICES
The parking system at EWU offers more than 2,700 spaces in numerous parking lots located around campus. The University’s goal is to provide adequate parking facilities (lots) to minimize parking on the residential streets of the city of Cheney.

Because the state does not provide funding for parking, the University uses a permit and meter system to pay for developing and maintaining campus parking lots.

Student/Staff/Faculty Parking
There are 19 controlled parking lots and one special event lot (lot 12 located behind the football stadium) on campus. The controlled lots are enforced Monday-Friday, 8 a.m.-5 p.m. Lots RH and DH, Holter House, Anna Maria apartments and Townhouse apartments are considered resident housing lots and are enforced 24-hours per day.

Campus parking lots are patrolled by Parking Services and University Police and plowed regularly during the winter. Annual or quarterly permits are available for purchase at Parking Services. Call (509) 359-7275 or check EWU web page, parking link for location.

Parking Meters
Meters are available in most campus parking lots. Metered parking spots cost 50 cents per hour and vary in time available, from 30 minutes to eight hours. Meters are enforced Monday-Friday, 8 a.m.-5 p.m. An exception is lot 10; meters for this lot are enforced seven days a week from 8 a.m.- 8 p.m.

Guest/Visitor Parking
Parking permits can be requested for guests of the University by the department. This is based on location and availability. This is done by sending a written request to Parking Services for authorization. This will entitle the user to a permit for a specified lot. The permit will be hung from the rearview mirror. All other guests or visitors must use meters or purchase a visitor permit from Parking Services.

Handicapped Parking
All EWU parking lots have handicap-designated parking spaces. An EWU disabled persons permit is required to park in these spaces. Handicapped permits are available for purchase from the Parking Services Office for individuals with county, state or federal handicap permits. (Individual must provide copy of placard and ID card or registration for DP plates.)

Special Event Parking
Lot 12 is designated as special event parking. It is located behind the football stadium.
Parking Infractions (Tickets)

- Penalty fees must be paid within 14 days
- If payment is not made within the 14-calendar-day limit, a $10 late fee will be added to the original fine
- To appeal a parking infraction, complete an appeal form prior to the 14th day to ensure the late fee is not added to the original fine. Appeal forms are available at the Parking Services Office. Appeals may be accepted through the 20th day after the infraction was issued. If an appeal is submitted between the 15th and the 20th day after an infraction was issued, a late fee will be charged
- Infractions can be paid by mail or at the Parking Services Office
- Appeals are reviewed by the Parking Appeals Board consisting of student, faculty, staff and administration representatives
- For more information, call (509) 359-7275

Safety/Service Zone Enforcement

Enforcement of the following safety/service zones are conducted 24 hours each day:

- Fire hydrants (15 feet either side)
- Red curbs (fire lanes)
- Yellow curbs (no parking areas)
- Service drives (specified by signs)
- Disabled persons spaces (specified by markings and signs)
- Loading zones (specified by white curb and time limit signs)

Infraction Fine Schedule

- Class A (items 1, 13, 15-18 indicated on infraction notice) – $20 plus $10 late fee after 14th day
- Class B (items 2-12 and 21 indicated on infraction notice) – $10 plus $10 late fee after 14th day
- Immobilization – $15
- Disabled persons violation – $250
- Carpool misuse – $50
- Altering or Misusing a permit – $100

STUDENT MEDIA

The Easterner

The Easterner is Eastern’s student newspaper. Published weekly, The Easterner covers campus news, sports, entertainment, student life and political issues. It also includes a classified advertising section.

The Easterner is located in 119 Hargreaves Hall.

Newsroom (509) 359-6270
Advertising (509) 359-7010
Features/Editorials (509) 359-6737
Sports/Entertainment (509) 359-2273

The website for The Easterner is www.easterneronline.com

The Focus

The Focus is a daily newsletter published by the Associated Students of Eastern Washington University during
the academic year. It is distributed in many campus buildings as well as at the satellite campuses in Riverpoint and at the EWU Spokane Center. This widely read publication contains information of campus events and activities, job opportunities, housing, meetings, general announcements and the popular “swap shop” section.

Individuals wishing to submit an announcement or advertisement will find submission forms on the first floor of the PUB next to the Eagle Shop, online at www.ewu.edu/asewu or outside the ASEWU office (303 PUB). Return signed forms to either the box outside of the Eagle Shop or the ASEWU office, 303 PUB. Forms may also be returned via fax to (509) 359-4737 or mailed to the ASEWU office, 303 Pence Union Building, Cheney, WA 99004-2463.

*The Focus* office is located in 303 PUB. Call (509) 359-2514.

**STUDENT TECHNOLOGY FEE**
The Student Technology Fee provides access to all the general access computer labs around campus including the PUB Lab, MARS Lab, Riverpoint Lab and Spokane Center Lab. The technology fee also provides access to the Cyber Café, dial-up Internet access, discounted software, equipment checkout, wireless network access, 5 GB secure file storage, a student e-mail account, personal web space and more.

If you have input on how your technology fee dollars should be used, talk with the Associated Students of Eastern Washington University or send comments to the Student Technology Fee Committee. All suggestions are welcome.

A fee of $35 per academic term will be assessed for students with full-time status. Part-time students will be charged on a prorated basis. All students are assessed the mandatory technology fee. This includes students living in campus housing and graduate students. For more information, refer to [http://techfee.ewu.edu](http://techfee.ewu.edu)

**TECH-EZE: EWU’S STUDENT TECHNOLOGY HELP DESK**
Tech-EZE is designed to help students resolve questions related to technology at Eastern. The University is dedicated to providing a single point of entry for resolution of students’ technology-related issues.

Tech-EZE helps students with questions such as:
- How can I check my grades and register for classes?
- How can I connect my laptop to the network?
- Where can I find a computer and printer, and when can I use them?
- How do I access Eastern’s online library systems?
- I’m supposed to connect to “Blackboard” for my class. What is “Blackboard” and how do I use it?
- How can I present my PowerPoint slides in class?

Tech-EZE is located on the lower level of JFK Library. Walk-up hours and other current notices are posted on the Tech-EZE website: [http://tech-eze.ewu.edu](http://tech-eze.ewu.edu). Other contact information: phone at (509) 359-6411, e-mail to tech-eze@mail.ewu.edu. Students can also find answers in the online knowledge base, propose questions and chat online at [http://tech-eze.ewu.edu](http://tech-eze.ewu.edu)

**UNIVERSITY BOOKSTORE**
Please see the PUB section of this campus planner for information about the University Bookstore, located just
off the PUB atrium in the Pence Union Building on the Cheney campus.
The Spokane Bookstore, located in the basement of the Spokane Center, carries textbooks for all classes held in
Spokane, general interest books, school supplies, clothing and computer software. Limited food and beverage
service is also available. Call (509) 623-4365.

UNIVERSITY POLICE
The University Police Department is a commissioned police agency with the same authority as any other police
agency in the State of Washington. It is located in the Red Barn at the southwest corner of the campus by lot
18. The Police Services business office is open during normal business hours, Monday-Friday. You can
contact the Police Services Business Office by calling: (509) 359-6300 and following the information menu.

Police officers patrol the campus on bicycle, on foot and in cars, 24 hours a day. You can request police officer
contact, 24 hours a day, by calling central dispatch at: (509) 498-9233.

If you would like to make an anonymous tip, you can leave a message on our Tip Line: (509) 359-4286.

For emergencies call: 911

The University Police officers provide the following services:
• Vehicle unlocks
• Vehicle jumps
• Lost and found
• Fingerprinting
• Weapons storage
• Crime prevention awareness training
• Alcohol and drug awareness training
• Escort service on campus
• Safe driving programs

University Police encourages students to report any suspicious person or activities in the residence halls or on
campus. It is everyone’s responsibility to make the campus safe.

EWU Police Sexual Assault Response Commitment
Sexual assault, including brief encounter/non-stranger rape, is a very serious concern of this Police Department.
If you feel you are a victim of a sexual assault on campus, the Department of Public Safety and Police Services
will guarantee the following:
1. We will meet with you privately, at a time and local place of your choice, to take your report.
2. We cannot and will not notify your parents without your consent.
3. We will treat you and your particular case with courtesy, sensitivity, dignity, understanding and
   professionalism.
4. Our officers will not prejudge you, and you will not be blamed for what occurred.
5. We will assist you in arranging for any necessary hospital treatment or other medical needs. We will also
   assist in emergency housing if needed.
6. If you would feel more comfortable talking with a friend or advocate of your choice present, we will do our
best to accommodate your request.

7. We will fully investigate your case, and will help you to achieve the best outcome. This may involve the arrest and full prosecution of the suspect responsible. You will be kept up-to-date on the progress of the investigation and/or prosecution.

8. We will assist you in privately contacting counseling and other available resources.

9. We will continue to be available to answer your questions, to explain the system and process involved (prosecutor, courts, etc.) and to be a listening ear if you wish.

10. We will consider your case seriously, regardless of your gender or the gender or status of the suspect.

If you feel you are a victim of sexual assault, call your Department of Public Safety and Police Services at (509) 359-6300 (any time of day or night) to privately make a complaint.

Other resources available to you are: Violence Prevention-Victim’s Advocate (509) 359-6429, Women’s Studies Center, (509) 359-2847; Counseling and Psychological Services, (509) 359-2366; Health, Wellness and Prevention Services in 122 Showalter Hall; Dean of Students Office, (509) 359-2292; any residence hall director; and the Sexual Assault and Family Trauma Response Center, (509) 747-8224.

VETERAN SERVICES
The Office of Veteran Services is located on the second floor in Sutton Hall and is staffed between the hours of 8 a.m. and 5 p.m. A counselor is available to assist with application for benefits, resolve VA problems, provide information about the campus and referrals to other agencies that offer assistance to veterans and dependents.

To start benefits, a VA application should be completed. Students will also be required to provide documentation of their eligibility. Veterans need their DD214 and, in some instances, marriage and birth certificates. Dependents may need their birth certificate. Reservists will need a copy of their DD2384 (N.O.B.E.).

Transfer students who are receiving benefits at another school should contact the EWU Veteran Services one quarter in advance to coordinate ending benefits at their prior school and starting benefits at EWU. Veterans applying for the first time or who have been out of school for a quarter may request an Advance Pay from the VA to receive some funds before school starts. Advance Pay requests must be received by the VA 30 days prior to the start of the quarter.

Veterans should keep EWU Office of Veteran Services current on all changes that will effect their pay. Our office is required to report all changes to the VA within 30 days. In addition to monthly benefits, Chapters 30, 31, 32, 35 and 1606 can apply for VA work study. Current regulations allow students to work up to 1300 hours a year. Effective 1/1/2004, the rate is $7.16 per hour non taxable. Work study can only be done at facilities that provide services to veterans. The VA will also pay tutorial assistance under Chapters 30, 31, 32, 35 and l606.

Veteran Services is located in the Records and Registration Office on the second floor of Sutton Hall. Call (509) 359-7040.

WASHINGTON ACHIEVERS PROGRAM
The Washington Achievers Program at Eastern Washington University is an exciting program launched by the
Washington Education Foundation (WEF). WEF, supported by the Bill and Melinda Gates Foundation, will award approximately 500 highly motivated, low-income Washington students funding to go to college each year for the next 10 years. This program is designed to assist students in adjusting academically and socially to the University environment, have an effective transition into college and campus life and successfully complete a four-year degree program.

Achievers scholars are chosen for the Washington Achievers Program during their junior year from one of 16 Washington Achievers High Schools. At that time, they will receive a hometown mentor who will mentor them through the process of preparing for college in all areas, including assistance with the forms necessary for admission, scholarships, and financial aid.

Once they begin college, Achievers scholars receive a college mentor. College mentors are very important to the program. They are able to share their own experiences and be available to help solve problems, both academically and socially, that may occur at the campus and in the Achievers scholars’ personal and home lives. As a result, Achievers scholars have a greater chance of staying in school, developing a marketable skill to use upon graduation, and creating an opportunity to give back to their peers and the community.

Opportunities are available for students and staff to get involved with the Washington Achievers Program as college mentors. The Washington Achievers Program Office is located in 103 Monroe Hall and can be reached at (509) 359-6505. Check out the website at http://wachievers.ewu.edu or e-mail wap@mail.ewu.edu for additional information.

WOMEN’S STUDIES PROGRAM
The mission of the Women’s Studies Program is to improve the status of women in society and render to women the dignity and justice due them. The staff at Women’s Studies Program is committed to realizing the equality of women and men in all areas of life so that relationships, both personal and societal, are characterized by the freedom and mutuality that can occur among equals.

The two branches of the Women’s Studies Program – Women’s Studies and the Women’s Studies Center – are fundamentally related through philosophy, goals and staffing.

Women’s Studies
Women’s Studies Program at Eastern offers a strong 22-hour minor and a Women Gender Studies Certificate with many additional classes available during the year. The program provides an interdisciplinary study of women, incorporating a rapidly growing body of feminist theory with new scholarship in traditional areas.

Women’s Studies Center
The Women’s Studies Center has a large, comfortable lounge located at 207 Monroe Hall, where students, staff, faculty and community members may drop in to share a cup of coffee, study or participate in any of the programs or activities sponsored by the Women’s Studies Center.

The center sponsors and co-sponsors speakers, panels, displays, workshops and films in academic and non-academic areas. Receptions and social events are planned to recognize women of accomplishment and to encourage a spirit of community. The Women’s Studies Center works together with other organizations on
campus to provide a safe, equal opportunity environment at the university. The center offers a library of over 3,000 books, most of which pertain to issues of relevance to women. In addition, the center maintains an active scholarship file that focuses primarily on women.

One of Women’s Studies Center’s most important ongoing projects to assist non-traditional, low-income, single-parent students is the H.O.M.E. (Helping Ourselves Means Education) Program.

Both women and men are welcome in Women’s Studies and the Women’s Studies Center.

WRITERS’ CENTER
See the PUB section of this publication for details.

PENCE UNION BUILDING SERVICES AND PROGRAMS IN THE PUB

ARTISTIC TRAVEL
Artistic Travel is a full-service travel agency located in 221 PUB. For more information, call (509) 235-5760 or (509) 359-6434 or e-mail: artistictravel@centurytel.net. Artistic Travel provides a wide range of unbiased travel advice and discounted international airfares. Open Monday-Friday, 8 a.m.-5 p.m.

ATM LOCATION
An ATM is available on the first floor of the PUB next to the Eagle Shop.

BUS SERVICE
The Spokane Transit Authority (STA) provides bus service between Cheney and Spokane and other outlying communities. Printed routes and current schedules are available at a display counter located on the second floor of the east wing of the PUB across from 212 PUB. For questions about bus stops and routes, call (509) 328-RIDE.

CAMPUS HAIR DESIGN
Operated by Dana Johnson, Campus Hair Design serves students and the community from 214 PUB. Services for men and women are available, including cuts, perms and coloring. Hours are Monday-Saturday, 8:30 a.m.-6 p.m. Call (509) 359-7840.

COMPUTER LABS
See section under computer labs.

COPIER
A coin-operated copier is located in the PUB on the third floor next to the PUB computer lab. The copier has reduction mode and is accessible to students during normal PUB business hours.

DINING FACILITIES
Eastern’s Dining Services provides a wide variety of food choices in Baldy’s (located in the PUB atrium) and the Alleyway Grill (located on the first floor of the PUB). Other dining facilities—as well as an explanation of meal plans—are described in the Student Services section of this publication.
EAGLE SHOP
The Eagle Shop is a handy convenience store located in the PUB, first floor, east wing. Dining points and cash are accepted.

LOST AND FOUND
Each campus building has its own lost and found office. In the PUB, that location is in the University Bookstore at the customer service counter. Eventually, all unclaimed items are sent to the central lost and found center located in the Red Barn.

MEETING ROOMS
Meeting space is available to student clubs and organizations. To reserve a meeting room in the PUB, clubs or organizations must first obtain and complete an activity permit at least two weeks in advance. The form is available in 320 PUB. Phone contact: (509) 359-4711.

PHONES
Several free phones for calling on campus, to Cheney, or to Spokane have been installed courtesy of the PUB Administration Office and the ASEWU. One phone is located on the first floor, east wing of the PUB, next to the Eagle Shop; another phone is located upstairs, second floor of the PUB, across from 212 PUB, and there is a phone outside by the PUB bus stop.

STUDENT LIFE/OFFICE OF THE DEAN OF STUDENTS/ASSOCIATE VICE PRESIDENT FOR STUDENT LIFE
The offices making up student life at Eastern seek to involve, integrate and immerse students into an inclusive university community and to support and complement student learning inside and outside the classroom in preparation for lifelong learning and global citizenship.

The dean of students/associate vice president for Student Life coordinates the operations and activities of the following offices comprising Student Life: Counseling and Psychological Services, Office of Student Activities (Clubs and Organizations, Greek Life, Intramurals and Club Sports, EPIC Adventures (Outdoor Program), Campus Programming and Eagle Entertainment), Disability Support Services, Office of Student Rights and Responsibilities, Residential Life, and Health, Wellness, and Prevention Services. The dean of students/associate vice president for Student Life also serves as the liaison between the University administration and the Associated Students of Eastern Washington University.

UNIVERSITY BOOKSTORE
The University Bookstore is located just off the PUB atrium. The Bookstore has new and used textbooks, school supplies, emblematic clothing and gifts, calculators, holiday gift items, music/movies, home games, greeting cards, computer hardware/software and accessories.

The Customer Service counter offers check cashing, film development and gift wrapping services. In addition, they sell tickets for various events on campus and in Spokane.

While classes are in session, Bookstore business hours are Monday-Thursday, 7:30 a.m.-5:30 p.m.; Friday, 7:30 a.m.-4:30 p.m.; and Saturday, 11 a.m.-3 p.m. Hours are reduced during breaks and summer quarter. For more
Eagle Outpost
The Eagle Outpost is just three short blocks from Showalter Hall. Located at 404 Second Street inside Brewster Hall, the Eagle Outpost is in the heart of downtown Cheney. It offers a wide variety of general interest books for adults and children. There is also limited food and beverage services available. The hours are Monday-Friday, 10 a.m.-7 p.m., and Saturday, 10 a.m.-6 p.m. For more information, call (509) 359-4591.

SPOKANE CENTER BOOKSTORE
Please see the Student Services section of this publication.

VENDORS
A variety of vendors visit the campus during the year and display their merchandise – everything from clothing to food-in different locations in the PUB. Vendors interested in selling their merchandise on campus must reserve their space at the Customer Service counter in the Bookstore. Certain restrictions apply.

WRITERS’ CENTER
The EWU Writers’ Center is open to anyone writing anything at any point in his/her writing process. Professional responders (most with graduate degrees) work with writers to help them synthesize their academic literacy experiences. The center’s goals are instructional, so writers will walk away from center sessions with strategies for working successfully with their own writing. For example, responders in the center will help writers learn how to proofread and edit their own writing.

The Writers’ Center offers 50-minute individual sessions as well as group workshops.

Center hours vary slightly depending on need from one quarter to the next, but are generally:

- Monday 8 a.m.-5 p.m.
- Tuesday, Wednesday, Thursday 8 a.m.-4 p.m.
- Friday 8 a.m.-1 p.m.

The Writers’ Center is located in 354 PUB. Call (509) 359-2779 for an appointment or e-mail the center at writers.center@mail.ewu.edu

What’s Happening on Campus

ATHLETICS
With six intercollegiate sports for men and eight for women, athletics are a big part of campus life at Eastern. National Collegiate Athletic Association (NCAA) sports offered include football, basketball, soccer, cross-country, indoor/outdoor track and field, tennis, golf and volleyball.

The athletic program provides training and competition for athletically talented students and exciting spectator
sports for the University and surrounding communities. Eastern is a member of the Division I NCAA Big Sky Conference, competing against such institutions as the University of Montana, Montana State University and Portland State University.

All home football games are played at Woodward Field on the Cheney campus. Basketball and volleyball games are held in Reese Court, the 5,000-seat centerpiece of Eastern’s sports pavilion. Indoor track meets are staged in the Thorpe Fieldhouse; outdoor meets are held at Woodward Field. Come visit us at goeags.com for all that is happening in Eastern Athletics!

ELECTRONIC MEDIA AND FILM (EMAF)
Student video productions are shown Tuesdays and Thursdays on cable channel 10 in Cheney and channel 16 in Spokane. Screenings of current work by EMAF students, faculty and alumni are scheduled throughout the year. Students are eligible to work at KEWU-FM, Jazz 89.5. For more information on EMAF programs, call (509) 359-6390 or KEWU at (509) 359-6228.

FINE ARTS
Talent abounds on Eastern’s campus. Relax and enjoy a senior music recital of Liszt’s piano concertos or come and listen to an evening of jazz.

There are more than 22 performing ensembles on campus. Students can play in music ensembles even if music is not their major. Take a two-hour study break and laugh with friends at a theatre production. Students can reflect on the artwork of their peers at the campus art gallery. Most student and faculty performances and productions are free to currently enrolled EWU students.

For information on music recitals or performances, call the Music Department at (509) 359-2241 or visit the website, www.ewu.edu/music. Contact the Theatre Department for information on plays, auditions and other theatre productions at (509) 359-2459. Students seeking information on art gallery showings, call the Art Department at (509) 359-2493. Individuals looking for information on the radio station, KEWU-FM, should contact the EMAF at (509) 359-6390.

Also check The Focus and The Easterner for fine arts happenings.

SCHOOL SPIRIT
Alma Mater
by George W. Lotzenhisser

All hail to Eastern Washington/ Thy colors red and white!/ You stand as a symbol/ Of our strength and might!/ All hail to Eastern Washington,/ A leader brave and true!/ We sing the praise of college days,/ All hail to you!

EWU Fight Song
Go, Eagles go!/ Put all you have in every play./ We’ll let you know that we are with you all the way./ So then it’s fight,/ Eagles fight./ Show us the fight we’d like to see./ Red and white/ just fight, fight, fight/ and Eagles will win the VICTORY./ E-A-S-T-E-R-N. Eastern, Eagles. Go, fight, win.
School Colors
Red and White

School Mascot
In 1974, the student body voted to make Eastern’s mascot the “Eagles.” Shortly before that, the EWU Board of Trustees declared “Savages,” the University’s mascot through its first 92 years, no longer acceptable. Eagles are native to eastern Washington.

SPORTS AND RECREATION CENTER (SRC)
Eastern’s Sports and Recreation Center (SRC or commonly referred to as “The Phase”) is a dynamic facility that provides many types of activity areas utilized by University constituents and the community. Since the SRC is multipurpose in nature, it is suitable for a variety of social and sports activities. The over 100,000 square-foot facility houses the following recreational areas:
• The Body Shop: A fitness center designed for circuit training. For additional information and hours, call (509) 359-2639.
• Strength and Conditioning Center: A coed facility designed with the student workout in mind. The center contains state-of-the-art exercise machines and a complete free weight section.
• Aquatics Center: An “L-shaped” pool, which measures 25 meters x 25 yards. Lap and open recreational swim times are available during the day and in the evenings throughout the year. The pool will be closed summer 2006 for extensive renovations. For additional information and hours, call (509) 359-2888.
• Jim Thorpe Fieldhouse: A multipurpose facility with an indoor 200-meter track, four indoor tennis courts, and four full basketball courts.
• Special Events Pavilion: Houses Eastern’s Reese Court where the Eagles men’s and women’s basketball and women’s volleyball games are played. (Seating capacity is approximately 5,000.)
• Woodward Field: Eastern’s outdoor football stadium and running track. (Seating capacity is approximately 8,000.)
• Chissus Baseball Field: In addition to serving as the playing field for baseball, it is also utilized by intramural soccer and for javelin competition during specified track and field meets. (Seating capacity is approximately 300.)
• Two activity gyms lend themselves well for such activities as badminton, pickle ball, basketball and other activities.
• Ten racquetball courts are available for use. There is also one squash court available. Reservations can be made by calling, (509) 359-6357.
• The Jim Black Climbing Rock: A 32-foot artificial climbing rock available for use under authorized supervision.
• Eight outdoor tennis courts.
• Numerous playing fields for soccer, softball, flag football and other sports.

Lockers and towels are available to students, faculty and staff, and community members for a nominal rental fee. Users of the facility are encouraged to secure belongings in the spacious lockers. Students, faculty and staff and the community may check out sports equipment with a valid EagleCard at the Phase II Equipment Room.
For information regarding operating hours or to schedule an activity area, please call the SRC office at (509) 359-2206.

OFFICE OF STUDENT ACTIVITIES (OSA)
The Student Activities Office provides students with enriching and educational curricular and extra-curricular options. This is achieved through a variety of programs and events creating opportunities for the development of communication and leadership skills as well as enhanced social interaction with other students, faculty and the community at large.

The Student Activities Office offers a wide range of activities at Eastern Washington University ranging from educational to entertainment programs. Our goal is to provide a substantial amount of opportunities where students can learn, relax and interact. Take advantage of regularly scheduled events offered through our programming areas of Campus Programs, Epic Adventures, Intramurals and Club Sports, Student Organizations and Greek Life. See below for specifics on each of these areas.

CAMPUS PROGRAMS
Traditional
Many events at EWU have become traditions on campus, such as the family-oriented Holidays Festivals, funny money casino Club Vegas, and the end of the year celebration Last Blast. Our weekly events, called WYSIWYG (What You See Is What You Get), occur on Wednesdays and feature a variety of entertainment like comedy, music, game shows, and hypnotists. Most of these events are free and open to everyone.

Educational
We carefully consider the mission of Eastern Washington University when planning our events, and often offer educational events outside of the classroom. Past speakers include Morgan Spurlock (director and star of award-winning “Supersize Me”) and Preacher Moss, an advocate for ending racism. These events create an environment for students, faculty, and staff to express new ideas and at the same time a chance to meet today’s nationally acclaimed presenters.

We also have our own technical crew, Campus Programs Sound and Video Productions. Our services include dances, band setup, lectures, meetings, film screening and presentations. This service is offered to any group on campus for a small fee and we are always willing to teach those interested in audio and video production.

Fun!
There is always something to do within Campus Programs, and it is constantly fun! We are 100 percent student run and devoted to bringing quality entertainment to the EWU campus. Try us out! If you are interested in helping out with the overall planning of the events, stop by the Eagle Entertainment Office in 225 PUB or by calling (509) 359-4839. We are always looking for new faces.

Calendar of Events
September
• Orientation, Welcome Week activities, Excite Week, Neighbor Festival (on-campus celebration of services

October
• Homecoming Week (includes a Homecoming Ball, pageant, tailgate party, team challenges, the Homecoming football game) and Wednesday evening WYSIWYG.

November
• Theatre Department performances and Wednesday evening WYSIWYG.

December

January
• Music, dances, Winter Play Day, annual clubs and organizations fair, and Wednesday evening WYSIWYG.

February
• Black History Month, speakers, dances by clubs and organizations, Wednesday evening WYSIWYG.

March
• Family weekend, Club Vegas Casino Night, summer job fair, Wednesday evening WYSIWYG and S.P.A. (Stress Prevention and Awareness) Night.

April
• Native American Student Association Annual Pow Wow, Sexual Assault Awareness Week, , the afternoon concert series, ASEWU student elections, Wednesday evening WYSIWYG.

May
• Cinco de Mayo, Greek Week, World Party (celebration of different cultures), and Wednesday evening WYSIWYG.

June
• Afternoon concert series, Gay Pride Month, Last Blast activities (celebration in the Campus Mall), S.P.A. (Stress Prevention and Awareness) Night, and Commencement.

July
• Evening concerts in the park and amusement park trips

Call the Office of Student Life at (509) 359-2292 for more information on the events listed here or for future events. If you’re interested in getting involved, stop by 320 PUB for more information.

CLUB SPORTS
EWU Club Sports provides EWU students with opportunities to practice and compete in their chosen sports.
Club Sport groups may be competitive, recreational or workout based as each club determines their own group philosophy. Open to members of all skill levels, Club Sport teams offer their participants the chance to improve individual and team sport skills, meet and compete or practice with other students with similar interests, represent EWU in competition and most importantly have fun playing the sport they love. Students may find additional information on existing clubs or gain assistance in forming a new club by contacting the EWU Intramural and Club Sport Office at (509) 359-7877 or by stopping by 120 PEA. Interested persons may also find information about club sports online at www.goeags.com

EPIC ADVENTURES
Nestled within the beautiful Inland Northwest, EWU is located a short distance from numerous world class outdoor recreation destinations. EPIC Adventures regularly utilizes these resources as its outdoor classroom. By getting involved with EPIC one can expect to learn life long skills, enhance self-confidence, meet new friends and visit exciting and beautiful places.

EPIC Adventures is an integral component of Student Life and is sponsored by the Associated Students. EPIC is committed to providing outdoor recreation opportunities, which are both fun and educational for the students, staff, and faculty of EWU. Some of the opportunities EPIC Adventures offers the Eastern community include:

- Field experiences and instructional programs in rock climbing, whitewater rafting and kayaking, canoeing, backpacking, mountaineering, alpine skiing and snowboarding, cross country skiing, snowshoeing, ice climbing, avalanche awareness, and more
- Quality outdoor equipment rentals at affordable prices
- An “Outdoor Resource Center,” complete with a database and library, to assist students in the planning of their own adventures
- Employment and internship opportunities that include hands-on leadership training and skill development

EPIC Adventures is located on Elm Street across from Dressler and Pearce Halls at 1123 Elm Street. The EPIC Adventures office is open Monday-Thursday, 11 a.m.-5 p.m. The Eagle Outfitters (EPIC’s rental office) is open Monday-Friday, 11 a.m.-5 p.m. Call EPIC at (509) 359-7920 for any questions or visit http://epic.ewu.edu

Greek Life (Fraternity/Sorority System)
Eastern is the only regional university in the state of Washington to host a Greek community. Eight fraternities and seven sororities are registered at EWU, providing students with excellent opportunities to develop leadership skills, school pride and social and community involvement.

Three councils govern the Greek community. The Interfraternity Council, the College Panhellenic Council and the National Pan-Hellenic Council serve as communication centers for the exchange of ideas and information, and are responsible for keeping fraternity and sorority chapters in compliance with national and University standards. Recruitment is the most common way to get involved with the Greek community. The largest formal recruitment process takes place during fall quarter, and is followed by informal recruitment throughout the year. During formal recruitment, the fraternity and sorority houses host special events that allow potential new members to meet current members. The fraternities and sororities explain their goals, campus and community involvement, ideals and opportunities unique to individual chapters. An informal recruitment continues
throughout the year, with each fraternity and sorority planning activities for potential new members.

More information is available from the advisor for student organizations in 320 PUB. For more information, call (509) 359-4711.

Social fraternities and sororities are listed on the following page. Eastern also is home to many professional, cultural, honorary and business fraternities.

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Intramural Sports

The EWU Intramural Sports Program is one of the largest student activity programs on campus with nearly 5,000 participants annually. The program operates a quarterly schedule of activities designed around student interests as well as regional and national trends in campus recreation. League activities include offerings in various sports such as flag football, basketball, volleyball, softball, soccer, floor hockey, bowling and racquetball. The program is designed to fit into students’ schedules with activities taking place mostly in the afternoon and early to late evenings. Very little time is required of participants, and teams may practice as often or as little as they choose. A wide variety of special events are offered each quarter making this program a fun and enjoyable experience for students. The activities also serve as a stress release outlet for students and help provide them with an opportunity to meet new people, learn new sports skills, improve leadership and social skills and to have a lot of fun. There is little or no cost to participants (teams pay a $20 team entry fee and special events are free). Safety and fair play are high priorities. A list of activities can be found in the daily student newsletter, *The Focus*, as well as on the program’s website at [www.ewu.edu/IMSports](http://www.ewu.edu/IMSports). A copy of the quarterly newsletter and schedule may be picked up at the Intramural Office or mailed upon request. The Intramural Office is located in 120 PEA and can be reached by calling (509) 359-7877. Interested persons may also find information about Intramural Sports online at [www.ewu.edu/IMSports](http://www.ewu.edu/IMSports). The Intramural Sports Program is sponsored by ASEWU and is under Student Life in the Division of Student Affairs.

STUDENT ORGANIZATIONS

Joining a student organization will expand one’s learning experiences. Today’s competitive job market demands more than just good grades. Employers are looking for students who have been involved in their campus community.

With an average of more than 100 student organizations on campus each school year, students are sure to find one of interest to them. Select from cultural/ethnic groups, major-related clubs, academic fraternities, social fraternities and sororities, political/social action organizations, recreation groups, religious/spiritual
organizations, service/philanthropic clubs and sports teams.

If an individual is unable to find a group that fits their interests, they are encouraged to form a new organization. Students should drop by the Office of Student Activities and contact the advisor for Student Organizations to learn how. Benefits of being a recognized group include:

- Access to meeting rooms
- Event planning assistance
- Fund-raising assistance
- Access to Associated Students of Eastern Washington University (ASEWU) poster-making supplies
- Free club accounts
- A free organization e-mail account
- Access to advertising
- External Web page linked to the University home page
- Possible Supplemental funding from the ASEWU
- Possible Regular ASEWU fiscal funding

For more information, contact the advisor for student organizations in 320 PUB, or call (509) 359-4711.

Registered ASEWU Clubs and Organizations
Here is a sample of the 100 student organizations present at EWU!

Alpha Kappa Psi
American Chemical Society, Student Affiliates
American College of Health Care Executives
Anime Club
Anthropological Society
Association of Student Planners
Baseball Club, EWU
Berean Bible Study
Beta Alpha Psi
Black Student Union (BSU)
Bodybuilding Club
Boxing Club
C.A.R.E.
Campus Crusade for Christ
Chi Alpha Christian Fellowship (Gathering)
Circle K International (CKI)
College Republicans
Composers Forum, EWU
Criminal Justice Club
Dance Force
Digital Photography Club
Eagle Ambassadors
Faith on Campus
Film Society EWU
Graduate Student Association (GSA)
HOME (Helping Ourselves Means Education)
Hui ‘O Hawaii Club
Ice Hockey Club, EWU
International Students Association (ISA)
Journalism Club
Kendo Club
La Hermandad de O eMe Te
Lutheran Campus Ministries
Marketing Association, EWU (EWUMA)
MEChA (Movimiento Estudiantil Chicano de Aztlan)
Men’s Rugby Club
Model United Nations (MUN)
NAACP, EWU Chapter
National Student Speech Language Hearing Association (NSSLHA)
Native American Student Association (NASA)
Phi Alpha Theta
Phi Eta Sigma
Psychology Club
Public Relations Student Society of America, EWU
RAICES (Reconociendo a la Identidad Con la Educacion Sociedad)
Rangers, EWU
Residential Hall Association (RHA)
S.A.F.E. (Student Alliance for Equality)
Student Association of Social Workers
Student Occupational Therapy Association (SOTA)
Swing Tips
United Ministries in Higher Education
Women’s Fast Pitch Softball Club, EWU

STUDENT GOVERNMENT
ASSOCIATED STUDENTS OF EASTERN WASHINGTON UNIVERSITY (ASEWU)
The Associated Students of Eastern Washington University (ASEWU) is a body of elected student representatives who work to promote and encourage the pursuit of higher education and student life on the main campus and branch campuses of EWU. In addition, the ASEWU promotes the expression of student opinion through formal and informal means in accordance with the EWU Student Conduct Code.

The ASEWU Council is a liaison between state, local and University officials, which includes faculty, staff, administration and the students of EWU. The ASEWU commits itself to the students of Eastern Washington University to act as a resource for student activism, to provide students with leadership opportunities and to send a legislative liaison to lobby the Washington State Legislature and the Washington Student Lobby (WSL).

Twelve students are elected to their respective positions-president, executive vice president, finance vice president and nine Council representatives who address specific departmental areas.
These elected officials are charged with:

- Representing the issues and concerns of EWU students throughout the campus community, the city of Cheney, and at the state level including such avenues as WSL and in the state legislature.
- Receiving and identifying issues, concerns and questions from the general student body. When a problem has been identified, seeking a solution and/or a resolution in a proactive manner with the appropriate university personnel and/or community personnel.
- Funding of various programs on campus. In addition, providing funding for many ASEWU recognized student clubs and organizations and providing funding for a variety of student services.
- Maintaining interaction and communication with the Office of Student Activities to ensure that the activities, programs and events provided for students meet the needs of Eastern’s diverse student population.

The ASEWU office is located in 303 PUB, or by calling (509) 359-2514. Elected members hold regular office hours during the quarter and encourage students to get involved. Students are invited to visit the ASEWU website at [www.asewu.com](http://www.asewu.com) for updated information and activities.

Council Meetings
Council meetings are held weekly in 307 PUB during the academic school year. These meetings are open to all students, allowing everyone an opportunity to become informed about campus issues and Council actions. Students can voice their opinion on current issues during the meeting’s gallery participation period.

ASEWU Elections
Election of student body officers takes place during spring quarter. Candidates begin filing for their position on the first Friday of the quarter. The primary election is held the fourth Tuesday of the quarter. The general election takes place on the Tuesday of the sixth week. A complete description of ASEWU election governance is found in the ASEWU constitution and bylaws, which can be reviewed in the ASEWU office, at the library or online at [www.ewu.edu/asewu/](http://www.ewu.edu/asewu/). Elected ASEWU officers and Council representatives earn professional experience and are paid during their tenure in office.

Executive Assistants
Four executive assistants also serve in the ASEWU office – internal executive assistant, external executive assistant, director of information technology and the legislative liaison. A director of elections is also appointed to serve. Applications and interviews for these paid positions are normally conducted during spring quarter.

Representative Assistants
Representative assistants serve the ASEWU. These volunteer positions offer experience in general student government operations.

ASEWU Committees
Participation on campus committees, advisory boards and selection committees gives students a voice in campus government and a chance to help determine policies and procedures which will directly or indirectly affect them during their college years. Most committees and boards offer members full voting rights on issues facing the campus. Committee and board members are encouraged to ask questions and present opinions about
campus policies. Students interested in applying for a position on a committee or advisory board are encouraged to talk with the ASEWU president or his/her representative in 303 PUB.

ASEWU Superior Court
The ASEWU Superior Court is a body of five appointed student justices who work to ensure that all policies adopted by the student government follow the ASEWU constitution, bylaws and the EWU Student Conduct Code. The court conducts weekly meetings. These meetings are open to all students and they encourage the general student population to be aware of the court’s activities. Justices maintain weekly office hours to allow students, faculty and student government officers and staff access to them to address concerns or problems. Vacancies on the court are filled as they occur by the ASEWU president with the advice and consent of the current ASEWU Council.

WASHINGTON STUDENT LOBBY (WSL)
Washington Student Lobby (WSL) is a professional student organization that lobbies and represents, serves and protects, the collective interests of students in post-secondary education in Washington State. As a united body, this body addresses issues impacting students’ education and learning environment. Additionally, the organization introduces students to the legislative process and offers students the opportunity to gain valuable organizational experience and create a valuable network with education leaders and state legislators.

Currently, WSL is composed of the state’s five public universities. In the future, WSL will include community colleges, technical colleges and private universities.

The ASEWU works in partnership with the state board of the WSL and advocates:
  • Affordable and predictable tuition
  • Increased financial aid
  • Increased access and completion for all to higher education
  • Equal student representation on all policy impacting students in higher education

Students who donate $2 each quarter they register are supporting WSL’s lobbying efforts in Olympia.

For more information, contact the ASEWU legislative affairs representative in 303 PUB or by calling (509) 359-2514.

EASTERN IN SPOKANE

EWU Spokane center, in downtown Spokane, serves a nontraditional student population with many upper-division and graduate level courses. Eastern’s Spokane Center offers 49,000 square feet of classroom and meeting space, enough room to serve approximately 1,000 students who attend classes at the center. The journalism program, Inland Northwest Center for Writers (master of fine arts in creative writing), master of science in communications and the part-time master of social work programs are housed at the EWU Spokane Center.

Many upper-division and graduate-level courses are held at the Spokane Center, and many are tailored to
working adults seeking professional or personal growth.

The Riverpoint Higher Education Park, located east of Division on Spokane Falls Blvd., is home to the College of Business and Public Administration. Classes in computer science are also conducted in the Spokane Intercollegiate Research and Technology Institute (SIRTI) facility (located at 665 North Riverpoint Boulevard). In January 2002, a state-of-the-art Health Sciences Building was opened for students in dental hygiene, physical therapy, communication disorders and occupational therapy.

The Intercollegiate College of Nursing is located on Fort Wright Drive in close proximity to Spokane Falls Community College.

EWU SPOKANE CENTER
West 705 First Avenue (southwest corner of First and Wall)
Spokane, WA 99202
• Phone: (509) 623-4200
• Fax: (509) 623-4238
• Hours: Monday-Friday, 8 a.m.-5 p.m.

The Spokane Center Student Services staff, in partnership with various student services offices on campus, has developed an Integrated Student Service Center. This is one of EWU’s Quality Service Initiatives and a first step in building a “one stop” service center for students. Students can stop at the general student service area located in the lobby of the Spokane Center, and the majority of student service needs can be dealt with by the staff. This includes Records and Registration activities such as registering for classes, drops and adds, complete withdrawals, name changes, transcript requests, admission forms and information, as well as student financial services activities such as applications for short-term loans, student account payments of fees and tuition, university forms, disbursements and processing and many other general university information and activities.

During the quarter, the Graduate Studies Office also maintains regular hours on Tuesdays and Thursdays from 3 p.m.-6 p.m. in room 110.

The Spokane Edition Bookstore, located in the basement of the Spokane Center, carries textbooks for all classes held in Spokane, general interest books, school supplies, clothing and computer software. Limited food and beverage service is also available. Call (509) 623-4365. Hours of operation are: Monday-Thursday – noon-8 p.m.; Friday, noon-5 p.m.; closed Saturday, Sunday and holidays; hours may vary during intersession and the first week of the quarter changes will be posted.

INTERCOLLEGIATE COLLEGE OF NURSING
2917 West Fort Wright Drive
Spokane, WA 99202
(509) 324-7360

The Intercollegiate College of Nursing was established in 1968 and remains the nation’s oldest nursing consortium, serving as the school of nursing for Eastern, Whitworth, Gonzaga and Washington State Universities.
It offers a baccalaureate degree, master’s degree and continuing education courses. For details, call (509) 359-6926.

HEALTH SCIENCES BUILDING
310 N. Riverpoint Boulevard
Spokane, WA 99202

Communication Disorders
120 HSB
• (509) 358-7597, UPCD office at Riverpoint
• (509) 359-6622 (Cheney campus office), 108 Communications Building

The Communication Disorders Department, in cooperation with Washington State University, offers a graduate degree program at the Health Sciences Building located in Spokane. The Communication Disorders Program is accredited by the Council on Academic Accreditation of the American Speech-Language-Hearing Association. For details, please contact Dr. Donald R. Fuller, chair, Communication Disorders Department.

Physical Therapy
270 HSB
(509) 368-6601

Eastern Washington University now offers a doctor of physical therapy degree (DPT) The program is fully accredited through the Commission on Accreditation in Physical Therapy Education, and the graduates of the DPT will be eligible to sit for state licensure examinations.

For information about preparing for the program, contact Professor Meryl Gersh at (509) 368-6609 or the department office manager, Debra Dickerson at (509) 368-6601 or visit the website at www.ewu.edu/pt

Dental Hygiene
160 HSB
(509) 368-6550

Eastern offers the only entry-level baccalaureate degree program in dental hygiene in the state of Washington. Students are accepted into this program only after completing at least one year of required courses and meeting the program’s required prerequisites. The program has a capped enrollment. For details, call an admissions coordinator at (509) 368-6550.

Occupational Therapy
225C HSB
(509) 368-6560

The Department of Occupational Therapy is located in the Health Sciences Building at Riverpoint. In the
summer of 2004, the department began taking applications for their newly developed master’s degree program. This program is fully accredited by the Accreditation Council for Occupational Therapy Education (ACOTE) and approved by the Higher Education Coordinating Board in Olympia. For application information or questions about the program, contact the office at (509) 368-6560.

RIVERPOINT PHASE I CLASSROOM BUILDING
Riverpoint Higher Education Park
668 North Riverpoint Boulevard
Spokane, WA 99202
(509) 358-2200

Eastern shares the Riverpoint campus with Washington State University. Located just east of the downtown business core, it houses graduate and undergraduate programs offered through Eastern’s College of Business and Public Administration. Degrees offered include:

- Bachelor of arts in business administration with majors in:
  - accounting
  - finance
  - human resource management
  - management
  - marketing
  - management information systems

- Bachelor of arts in:
  - urban and regional planning
  - health services administration

- Graduate programs:
  - master’s in business administration
  - master’s in public administration
  - master’s in urban and regional planning
  - graduate certificate in health services administration

Extensions of the Internship and Career Services Programs headquartered on the Cheney campus are located at 240 Riverpoint.

SIRTI (SPOKANE INTERCOLLEGIATE RESEARCH AND TECHNOLOGY INSTITUTE)
665 North Riverpoint Boulevard
Computer Science
Spokane, WA 99202
(509) 358-2060

SIRTI offers research and testing facilities to both private and public sector organizations exploring new
products or manufacturing processes. Eastern’s Computer Science Department offers a master’s degree in computer science at SIRTI, as well as most courses in the bachelor of science degrees in computer science and computer information systems.

A regional hub for innovation and a catalyst for economic growth, SIRTI houses a software engineering laboratory with state-of-the-art workstations, several parallel processors and video equipment for computer animation, among other technologies. Some classes are held in the SIRTI building.

Policies, Rules and Regulations

ACADEMIC FORGIVENESS POLICY FOR UNDERGRADUATE STUDENTS
1. Undergraduate students may make a one-time petition to have up to two consecutive quarters or one semester, regardless of the institution from which they were earned, removed from the calculation of their credits and GPA. The course work must have been completed at least five years prior to this petition.
2. Academic forgiveness may be recommended on a case-by-case basis during advising.
3. To be eligible for academic forgiveness, students must have completed 30 consecutive credits at Eastern, maintained a GPA of 2.5 or higher and have declared a major.
4. Academic forgiveness may not be revoked.

ALCOHOL AND DRUG USE/ABUSE POLICY
One of the important social questions individuals will face as college students is to use or not use alcohol and other drugs. The choice is an individual decision. For protection, all students should become informed about the effects of alcohol and drugs and the potential consequences of using them.

University Alcohol and Drug Policy Statement
Eastern Washington University prohibits the unlawful possession, use, or distribution of alcohol and drugs by students, faculty and staff on University premises or as part of any of its activities. The Alcohol and Drug Policy is intended to meet, at a minimum, the requirements of all applicable federal and state laws, including but not limited to the Drug-Free Schools and Campuses Act of 1986, as amended, and the Drug-Free Workplace Act of 1988.

University Sanctions
The University will impose disciplinary sanctions on students for violations of the Alcohol and Drug Policy. Sanctions will be imposed in accordance with the provisions of the Student Conduct Code. Sanctions that may be imposed by the University upon a student include but are not limited to:

- Mandatory attendance at a prevention education program
- Loss of privileges, restitution, community service, and/or fines
- Eviction from University owned or controlled housing
- Suspension and/or dismissal from the University
- If under 21, notification of the student’s parents/guardians
- Some combination of the above

Information, Education and Counseling
The University emphasizes the importance of information and education helping to prevent alcohol and drug abuse. Eastern Washington University is committed to helping students prevent and address alcohol and drug abuse problems. For additional information about counseling, assessment and referral services, contact:

- Alcohol and Drug Studies Program (509) 359-6265
- Alcohol and Drug 24-Hour Helpline (800) 562-1240
- Alcoholics Anonymous (509) 624-1442
- Counseling Services and Psychological Services (509) 359-2366
- Health, Wellness and Prevention Services (509) 359-4279
- Office of Student Rights and Responsibilities (509) 359-6960

As required by federal law, the University cooperates with law enforcement authorities in referring for prosecution the unlawful possession, use or distribution of alcohol and illicit drugs by students or employees on University premises or as part of any of its activities.

A University task force will be revising its policies and procedures regarding matters of alcohol and drug use/abuse. Any new policy and procedure will supersede the policy statement included in this handbook. More detailed information regarding Eastern’s Alcohol and Drug Policy is online at www.ewu.edu/x4333.xml

Student Life Statement on Substance Use and Abuse
In our effort to uphold the tenants of its mission and the standards of Eastern Washington University, Student Life maintains a commitment to an environment free from the illegal use and abuse of alcohol or other drugs. Student Life maintains this commitment in support of academic excellence, professionalism, superior service and a commitment to the quality of life and well-being of all members of the campus community.

Student Life brings this mission to life in the following ways:
- Adherence to and internal enforcement of the University Alcohol Policy;
- Recognizing and adopting best practices in the area of collegiate alcohol programs and strategies;
- Proactive efforts to enact timely and research-based programs that address areas of alcohol and drug use;
- Intentionally and routinely support activities that are recognized as alcohol, tobacco and/or substance free;
- Advertise and promote events, where appropriate, as nonalcohol, substance or tobacco free;
- Mentor and educate student leaders around issues of alcohol and substance use and abuse;
- When in the performance of duties or serving in an official representative capacity, staff and students will at all times comply with stated University guidelines/standards; and
- Ensure policies and procedures are compliant with University guidelines regarding alcohol and substance use and abuse.

COMMUNICABLE DISEASES
Availability of AIDS Information
To be in compliance with ESSB 6221, Omnibus AIDS Legislation, adopted by the Washington State Legislature on March 10, 1988, each institution of higher education in the state of Washington is required to make AIDS information available to incoming students. Information on AIDS is available to Eastern Washington University students through the following departments and programs:
- Health, Wellness and Prevention Services (HWPS), 122 Showalter Hall.
- Office of Housing and Residential Life, 121 Tawanka.
Disease Awareness and Control
Students are strongly encouraged to update their immunizations to conform to current public health recommendations, which include current immunization status for the following:

- Measles/Mumps/Rubella (MMR)
- DPT/DTaP
- Polio
- Varicella
- Hepatitis A and B
- Meningococcal Quadrivalent Polysaccharide (Bacterial Meningitis)
- Influenza
- TB Screening

In the event a student contracts a communicable disease, the University will implement control measures defined by the Spokane County Health District.

GRADE APPEALS
Except for “X” and “Y,” all grades are final and can be changed only in the case of University error (instructor, clerical or administrative). Such corrections must be submitted by the instructor and approved by the department chair and college dean. Requests for grade corrections must be submitted to the Office of Records and Registration within two quarters of the initial grade assignment.

If you feel that you have been graded unfairly, you have the option of appealing your grade. A student who fails to file an Intent to Appeal a Grade or an Official Grade Appeal Form within the specified times forfeits the right to appeal that grade. Reasonable exceptions to the student’s deadlines may be made by the chair or designee.

The order of appeals is as follows:
1. File a Notice of Intent to Appeal a Grade Form within 10 working days after instruction begins for the next regular quarter. These forms are available at the Office of Records and Registration or at the Spokane Center and are turned in to the chair of the department concerned.

2. Discuss the conflict regarding the grade in a timely manner with the instructor concerned. If the discussion between the instructor and student does not lead to a resolution of the conflict and the student wishes to continue the appeal process, the student must confer with the chair or a designee regarding the proposed appeal. If the conflict is not resolved at this level, the chair or designee must provide a written explanation to the student within five working days. If the written explanation is not provided or if the student is not satisfied with this explanation, he/she may make an official grade appeal.

3. The Official Grade Appeal Form must be filed in writing with the chair of the department concerned, normally not later than 30 working days after instruction begins for the next regular quarter. These forms are available at the Office of Records and Registration or at the Spokane Center.

4. The Official Grade Appeal is heard by a grade appeals board, which will be convened no later than 20 working days after submission of the Official Grade Appeal. This board is chaired by the department chair
or a designee and serves in a nonvoting capacity. Other members include at least one faculty member and at least one student. Selection of the members is facilitated by the department chair or designee unless there is an obvious conflict of interest, in which case the dean or a designee shall do so. An equal number of members selected should be nominated by each party of the dispute. In addition, one faculty member mutually agreeable to both parties will be selected, thereby providing an odd number of voting members.

The appeals board does not have subpoena power, and every attempt will be made to be fair to both parties. The parties may offer exhibits and/or witnesses. The principals may not be represented by counsel or others, and the student appellant has the burden of proving by a preponderance of the evidence (more probable than not), that such inappropriate grading procedures have occurred.

Within 10 working days of first convening, the appeals board, through the chair, will submit its recommendation in writing to the faculty member concerned, with a copy to the appellant and the dean of the college.

Decisions recommended by the Grade Appeals Board are advisory only. The final decision to change a grade lies with the instructor, except in cases where the instructor cannot or does not respond to the appeals board’s recommendation or in cases where the appeals board’s findings determine prejudiced or other inappropriate grading practices by the instructor. In these cases, the final decision to change the grade lies with the dean. There is no further right of appeal.

Within 45 days of the final decision involving a recommended grade change, the chair of the appeals board shall notify in writing the appellant, the dean of the college and the chair of the department concerned of the decision of the appeals board and the faculty member’s decision and action. When the final decision is made by the dean in the cases noted above, the dean shall implement the decision and shall make the proper written notification to the parties concerned.

MINIMUM GPA, PROBATION, DISMISSAL, REINSTATEMENT
At Eastern, we believe that all students can succeed. But we also know that life events, lack of preparation, diminished motivation and misdirected choices can contribute to a temporary setback in academic achievement. If you are experiencing academic distress, your faculty and/or academic advisor can help you get back on the path to success.

Minimum GPA
• All students must maintain a minimum 2.0 GPA.
• Some academic departments may require a higher GPA for admission to a major and/or for graduation.

Probation
Regardless of major, all undergraduate students who do not attain a cumulative GPA of 2.0 are placed on academic probation.
• Students on academic probation who attain a quarterly GPA of 2.0 or higher but whose cumulative GPA is still below the minimum 2.0 will remain on academic probation.
• Students on academic probation who attain a cumulative 2.0 GPA are automatically removed from probation.
Dismissal
- Students on academic probation whose cumulative GPA remains below 2.0 and whose quarterly GPA is below 2.0 will be dismissed from the University.
- All first-time students will be subject to dismissal after two consecutive quarters on probation.
- Continuing students are subject to dismissal after one quarter on probation.

Reinstatement
- To re-enroll after being academically dismissed, a student who has not declared a major must appeal for reinstatement through the Office of Academic Advising. A student who has declared a major should appeal for reinstatement through the dean of his or her college.
- A dismissed student is not eligible to enroll for the following academic quarter. The student is required to remain out of school for at least one academic quarter after the first dismissal, and for one academic year after the second dismissal.
- To be eligible for reinstatement, dismissed students must demonstrate an improved academic performance at the college level, a readiness for academic success and a more positive academic attitude.
- The probation/dismissal/reinstatement process for undergraduates is coordinated through the Office of General Undergraduate Academic Advising on the third floor of Sutton Hall. Call (509) 359-2345. For questions about academic probation policies for graduate students, call the Graduate Studies Office at (509) 359-6297.
- A student who has been academically dismissed may enroll for summer session. To continue the following fall quarter, the student must complete at least 10 graded credits during summer session and earn a minimum 2.0 GPA.

PRIVACY OF STUDENT RECORDS – FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 (FERPA)
In 1974, Senator James Buckley of New York was concerned with the misuse and abuse of student records, particularly at elementary and secondary schools. In several instances, some schools revealed confidential information about their students to people who did not have a legitimate interest in the material. Some of these student files contained comments that were irrelevant or unsupported, such as statements about a student’s psychological makeup by a person not qualified to make such an assessment. Sen. Buckley introduced legislation to protect the confidentiality and accuracy of student records.

The Act
FERPA, also known as the Buckley Amendment, was passed by Congress in 1974 and later amended several times. It gives students the right to:
- Access their educational records
- Consent to release a record to a third party
- Challenge information in their records
- Be notified of their privacy rights

Purpose
At the postsecondary level, the act was intended to give students access to their educational records and to protect students’ privacy by limiting access to the records.
Institutions Affected
FERPA regulates all public and private agencies and institutions that receive federal educational funds, including grants, student financial aid and contracts. The act covers postsecondary, secondary and elementary education.

Individuals Affected
At colleges and institutions, FERPA rights belong to the student regardless of age and to the parents of a dependent student. A “student” is a person who attends an educational agency or institution for whom the institution or agency maintains educational records or personally identifiable information.

Applicants who are denied admission are not students and therefore are not protected by FERPA. People who audit classes, but are not formally admitted or enrolled, have limited rights under FERPA. A recent appellate court decision has established that auditing individuals may use FERPA to access only information that was collected while they were auditing classes.

Faculty and staff are not protected by FERPA unless they are enrolled as students.

Effective Date
The act has been in effect since 1974.

Students Have the Right to Access Their Educational Records
Each college must establish procedures to allow a student access to his or her record and to consent to release a record to a third party. Access must be granted within a reasonable period of time, but never more than 45 days after the student’s request.

The college may charge a fee for copying records if it does not effectively prevent a student’s access. No fee may be charged to search for or retrieve a record. Under normal conditions, a college is not required to certify copies; thus a college may refuse to release certified transcripts to a student who owes money to the college.

If a record contains information on more than one student, the student may inspect only the portion relating to him or her. Alternatively, the college can inform the student of the specific information contained in multi-student records.

Students Have the Right to Challenge Any Information That is Inaccurate, Misleading or Violates Students’ Privacy or Other Rights
The college must afford a student a hearing to challenge information in a record.

If the college finds that the information is inaccurate, misleading or inappropriate, it must delete or correct the information. If, after the hearing, the college believes the information to be proper, then the student has the right to place explanatory comments in the record. FERPA does not allow a student to challenge a grade that he or she was awarded. An instructor’s procedure or judgment in awarding a grade thus is not regulated by FERPA. The act, though, does allow a student to verify that the college accurately records the grade he or she was awarded.
Students Have the Right to be Notified of Their Privacy Rights
A college must inform all students of their rights under FERPA. The catalog or bulletin is a convenient vehicle for this information.

FERPA Applies Only to “Educational Records”
An “educational record” is any material that contains information directly related to a student and is maintained by an educational agency or institution or someone acting on its behalf.

A record must be recorded. It can be handwritten or stored on disk, tape or any other medium.

The act protects any record that contains information that can personally identify a student or parent. Publicly posting grades by Social Security number is a technical violation; so is leaving graded assignments outside an office for students to pick up. Students may consent to such practices or grades can be posted by randomly assigned numbers.

Disciplinary records that are based on educational records are protected under the act. A college can disseminate information that does not personally identify a student. Furthermore, campus newspapers may publish information that is not obtained from official records but is received from individuals or from public hearings.

What Is Not an Educational Record?
Notes written by a faculty member or college official for his or her own use are exempt from FERPA. This allows college personnel to take notes during a conference, counseling session or academic evaluation. The individual must retain possession of the notes and must not disclose them to anyone except a substitute.

Oral communication can be exempt from the act. The statement must not be based on an educational record and must not be recorded.

For college students 18 and older, records made by a physician, psychiatrist, psychologist or other recognized professional are not covered by FERPA. The act exempts the records that are used only for treatment of the student and are available only to caregivers and other professionals chosen by the student. Of course, state laws protect the confidentiality of medical and mental health records.

A college may inform the alleged victim of a violent crime of the results of any disciplinary proceedings against the alleged perpetrator.

As of July 23, 1992, FERPA exempts records of a college security department that were created by that unit for purposes of law enforcement. This change in the law was prompted by several judicial claims that FERPA allows a college to release crime reports to the public.

If material is exempt from FERPA, then the act merely allows the college to release the information publicly. FERPA does not require a college to release information to anyone except the student, sometimes parents and third parties authorized by the student. Other laws, such as the Student Right-to-Know and Campus Security Act of 1990, may require the release of information to the public (See Chapters VIII and IX). Numerous other
laws require colleges to release information to government agencies. For public institutions, state open records laws require colleges to release information to the public and government agencies.

Certain “Directory Information” May be Made Public Without a Student’s Express Permission
A college may release certain directory information about its students but has no obligation to do so. Directory information consists of:

• Name, address and telephone number
• Date and place of birth
• Major field of study
• Dates of attendance
• Degrees and awards received
• Participation in officially recognized activities and sports
• Weight and height of members of athletic teams
• The most recent previous educational agency or institution attended

Before disclosing directory information, a college must give students notice of the categories of information it intends to disclose. A student must have a reasonable time to inform the college of any directory information of which the student refuses to allow disclosure.

Items That May be Disclosed Without a Student’s Prior Consent
• School employees who have a legitimate educational interest
• Other schools, upon request, in which a student is seeking or intending to enroll
• Accrediting organizations
• Organizations doing certain studies for or on behalf of the University
• Appropriate parties in connection with financial aid to a student to determine eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of aid
• Parents when a student over 18 is still a dependent
• Certain government officials of the U.S. Department of Education, the Controller General, and state and local education authorities, in connection with an audit, authorized representatives of the U.S. Attorney General for law enforcement purposes or state or federally supported education programs
• Individuals who have obtained judicial orders or subpoenas
• School officials who have a need to know concerning disciplinary action taken against a student
• Appropriate parties who need to know in cases of health and safety emergencies when necessary to protect the health and safety of the student and/or others
• State and local authorities, within the juvenile justice system, pursuant to specific state law
• The results of a disciplinary proceeding, with respect to that crime of violence, to the alleged victim
• Parent or legal guardian of a student under the age of 21, information regarding any violation of university policy or state, federal or local law, governing the use or possession of alcohol or controlled substance
• Those requesting directory information on a student provided the student has not requested his or her information be withheld

POSSESSION OF FIREARMS
The possession of firearms and weapons on campus is prohibited and will result in appropriate steps by the University Police and could result in disciplinary sanctions under the EWU Student Conduct Code. Please see
the Student Conduct Code (WAC 172-120-040) and the General Conduct Code (WAC 172-122-120) for information on the policy and WAC 172-1200-50 for sanctions regarding use of firearms.

A storage facility for firearms/weapons is available at the Red Barn for members of the campus community who bring firearms or other weapons to campus. For more information, please contact the Red Barn during normal business hours.

SEXUAL HARASSMENT POLICY
Sexual harassment is a violation of basic tenets of human dignity. It violates Eastern Washington University’s policies, federal and state laws, civil rights and professional ethics. Sexual harassment will not be tolerated.

The University believes education is the best way to prevent sexual harassment. Because of differences in employees’ values and backgrounds, some individuals may find it difficult to recognize their own behavior as sexual harassment. Eastern Washington University will take all practical steps to educate the campus community about policies, grievances procedures and possible disciplinary actions.

1. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:
   a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or education; or
   b) submission to or rejection of such conduct by an individual is used as the basis of employment or education decisions; or
   c) such conduct has the purpose or effect of unreasonably interfering with an individual’s education or work performance or creating an intimidating, hostile or offensive educational or work environment.

2. Sexual harassment may include, but is not limited to unwelcome actions such as the following:
   a) use of position or authority to coerce a student or employee to provide sexual favors;
   b) sexual suggestive comments, demands or insults, or pressure for sexual activity.

The University will consider the circumstances and the context in which an incident occurred when determining if such action constitutes sexual harassment.

3. All members of the campus community are required to comply with this policy. The University will take appropriate action against any employee or student of Eastern Washington University who violates the policy. Persons with supervisory responsibilities for employees or students are expected to report or take appropriate action when they know of sexual harassment. In determining supervisory responsibility, the extent of control over the circumstances and corrective action, if any, taken by the supervisor, will be considered.

4. Violation of this policy will lead to disciplinary action that is appropriate to the circumstances and that addresses the goal of prompt and effective action to stop sexual harassment. Such disciplinary action shall follow the principles of progressive discipline. Depending on the circumstances, the punishment may include, but is not limited to verbal and written reprimands, suspension with pay, suspension without pay, demotion, expulsion or dismissal.

This policy is consistent with the Equal Employment Opportunity Commission’s regulations on sexual harassment.
Students who have questions about this policy or seek confidential advice in this area may contact the Division of Human Resources, Rights and Risk in 318 Showalter Hall, (509) 359-2393.

SMOKING STATEMENT
Smoking is prohibited in all University buildings and within 25 feet of building doors and windows.

STUDENT CONDUCT CODE
WAC 172-120-010 Introduction
The Eastern Washington University Board of Trustees has the authority and obligation to adopt regulations for the governance of the University for the purpose of providing educational opportunities to its students, transmittal and advancing knowledge and of providing a wide range of services to both students and the general public. To carry out these responsibilities, the University requires a community free from violence, threats and intimidation; protective of free inquiry, respectful of the rights of others; open to change; supportive of democratic and law procedures; and dedicated to the rational and orderly approach to the resolution of human problems. To safely guard the rights, opportunities and welfare of students, faculty, staff and guests of the University community and to assure protection of the interests of the University as it seeks to carry out its mission on behalf of the citizens of the state of Washington, certain minimum standards of conduct become necessary.

WAC 172-120-015 Definitions
For purposes of the student conduct code, chapter 172-120 WAC, the definitions of this section apply throughout the chapter.

1. “Student” includes all persons taking courses at the University, both full and part time. Non-matriculated, international students attending language institutes or foreign study programs at the University are also considered students under the terms of this code.

2. “University” refers to the facilities, property, programs, activities and members of the Eastern Washington University community. (New 1/97, UGS-W050190.38)

WAC 172-120-020
Interest of the University relevant to a student code. The university is a special, as opposed to general-purpose, community, and as such must devise procedures and regulations to control disruptive elements which would deter the university from furthering its mission – providing learning experiences for its students, transmitting and advancing knowledge and providing services to the greater community. Special university interests provide a foundation for building a code of conduct.

1. The university has a primary concern with matters which impinge on academic achievement and integrity.
2. The university has a concern with conduct which breaches the peace, causes disorder and substantially interferes with the rights of others.
3. The university has an interest in behavior which threatens or actions which imperil the physical and mental health and safety of members of the university community.
4. The university has an obligation to protect its property and the property of members of its community from
theft, damage, destruction or misuse.

(5) The university has a commitment to meet its contractual agreements.
(6) The university has an obligation to support and be guided by laws of the land.

[Statutory Authority: RCW 28B.35.10 [28B.35.120]. 81-06-023 (Order 1-22-81), ss. 172-120-020, filed 2/25/81; Order 72-2, ss. 172-120-020, filed 5/12/72; Amended 1/97, UGS-W050190.38.]

WAC 172-120-030 Relationship between civil and criminal laws and university disciplinary proceedings

Many offenses actionable under this code are also violations of federal, state or local laws. A student may face criminal and civil prosecution as well as university disciplinary action for violation of these laws. The university reserves the right to initiate action for offenses that have an impact on the educational or administrative functions or the general well-being of the university. Proceedings under this code may be carried out prior to, simultaneously with or following civil or criminal proceedings in the courts. University proceedings are not subject to challenge or dismissal referencing, as a basis, that criminal charges involving the same incident have been dismissed or reduced. Activities of students may upon occasion result in violation of law. Students who violate the law may incur penalties prescribed by civil authorities, but institutional authority should never be used merely to duplicate the function of general laws. Only where the institution’s interests as an academic community are distinct and clearly involved should the special authority of the institution be asserted. Students who incidentally violate institutional regulations in the course of their off-campus activity, such as those relating to class attendance, should be subject to no greater penalty than would normally be imposed. Institutional action should be independent of community pressure.

[Statutory Authority: RCW 28B.35.120 and 43.21C.120. 87-20-056 (Order 87-01), ss. 172-120-030, filed 10/2/87; Order 72-2, ss. 172-120-030, filed 5/12/72; Amended 1/97, UGS-W050190.38.]

WAC 172-120-040 Conduct code

The following are defined as offenses which are subject to disciplinary action by the university. The university has the authority to promulgate additional or more specific rules supplementary to the offenses listed in this section.

1. Dishonesty and misrepresentation. All forms of academic dishonesty (including but not limited to cheating and plagiarism, knowingly furnishing false information to the university, forgery and alteration or misuse of university documents, records or instruments of identification).

2. Disruptive conduct. Conduct which intentionally disrupts or obstructs teaching, research, administration, disciplinary proceedings, freedom of movement or other lawful activities on the university campus.

3. Physical abuse and threat of physical abuse. Detention, physical abuse, threats, intimidation or coercion of any person, or conduct which is intended to threaten imminent bodily harm or endanger the health or safety of any person on any property owned or controlled by the university or at any university-sponsored or supervised functions.

4. Sexual misconduct. Sexual misconduct includes, but is not limited to: (a) Unwanted verbal (including telephone), written (including electronic media), pictorial or physical conduct of a sexual nature which a reasonable person would consider to be harassing, intimidating, hostile, offensive and/or which adversely affects the learning or living environment of the campus; (b) Unwanted, forceful, sexual contact. The use of force may include, but is not limited to use of body weight, pushing or hitting, coercion or threats; (c) The use of force (body weight, hitting or pushing, use of a weapon, threats to kidnap or kill, for example) to
overcome earnest resistance to engaging in sexual intercourse. Earnest resistance may be verbal, physical or both. (d) Sexual intercourse, when the victim is incapable of consent by reason of mental incapacity, drug/alcohol intoxication or physical helplessness, and force is or is not used.

(5) Harassment. Harassment of any sort is prohibited. Any malicious act which causes harm to any person’s physical or mental well-being is prohibited. Harassment is defined as conduct which has the purpose or effect of unreasonably interfering with an individual’s work or educational performance or creating an intimidating, hostile or offensive environment.

(6) Property violations. Theft from, or malicious damage to, or malicious misuse of university property or the property of any person, when such property is located on the university campus.

(7) Failure to comply with a proper order. (a) Failure to comply with lawful and/or reasonable directions of university officials or law enforcement officers acting in performance of their duties on campus or affecting conduct on campus. (b) Failure to identify oneself to university officials in their course of duty, refusal or failure to appear before university officials or disciplinary bodies when directed to do so or the violation of sanctions imposed after such proceedings.

(8) Alcohol and substance violations. (a) Use, possession, distribution or sale of alcoholic beverages except as permitted by university policy and state law on university premises or in university-controlled facilities. (b) Use, possession, distribution or sale of any controlled substance or illegal drug on university premises or in university-controlled facilities.

(9) Possession of weapons. No individual shall have on his/her person, in his/her vehicle or otherwise in his/her possession any gun, pistol or firearm or explosives, dangerous chemicals or other dangerous weapons or instruments on the university campus or other university property, except as follows: (a) Authorized law enforcement officers are permitted to carry arms while on duty and engaged in their regular duties. (b) Activities requiring use of the prohibited items may be conducted on approval of the activity by the Board of Trustees. (c) Persons are permitted to have firearms in their possession directly en route to or from campus firearm storage facilities where such possession is incidental to approved on- or off-campus possession or use of such firearms.

(10) Violation of local, county, state or federal law. Violation of a local, county, state or federal law, whether it be on or off campus, only when a definite university interest is involved and where the student misconduct distinctly and adversely affects the university’s pursuit of its educational mission.

(11) Incitement. Intentionally inciting others to engage in any of the conduct prohibited in this code, which incitement leads directly to such conduct.

(12) Assisting conduct violations. Being an accessory to any person on the university campus who is or who is not a member of the Associated Students of Eastern Washington University who violates this code. The unauthorized entry into or onto, or the unauthorized remaining in or on, any public or university facilities.

(13) Attempted violations. All attempts to perform acts of misconduct prohibited by this section are also subject to disciplinary action.

(14) Trespass. The unauthorized entry into or onto, or the unauthorized remaining in or on any public or university facilities.

(15) Disorderly conduct. Disorderly or obscene conduct on university property or at university-sponsored events.

(16) Violation of university policies. Violation of the university general conduct code, chapter 172-122 WAC.

(17) Abuse of computing facilities. Theft or other abuse of computer facilities, access or time as defined in
university computing guidelines and policies.

(18) Unauthorized representation. The unauthorized use of the name of the university or the names of members or organizations in the university community.

(19) Obstruction. Obstruction of the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or university-supervised events.

(20) Demonstration. Participation in a campus demonstration which violates university regulations governing campus assembly and peaceful demonstration.

(21) Hazing. Any action required of or imposed on current or potential members of an organization or group which, regardless of location of the incident or consent of the participant(s):
   (a) Produces or is reasonably likely to produce bodily harm or danger, mental or physical discomfort, embarrassment, harassment, fright, humiliation or ridicule, or
   (b) Compels an individual to participate in any activity which is illegal, perverse or publicly indecent or contrary to university rules, regulations or policies, or which is known by the compelling person(s) to be contrary to the individual’s moral or religious beliefs.

(22) Group offenses. Clubs, organizations, societies or similarly organized groups in or recognized by the university and/or ASEWU are subject to the same standards as are individuals in the university community. The commission of any of the offenses in subsections (1) through (22) of this section by such groups or the knowing failure of any organized group to exercise preventive measures relative to violations of the code by their members shall constitute a group offense.

[Statutory Authority: RCW 28B.35.120 and 43.21C.120. 87-20-056 (Order 87-01), ss. 172-120-040, filed 10/2/87. Statutory Authority: RCW 28B.35.120. 81-06-023 (Order 1-22-81), ss. 172-120-040, filed 2/25/81; Order 72-2, ss. 172-120-040, filed 5/12/72. Amended 1/97, UGS-W050190.38]

WAC 172-120-050 Sanctions

If any student or student organization is found to have violated any of the offenses enumerated at WAC 172-120-040, one or more of the following sanctions may be imposed against the student or student organization. Failure to comply with any imposed sanctions may result in additional sanctions.

(1) Minor disciplinary sanction:
   (a) Admonition: An oral statement to a student that he/she is violating university rules and regulations.
   (b) Warning: Notice, orally or in writing, that continuation or repetition of conduct found wrongful, within a specified period of time stated in the warning, may cause more severe disciplinary action.
   (c) Censure: A written reprimand for violation of specified regulations, including notice of the possibility of more severe disciplinary sanctions in the event of the finding of a violation of any regulation within a stated period of time.
   (d) Disciplinary probation: Formal action placing condition on the student’s continued attendance for violation of specified regulations. The disciplinary probation shall specify, in writing, the period of probation and the conditions which may include conditions limiting the student’s participation in university-related privileges or extracurricular activities, or enforcing a “no contact” order which would prohibit direct or indirect physical and/or verbal contact with specific individuals or groups. Disciplinary probation further shall give the student notice that any further misconduct will automatically raise the question of suspension from the university. Disciplinary probation shall be for a specified period of time.
   (e) Restitution: Reimbursement for damage or destruction to the property of the university or others for loss of property as a result of theft or negligence or for medical expenses from violations of this code. This
may take the form of appropriate service or other compensation. Failure to make arrangements to pay
will result in cancellation of the student’s registration and will prevent the student from future
registration until the conditions of sanction are satisfied.

(f) Fines: The disciplinary officer and the university disciplinary committee may assess monetary fines up
to a maximum of $200 against individual students for violation of university rules or regulations or for
failure to meet the university’s standards of conduct. Failure to promptly pay such fines will prevent
the student from future registration. Failure to pay may result in additional sanctions. Appeal through
chapter 172-124 WAC is solely to dispute the existence of the alleged debt and not to rehear the matter
which resulted in the sanction of the fine itself.

(g) Loss of privileges. Denial of specified privileges for a designated period of time.

(h) Discretionary sanctions. Work assignments, service to the university community or other related
discretionary assignments for a specified period of time as directed by the disciplinary officer or judicial
body.

(i) Loss of financial aid. In accordance with RCW 28B.30.125, a person who participates in the hazing of
another forfeits entitlement to state-funded grants, scholarships or awards for a specified period of time.

(j) Assessment: Referral for drug/alcohol or psychological assessment may be required. Results of the
assessment may lead to the determination that conditions of treatment and further assessment apply to
either continued attendance or return after a period of suspension.

(2) Major disciplinary sanction:

(a) Suspension: Exclusion from classes and other privileges or activities as set forth in a written notice for a
specified period of time. Conditions of re-admission shall be stated in the order of suspension.

(b) Dismissal: Permanent separation of the student from the university with no promise (implied or
otherwise) that the student may return at any future time. The student will also be barred from university
premises.

(3) Loss of institutional, financial aid funds. Formal withholding of all or a part of institutional funds currently
being received by the student or promised for future disbursement to the student for a specified period of
time.

(4) Group sanctions

(a) Probation. Formal action placing conditions on the group’s continued recognition by or permission to
function at the university. The probationary conditions will apply for a specified period of time.
Violation of the conditions of probation or additional violations while under probation may result in
more severe sanctions.

(b) Social probation. Prohibition of the group from sponsoring any organized social activity, party or
function or from obtaining a permit for the use of alcoholic beverages at social functions for a specified
period of time.

(c) Charter restriction. The temporary withdrawal of university or ASEWU recognition for a group, club,
society or other organization. It may be recommended by the appropriate judicial body, but may only be
imposed by the president of the university or the president’s designee.

(d) Charter revocation. The permanent withdrawal of university or ASEWU recognition for a group, club,
society or other organization. It may be recommended by the appropriate judicial body, but can only be
imposed by the president of the university or the president’s designee.

(e) Additional sanctions. In addition to or separately from the above, any one or a combination of the
following may be concurrently imposed on the group: (i) exclusion from intramural competition as a
group; (ii) denial of use of university facilities for meetings, events, etc.; (iii) restitution; and/or (iv)
fines.

WAC 172-120-060 Discipline functionaries
(1) University disciplinary officer: The university president shall designate a person to be the university disciplinary officer who shall review and decide questions of university interest. The university disciplinary officer may investigate and make decisions in some instances of code violation.

(2) University disciplinary committee: A university disciplinary committee composed equally of student and faculty representatives will provide a hearing and will make decisions on all disciplinary cases referred or appealed to it. The members of the committee and their terms of office shall be:
(a) Six members of the faculty and/or administration appointed by the president of the university for three-year terms.
(b) Six students who shall be appointed by the president of the Associated Students of Eastern Washington University, with the advice and consent of the Associated Students legislature, as provided for in the constitution of the Associated Students of Eastern Washington University for one-year terms. No student shall be eligible for appointment who holds any position with any of the Associated Students courts, serves as an attorney general or assistant attorney general in any of the student courts or is in any way affiliated with any judicial, quasi-judicial or advocacy position with the courts of the Associated Students of Eastern Washington University.
(c) A nonvoting chair shall be elected for a one-year term by the committee from outside the committee. Re-election of the chair is permissible.
(d) Six voting members constitute a quorum.
(e) In the event the chair is not in attendance, the quorum shall select a voting member to preside at the hearing.
(f) Members of the disciplinary committee shall not participate in any case in which they are a defendant, complainant or witness, in which they have a direct or personal interest or bias or in which they have acted previously in an advisory or adjudicatory capacity. A committee member’s eligibility to participate in a case may be challenged by parties to the case or by other committee members, but decisions in this regard shall be made by the committee as a whole.
(g) In the event members of the disciplinary committee are disqualified or disqualify themselves from hearing a case, a temporary (for that case only) replacement shall be appointed. If the member is a student, the temporary appointment will be made by the Associated Students of Eastern Washington University president. If the member is a faculty member or administrator, the temporary appointment will be made by the university president.

(3) Student courts: Student courts, the Associated Students superior court and those established by the Associated Students legislature as lesser courts to the Associated Students superior court, may act on such internal disciplinary problems as they feel competent to deal with effectively. If the student court is inoperative, or if it decides to do so, the student court may refer cases involving alleged violations of rules on which that court may extend jurisdiction to the university disciplinary officer or the university disciplinary committee.
WAC 172-120-070 Initiation of disciplinary procedures
The object of this code is to provide fair and reasonable procedures with which to deal with problems of student conduct.

(1) Any student, faculty member, staff member or the university may file a complaint against a student or student organization for any violation of the student conduct code.

(2) A person wishing to charge a student with a violation of the conduct code may:
   (a) file a written charge with a student court when that system has jurisdiction; or
   (b) file a written charge with the Office of the Dean of Students or other designated officer.

(3) In instances of alleged violations of local, county, state or federal law, nothing in this conduct code will prohibit or limit the right of persons to go directly to the civil and/or criminal authorities and file charges.

(4) University disciplinary proceedings may be instituted against a student charged with the violation of a local, county, state or federal law which is also a violation of this conduct code; for example, if both violations result from the same, factual situation, without regard to the possibility of civil litigation or criminal prosecution. Proceedings under this conduct code may be carried out prior to, simultaneously with or following criminal proceedings off campus.

WAC 172-120-080 Authority of university disciplinary officer
When the university disciplinary officer receives a complaint against a student or student organization for a violation of the code, the disciplinary officer will review the complaint to determine if there is sufficient evidence to hear the matter and explain to the complainant his/her rights under the Student Conduct Code and possible avenues of action which the complainant has against the student or student organization, including reference to remedies under civil law as well as possible remedies under the student code. If the university disciplinary officer decides to initiate a disciplinary proceeding against the accused student or student organization, the disciplinary officer will then notify the accused student for an initial conference. During the initial conference, the university disciplinary officer will review with the accused student the written list of charges, provide the student with a copy of the Student Conduct Code and any other relevant university policies and explain the student’s rights under the student code and what possible ramifications may occur under civil law, if any. The disciplinary officer will further explain the disciplinary procedures, the individual’s or organization’s rights and responsibilities in the disciplinary process and possible penalties under the student code and advise that the student must, within 24 hours after receipt of his or her explanation, decide to have the case heard by the university disciplinary officer, or by the university disciplinary committee, and sign a statement declaring the same. The committee must receive at least 72 hours notice as to the time and place of the hearing. The student may, at this time, waive his/her right to prior notice about a disciplinary hearing and request that the case be heard immediately following the initial conference.

(1) If the student accused of violating the Student Conduct Code chooses a hearing before the university disciplinary officer, that officer, after considering the evidence against a student so charged, may take any
of the following actions:
(a) Terminate the complaint, exonerating the student
(b) Dismiss the charge after whatever counseling and advice is deemed appropriate
(c) Refer the student to the mental health review board when it is reasonably determined from the available evidence that such referral is appropriate
(d) Impose any number of sanctions from WAC 172-120-050(1) (minor disciplinary sanction)
(e) Refer the case to the university disciplinary committee in the event the university disciplinary officer deems major disciplinary sanction may be warranted or if the student requests that his/her case be heard by the committee
(2) If the student requests that the case be heard by the university disciplinary committee rather than the university disciplinary officer, the committee may take any of the sanctions listed in subsections (1), (2), (3) and (4) of this section, except that the committee may impose a major disciplinary sanction as defined in WAC 172-120-050(2).
(3) If a student accused of violating the conduct code has withdrawn or withdraws from the university after the filing of any charge against him/her, either:
(a) a registration hold will be placed on the student’s academic record and the student will be notified that disciplinary action may be initiated on the student’s re-entry or application for re-admission; or
(b) the university may proceed with the disciplinary action or disciplinary committee hearing
(4) The disciplinary officer has the right to place a hold on a student’s transcript or registration pending the student’s satisfaction of a disciplinary sanction imposed for violation of this code.

[Statutory Authority: RCW 28B.35.120 and 43.21C.120. 87-20-056 (Order 87-01), ss. 172-120-080, filed 10/2/87. Statutory Authority: RCW 28B.35.120. 81-06-023 (Order 1-22-81), ss. 172-120-080, filed 2/25/81; Order 72-2, ss. 172-120-080, filed 5/12/72; Amended 1/97, UGS-W050190.38.]

WAC 172-120-090 Consolidation of cases permissible
In the event that one or more students are charged with the same misconduct arising from the same occurrence, the disciplinary committee or university disciplinary officer shall be authorized to consolidate the hearings as practical, as long as consolidation does not prejudice the rights of any students.

[Statutory Authority: RCW 28B.35.120 and 43.21C.120. 87-20-056 (Order 87-01), ss. 172-120-090, filed 10/2/87. Statutory Authority: RCW 28B.35.120. 81-06-023 (Order 1-22-81), ss. 172-120-090, filed 2/25/81; Order 72-2, ss. 172-120-090, filed 5/12/72; Amended 1/97, UGS-W050190.38.]

WAC 172-120-100 Hearings procedure
Hearings shall be conducted in a manner which is informal and, at the same time, assures fundamental fairness of procedure.
(1) Hearings before the university disciplinary officer or the university disciplinary committee shall be closed. Admission of any person to the hearing shall be at the discretion of the judicial body or officer. In hearings involving more than one accused student, the chairperson of the judicial body or the disciplinary officer, at his/her discretion, may permit the hearings concerning each student to be conducted separately.
(2) A written record or a tape recording of the testimony before the university disciplinary committee shall be kept. It may be reviewed by the student at any reasonable time prior to the final disposition of the case. A record of all proceedings will be kept and filed with the university disciplinary officer for a period of seven
years. These disciplinary proceedings and records shall be the property of the university and are confidential.

(a) Disciplinary records will be made available to hearing boards and university personnel as needed for valid educational purposes.

(b) Any student may review his/her own disciplinary records by contacting the Dean of Students’ Office.

(c) Except as outlined in these procedures, the university will not communicate a student’s disciplinary record to any person or agency outside the university without the prior, written consent of the student, except as required by law. If the student is a minor, the student’s parents or legal guardians may review these records.

(3) The complainant and the accused have the right to be assisted by any (one) advisor they choose, at their own expense. The advisor may be an attorney. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before the university disciplinary officer or the university disciplinary committee. The accused student can, however, speak with his or her advisor during the hearing. If the student utilizes an attorney as an advisor, the student must give to the university disciplinary officer or committee two days’ notice of intent to do so. If the student elects to be advised by an attorney, the university disciplinary officer or committee may elect to have the university advised by an assistant attorney general.

(4) The following guidelines apply only to hearings before the university disciplinary committee:

(a) The complainant, the accused and the disciplinary committee shall have the privilege of presenting witnesses, subject to the right of cross-examination by the disciplinary committee. The complainant and the accused may submit questions to be asked of all witnesses to the disciplinary committee;

(b) Any person, including the accused student or any member of the accused organization, who disrupts a hearing may be excluded from the proceedings;

(c) Pertinent records, exhibits and written statements may be accepted as evidence for consideration by the disciplinary committee at the discretion of the chairperson.

(5) The disciplinary officer or presiding chairperson of the disciplinary committee will exercise control over the hearing. All procedural questions are subject to the final decision of the disciplinary officer or the chairperson of the disciplinary committee.

(6) Only those matters presented at the hearing in the presence of the accused student, except where the student fails to attend after receipt of proper notice that a hearing regarding the university’s allegation that he/she violated the student code is being held at a certain time and place, will be considered in determining whether the judicial body hearing the case has sufficient cause to believe that the accused student is guilty of violating any of the written list of charges presented him/her pursuant to WAC 172-120-080. However, the complete record of the student’s or student organization’s prior conduct and academic performance may be taken into account by the disciplinary officer or disciplinary committee in imposing any sanction(s).

(a) In determining whether sufficient cause, as stated in the foregoing paragraph, exists, the university disciplinary officer or in the instance of a hearing, the university disciplinary committee, shall decide whether a preponderance of the evidence indicates that the student charged violated the student code by engaging in the conduct for which he/she was charged pursuant to WAC 172-120-080.

(b) For the purposes of this code, the phrase, “preponderance of the evidence,” means that it is more likely that the student charged violated the student code by engaging in the conduct for which he/she is charged than that he/she did not.

(c) The chair of the university disciplinary committee is not bound by the rules of evidence observed by courts and may exclude incompetent, irrelevant, immaterial and unduly repetitious evidence.
WAC 172-120-110 Deliberations and sanctions

(1) After the hearing, the judicial body having heard the matter will meet in closed session and decide by majority vote whether the preponderance of the evidence indicates that the student violated the conduct code. If the decision is that the student engaged in an act of misconduct in violation of the rules with which he/she is charged with having violated, the committee will by majority vote determine what sanction from WAC 172-120-050 shall be imposed. If the university disciplinary committee was the body which heard the matter, it will deliberate in the manner described above, but will determine what sanctions it will recommend that the president impose on the student. This recommendation to the president must be made within five working days of the time when the hearing is terminated.

(2) In the course of determining what sanctions shall be imposed or recommended, the judicial body hearing the matter may consider any evidence of past misconduct that the chair of the committee deems relevant; such evidence may be presented by the university disciplinary officer or his/her designee.

(3) No sanction(s) may be imposed based solely on the failure of the accused student to answer the charges or appear at the hearing. The decision must be based on the evidence presented at the hearing to include the evidence of past misconduct deemed relevant.

WAC 172-120-120 Appeals

(1) If the accused student or student organization feels aggrieved by the imposition of disciplinary sanctions by the disciplinary officer or by a judicial body other than the university disciplinary committee, that student or student organization shall have a right to appeal the decision to the university disciplinary committee. The appeal must be in writing and received by the committee within five days after imposition of the sanction. Appeals to the university disciplinary committee shall be filed with the dean of students or other designated office. The written notice of appeal shall set forth:

(a) The student’s name
(b) The nature of the disciplinary action imposed; and
(c) The reasons why the student or student organization feels that the imposition of that sanction is unjust and what remedy the student or student organization is seeking. Before making a decision, the university disciplinary committee may request a written report of the case from the judicial body which heard the case. The committee shall also have the right to request additional written information or explanation from any of the parties to the proceeding before rendering its decision. In making its decision, the committee is empowered to affirm, reverse, remand or modify (only to a less severe sanction). The university disciplinary committee’s hearing of a matter on appeal is the final level of appeal on the matter.

(2) Appeals to the president:
When the university disciplinary committee is the judicial body to first hear a case, the aggrieved student or student organization has a right of appeal to the president or the president’s designee by following the steps listed in subsection (1) of this section for filing an appeal. The president or the president’s designee may request a written report of the case from the university disciplinary committee before making a decision. The president or the president’s designee may also request additional information from any of the parties to the proceedings before rendering a decision. In making a decision, the president of the university or the president’s designee shall only consider the written record and such other information requested from the parties to the proceeding.

In the instance in which the president has received a finding that the university student code has been violated, the president may, in considering what disciplinary sanction should be imposed, affirm, reverse, remand or modify the recommendation of the university disciplinary committee. In imposing any sanctions, the president may consider the complete record of the student’s or student organization’s prior conduct and academic performance.

[Statutory Authority: RCW 28B.35.120 and 43.21C.120. 87-20-056 (Order 87-01), ss. 172-120-120, filed 10/2/87. Statutory Authority: RCW 28B.35.120. 81-06-023 (Order 1-22-81), ss. 172-120-120, filed 2/25/81; Order 72-2, ss. 172-120-120, filed 5/12/72; Amended 1/97, UGS-W050190.38.]

WAC 172-120-130 Interim suspension permitted
(1) Disciplinary actions of the university will be implemented by the president of the university, except as such implementation may be delegated by the president or the board of trustees. Ordinarily, the disciplinary authority of the university will be invoked only after completion of the procedures established for the review of disciplinary cases and after the student, if he/she so wishes, has availed himself/herself of the appeal procedures. However, in situations where there is cause to believe that the student or the student organization poses an immediate threat to himself or herself, to others or to property, or is incapable of continuing as a student for medical or psychological reasons, or where it is believed that the student’s continued attendance or presence may cause disorder or substantially interfere with or impede the lawful activities of others or imperil the physical or mental health and safety of members of the university community, interim actions may be taken immediately without prior notice or hearing. These actions, taken by the president or the president’s designee, may include:

(a) interim restrictions, including but not limited to assignment to alternate university housing or removal from university housing, limitation of access to university facilities or restriction of communication with specific individuals or groups
(b) interim suspension, including temporary total removal from the university or restriction of access to campus
(c) mandatory medical/psychological assessment, including referral to outside, medical professionals and/or to the mental health advisory board for assessment of the student’s capability to remain in the university

(2) In all such cases, the student or student organization is entitled to personally appeal before the dean of students or designee as soon as is reasonably possible but not later than 10 days after the action is taken, unless the student requests an extension in order to review the following issues only:

(a) the reliability of the information concerning the student’s behavior
(b) whether or not the student’s continued presence or prior or present behavior warrants interim suspension for the causes listed in Section (1) of this section.
As a result of the meeting between the dean of students and the student, the dean may recommend to the president or the president’s designee either continuation or termination of the interim suspension action and/or initiate disciplinary procedures in accordance with this conduct code.

[Statutory Authority: RCW 28B.35.120 and 43.21C.120. 87-20-056 (Order 87-01), ss. 172-120-130, filed 10/2/87. Statutory Authority: RCW 28B.35.120. 81-06-023 (Order 1-22-81), ss. 172-120-130, filed 2/25/81; Order 72-2, ss. 172-120-130, filed 5/12/72; Amended 1/97, UGS-W050190.38.]

WAC 172-120-140 Procedural rights of students

(1) Any student or student organization charged with any violation(s) of the student conduct code has the following rights in disciplinary procedure:
   (a) a fair and impartial hearing before the appropriate judicial body composed of members of the campus community
   (b) notice of the charge(s) against them and the basis for the charge(s)
   (c) to remain silent when charged with any act which may be a violation of criminal law, to avoid self-incrimination
   (d) seven calendar days’ notice before a disciplinary hearing
   (e) to know who is bringing the accusation(s) against the accused
   (f) the right to speak on his/her own behalf in all judicial proceedings
   (g) to consult an advisor
   (h) one appeal; and
   (i) to be subjected to university judicial action only one time for the same offense.

(2) Any student or student organization brought before the university disciplinary committee has these additional rights:
   (a) to call any person(s) as a witness who may have information regarding the case
   (b) to view the material to be presented against them in advance of the hearing
   (c) to hear the testimony of all witnesses
   (d) to present questions to be asked of all witnesses
   (e) to have a record made of the hearing

(3) The burden of proof rests with the accuser. This burden shall be carried if guilt is indicated by a fair preponderance of the evidence when considered as a whole.

[Statutory Authority: RCW 28B.35.120 and 43.21C.120. 87-20-056 (Order 87 01), ss. 172-120-140, filed 10/2/87. Statutory Authority: RCW 28B.35.120. 81-06-023 (Order 1-22-81), ss. 172-120-140, filed 2/25/81; Order 76 9-1, ss. 172-120-140, filed 9/23/76; Amended 1/97, UGS-W050190.38.]

The Student Conduct Code at Eastern Washington University is under revision. Please check with the Office of Student Rights and Responsibilities for the most recent copy of the Student Conduct Code.

Academic Integrity
Original material provided by EWU students Holly Pedit, Cal Ledbetter, Jessica Milstead, Jamie Osgoodby and Dory Diaz in conjunction with a senior capstone project, winter 2001. Layout by Holly Pedit. Information also adapted from two excellent resource sites “How Not to Plagiarize” by Margaret Procter, coordinator of Writing
Support, University of Toronto, and Baylor College of Medicine.

The Academic Integrity Policy can be found at the following website: www.ewu.edu/new/studentcampuslife/academicresources.html.

ACADEMIC INTEGRITY? WHAT IS IT?

ac·a·dem·ic
“Pertaining to school – especially to higher education”

in·teg·ri·ty
“Steadfast adherence to a strict moral or ethical code – see honesty”

(American Heritage Dictionary)

Success can be measured in many different ways. Graduating from college is an outstanding accomplishment. Graduating with a high GPA is even better. Most importantly, knowing that you did it with integrity is the best reward. Cheating will not elevate you to your fullest potential. Only you know how you achieved your goals. Being true to yourself is the highest form of success. Keep your character, integrity and values.

WHY DISCUSS ACADEMIC INTEGRITY?

SUCCESS during and beyond your academic career depends on understanding it.

STUDENTS HAVE RIGHTS AND RESPONSIBILITIES. Students are responsible for understanding the Academic Integrity Policy. Ignorance of this policy does not excuse violations.

OUR GROWING GLOBAL ECONOMY AND WORKPLACE demands we agree upon what integrity means. Different cultures and even generations have their own interpretation of values, norms, character and integrity.

NEW TECHNOLOGIES are making it easy to cross the boundaries of what constitutes lying, cheating and plagiarism. With the clever tools available today, there are many developing ideas and questions about their ethical use.

THERE ARE LEGAL RAMIFICATIONS you may not be aware of and consequences that fall beyond the scope of Eastern’s Academic Integrity Policy. For instance, plagiarism is against the law – a crime.

ORIGINAL RESEARCH can be hazy with ownership issues. It is important to know what has been done, lay out what you are doing and properly document your work and resources.

WHAT DO YOU THINK OF WHEN YOU HEAR THE PHRASE “ACADEMIC DISHONESTY”? If you think of cheating on a test, copying a paper and plagiarism, you are definitely right. But do you know what cheating and plagiarism really are? EWU professors are trained to follow through with the University’s expectations of high levels of academic integrity among the student population. It is in your best interest as a student to know these regulations and deliver your true, honest work. You want to earn your diploma so that you know what is going on when you get a job.

FOLLOW YOUR CHI
Chi is “energy.” For a student, chi is important. Anything can drain your chi if you allow it. Yin and Yang is symbolic for sustaining balance in your life to avoid the exhaustion of chi or the loss of perspective that can decay personal integrity.

DO YOU KNOW?
- How to take good class notes?
- Your permanent academic record can specify an academic integrity violation (XF)?
- You may not use the same paper or project in two classes without permission from the professors?
- Rescheduling an exam time using a false excuse may be a violation?
- What cheating and plagiarism really are?
- Which system of documentation your field of study uses?
- What the only exceptions to the plagiarism rules may be?
- That pictures, graphs or maps, drawings, designs, statistical data, computer programs – even icons must be cited – from books, web pages, video narration, other student papers, magazines or journals?

THINGS THAT COULD GET YOU INTO TROUBLE

Taking Tests
- Copy from someone
- Allow someone to copy you
- Use unauthorized notes
- Have someone take an exam for you
- Allow and/or help someone to cheat
- Steal or alter any test material
- Reschedule an exam time using a false excuse
- Inform a fellow student, or are informed by one, of test information before taking the test
- Store and/or receive assisting information electronically without proper authorization, including unauthorized use of calculators and hand-held computers

Written and Other Assignments
- Allow and/or help someone cheat
- Steal or alter any material for the assignment
- Use or attempt to use a method that does not represent your true, honest work
- Misuse information that someone gave you while helping you, and try to pass it off as your own work
- Use the same paper or project in two classes without permission from the professors
- Bend the truth of research material to fit the assignment
- “Pad” cited works
- Plagiarize

Possible Penalties
- Verbal or written reprimand
- Educational opportunity to learn from your experience
- Grade penalty in a specific academic exercise
- A semipermanent 0.0 for a course, marked to specify academic integrity violation (XF)
- Suspension or expulsion

IN A NUTSHELL
“Academic honesty is the foundation of a fair and supportive learning environment for all students.” - EWU Student, Academic Integrity Policy

EXCUSES, EXCUSES
- Not enough time to prepare
- Was not sure I knew the material
- Too much to do with my busy schedule
- Did not know what to prepare for
- It is easy or easier than studying
- Everyone does it
- No one cares, so why should I?
- “I didn’t know” (or didn’t think) this was considered cheating
- I may lose my financial aid if I do not get at least a ____ GPA
- My parents expect me to get straight A’s

Time Management
Get a good guide on time management and practice it religiously. If you need to learn how to manage time or how to effectively take notes, study for a test or write a paper, help is available on campus. There are also several websites that offer good advice for students wishing to make the best grades while still “having a life.”

Test Preparation
Many professors will tell you ahead of time what to expect on a test. Some will not. The best approach is to be prepared for anything. It is your responsibility as a student to study the material and to learn as much as possible in order to be prepared.

Good Study Habits
Good study skills are easily learned. There is help available on campus and online for developing the skills to help you succeed. You need to:
- Set aside enough time to study
- Know how to take good class notes
- Know how to study for an exam
- Retain what you read and hear
- Know how to do some research
- Know where to get information

Know The Rules
While many instructors are vague about what they consider cheating, every EWU student must know and follow the University policy. It describes cheating in very broad terms and stipulates that cheating is not limited to these terms.

Seek Support
Teachers, coaches, friends and relatives, even moms and dads, can be your best resources. Explain the time management, testing or studying problems that concern you. Seek outside assistance from them before you are inclined to cheat.
TIPS FOR AVOIDING PLAGIARISM

Quotes
• When you use someone else’s words, always put them in quotation marks and cite the source within the body of the text as well as in the citation section.
• If you use a quote, you must use the exact words of the author or it is a misquote.
• Use quotations only when it is essential for the reader to know exactly what that particular person said word for word.

WHAT TO CITE
• All information and ideas that are not general knowledge, that you obtained from someone else, must be cited even if you use your own words.
• It is plagiarism to use someone else’s order of sentences and change a few words or the position of words in a sentence.

Things To Avoid
• If you have your source of information in one hand and you are writing your report with the other, there is good occasion for you to plagiarize.
• Don’t hand in someone else’s paper as your own.

Documentation
• Become comfortable with one system of documentation. Pick the one most common in your intended field of study. (Example: psychology uses APA, English uses MLA.)
• When taking notes from any source, copy all necessary bibliographic information.
• It is handy to know some of the most common bibliographic entry forms.
• Don’t pad your reference list. Citations are a courtesy to the reader that allows continuation of the research you have done.

Think For Yourself
• Read your sources of information, synthesize the material in your head, and then write what you know using your own words and phrases.
• Admit that you don’t write as professionally as the source you are reading. And don’t worry about having to use technical words.
• Have your ideas control the paper. It’s safer to think and have the research relate to your original ideas.
• Start on your assignment early and work out your own questions, purposes, points of view and explanations.

PLAGIARISM
Plagiarism is the presentation or submission of the work of another, without citation or credits, as your own work. It is a criminal act – whether intentional or by accident. There are many ways to commit plagiarism unknowingly. It is defined in rather broad and vague terms, lending itself to many interpretations. As a student, you are responsible for knowing what plagiarism is, how to avoid it and how to properly cite sources within your field.
GOLDEN RULES

All outside information must be acknowledged, including:

• Direct quotations (copying some or all of the words from a book, web page, magazine or video narration, etc.).
• Indirect quotations (summaries or paraphrases you or someone else makes of an author’s argument or evidence).
• Assertions, generalizations or statements that can be argued or facts that are not commonly known.
• Opinions, judgments or claims of others.
• Statistics, charts, tables, maps, pictures or graphs from any source, even the Web.
• Information or help given by other people.

The only exceptions to the rule may be:

• Common knowledge or widely known facts, ideas or dates (something that any high school graduate would know).
• Common proverbs or expressions (“A penny saved is a penny earned”).

Miscellaneous

ACADEMIC CALENDAR FOR 2006-2007

(H) = Holiday

Fall Quarter 2006
Instruction Begins Wednesday, Sept. 20, 2006
Veterans Day (H) Friday, Nov. 10, 2006
Thanksgiving (H) Thursday, Nov. 23, 2006
  Friday, Nov. 24, 2006
Last Day of Instruction Friday, Dec. 1, 2006
Final Exams Week Monday-Thursday,
  Dec. 4-7, 2006
Last Day of the Quarter Friday, Dec. 8, 2006

Winter Quarter 2007
Instruction Begins Monday, Jan. 8, 2007
Martin Luther King’s Birthday (H) Monday, Jan. 15, 2007
Presidents’ Day (H) Monday, Feb. 19, 2007
Last Day of Instruction Monday, March 19, 2007
Final Exams Week Tuesday-Friday,
  March 20-23, 2007
Last Day of the Quarter Friday, March 23, 2007

Spring Quarter 2007
Instruction Begins Monday, April 2, 2007
Memorial Day (H) Monday, May 28, 2007
Last Day of Instruction Friday, June 8, 2007
Final Exams Week Monday-Thursday,  
June 11-14, 2007
Last Day of the Quarter Friday, June 15, 2007
Commencement Saturday, June 16, 2007

Summer Quarter 2007
Instruction Begins Monday, June 25, 2007
Independence Day (H) Wednesday, July 4, 2007
Last Day of Instruction Wednesday, Aug. 15, 2007
Final Exams Thursday-Friday,  
Aug. 16-17, 2007
Last Day of the Quarter Friday, Aug. 17, 2007

ALUMNI ASSOCIATION
GO EAGLES GO! It’s never too early to get involved with your EWU Alumni Association (EWUAA). The EWUAA provides scholarships, mini-grants, discounted services and benefits to Eastern’s alumni, students and friends.

STUDENT SCHOLARSHIPS – FREE MONEY! Scholarships are available to entering freshmen, transfer students, graduate students and the children and grandchildren of Eastern alumni. Selection is made in March/April for the following academic year. To be considered, complete the University Scholarship Application available through the Financial Aid and Scholarship Office, [www.ewu.edu/x2181.xml](http://www.ewu.edu/x2181.xml)

Join us for various pregame activities, networking events and just plain Eagle pride fun! The Office of Alumni Relations is located just down the hill from Sutton Hall in the Governor Martin Alumni House at 506 F Street. Call (509) 359-4550 or visit Monday-Friday from 8 a.m.-5 p.m. Or, stay connected online at [www.ewu.edu/alumni](http://www.ewu.edu/alumni)

PHONE NUMBERS
Helpful EWU Campus Phone Numbers for Cheney and Spokane
Unless noted, the area code for this listing is (509)

<table>
<thead>
<tr>
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<td>EWU Cheney Campus Switchboard</td>
<td>359-6200</td>
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<td>Academic Advising, Undergraduate, SUT 3-FL</td>
<td>359-2345</td>
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<td>Accounting and Information Systems Dept., 306 RPT</td>
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<td>Admissions, 101 SUT</td>
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<td>Africana Education Program, 204 MON</td>
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<td>Alcohol/Drug Studies Program, 102 ISL</td>
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<td>Alumni Office, 506 F Street</td>
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<td>American Indian Studies Program, 2 IEC</td>
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Asia University America Program (AUAP), 106 LAH 359-6432
Associated Students (ASEWU), 303 PUB 359-2514
Athletics, 207 PEC 359-2463
Biology, 258 SCI 359-2339
Body Shop, 270 PEA 359-2639
Bookstore, University, PUB 1-FL 359-2542
Bus Schedule Information (Spokane), (STA) 328-RIDE
Business and Public Administration, College of, 316 KGS 359-4245
  Dean, 311 RVP 358-2237
Career Services, Career Development, 114 SHW 359-6365
  Career Services, Riverpoint Campus
    (Wed., 1-6 p.m.) 358-2232
  Internship Program, 114 SHW 359-4637
  Placement File Services, 114 SHW 359-2221
  Student Employment, 114 SHW 359-6365
  Students Offering Service, 114 SHW 359-2360
Cashier’s Office
  (Student Financial Services), 202 SUT 359-6372
Certification, Teacher, 310D WLM 359-2237
Chemistry, 226 SCI 359-2447
Chicano Education Program, 203 MON 359-2404
Children’s Center, EWU, 923 Washington St. 235-5035
Communication Disorders, 108 CMC 359-6622
Communication Studies, 229E CMC 359-2313
Computer Labs
  Monroe Hall (MARS), 305 MON 359-4875
  Pence Union Building, 359 PUB 359-6650
  Riverpoint, Spokane, 207 RPT 358-2286
  Spokane Center Labs, 127 SPO 623-4340
Computer Science Department, 202 CSB 359-6260
Counseling, Education and Dev. Psychology, 135 MAR 359-2827
Counseling and Psychological Services, 225 MAR 359-2366
Creative Writing Program, 409C SPO 623-4221
Criminal Justice and Sociology, 314 PAT 359-2335
Customer Service (Bookstore), PUB 1-FL 359-2826
Dean of Students, 320 PUB 359-2292
Deans
  College of
    Arts and Letters, 362 PAT 359-2287
  Business and Public Administration, 311 RPT 358-2237
  Education and Human Dev., 213 MAR 359-2328
  Science, Health and Engineering, 138 CSB 359-6244
  Social and Behavioral Sciences, 362 PAT 359-2287
School of Social Work and Human
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<td>Distance and Extended Learning</td>
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<td>Recreation, Leisure Services and Physical Ed., 252 PEC</td>
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<td>Student Activities, 320 PUB</td>
<td>359-7919</td>
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<tr>
<td>Student Affairs, Division of, 129 SHW</td>
<td>359-6015</td>
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<tr>
<td>Student Employment, 114 SHW</td>
<td>359-6365</td>
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<tr>
<td>Student Financial Services, SUT 2-FL</td>
<td>359-6372</td>
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<tr>
<td>Student Health Clinic (Rockwood, Cheney)</td>
<td>755-6520</td>
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<tr>
<td>Student Life, 320 PUB</td>
<td>359-2292</td>
<td></td>
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<tr>
<td>Student Teaching Office, 310 WLM</td>
<td>359-2349</td>
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<tr>
<td>Summer Session, 121 HAR</td>
<td>359-4222</td>
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<tr>
<td>Swimming Pool, AQT</td>
<td>359-2888</td>
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<tr>
<td>Teaching and Learning Center, 106 PAT</td>
<td>359-4305</td>
<td></td>
</tr>
<tr>
<td>Tech-EZE (Basement, Library)</td>
<td>359-6411</td>
<td></td>
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</tbody>
</table>
Telephone Services, 002 MAR 359-2247  
Theatre, Department of, 210 THE 359-2459  
Theatre, Publicity Office 359-6400  
Thinking of You Program Information, 120 TAW 359-2836  
Tuition Payment (Student Financial Serv.), SUT 2-FL 359-6372  
Turnbull Laboratory, TUE 359-2498  
University Bookstore, PUB 1-FL 359-2542  
University Honors, 204 HAR 359-2822  
University Public Safety, RDB 359-6300  
Urban and Regional Planning, 325 RPT 358-2230  
Veteran Services, SUT 2-FL 359-7040  
Washington Achievers Program, 103 MON 359-6505  
Women’s Studies Program, 207 MON 359-2847  
Writers’ Center, 354 PUB 359-2779

HELPFUL PHONE NUMBERS IN THE CHENEY COMMUNITY

Banks and Credit Unions
- Bank of America 235-6141
- Cheney Federal Credit Union 235-6533
- Farmers and Merchants Bank 921-2265
- Spokane Teachers Credit Union 326-1954
- Washington Mutual 235-6131

Beauty/Barber Shops
- Beauty and the Beach 235-8599
- Campus Hair Design 359-7840
- A Creative Touch 235-6696
- First Street Hair Design 235-4975
- Great Clips 559-5505
- Hair Express by Susan 235-5130
- Heidi’s Venetian 559-5015
- Imperial Styling 235-6939

City of Cheney
- City Hall 498-9209
- City Clerk 498-9216
- Fire Department (Business) 498-9291
- Mayor’s Office 498-9200
- Municipal Court 498-9231
- Police Department (Business) 498-9235
- Recycling Center 235-1456
- Utility Billing and Connects 498-9209
Cable
  Cheney-Medical Lake TV Cable  235-5144

Cleaners
  Wash Tub  235-8654

Fast Foods/Restaurants
  Artist Café  235-6163
  Carl’s Jr.  559-5000
  Corona Village  559-5422
  China Buffet  235-5578
  Chinese Gardens  235-6926
  Domino’s Pizza  235-2000
  Fiesta Charra  235-5679
  Gatto’s Pizza Restaurant  235-2800
  Kafka Coffee  235-2577
  Klink’s on the Lake  235-2391
  Lenny’s  235-6126
  McDonald’s Restaurant  235-5025
  Papa Murphy’s  235-9093
  Rosa’s Pizza Delivery  235-5678
  Subway Sandwiches  235-2951
  Sweet Savoy  235-5182
  Taco Bell Restaurant  235-4330
  Willow Springs Station  235-4420
  Zip’s  235-8405

Flowers
  Chet’s Flowers  235-4916

Gift and Specialty Stores
  Ben Franklin  235-6215
  Jarms True Value Hardware  235-4410
  Rose of Sharon  235-8177

Grocery Stores
  Cheney Trading Co.  235-6310
  Mitchell’s Harvest Foods  235-4222
  Safeway  235-6400
  Taj Groceries  235-4900

Medical
  Cheney Medical Center (Rockwood)  235-6151
  Student Health Center  755-6520
Newspaper

Cheney Free Press 235-6184

Pharmacies

Ben Franklin 235-8535
Owl Pharmacy 235-8441
Safeway Pharmacy 235-6030

Phone Service

CenturyTel (800) 550-8110

Post Office, Cheney (800) 275-8777

Printing Services

Copy Junction 235-5551
EWU Campus Printing Services (129 Tawanka) 359-6343

Real Estate

Cheney Real Estate Management, Inc. 235-5000
Cheney Realty, Inc. 235-6191
Hilton Real Estate 235-8484
Specialty Management Agency 235-4049
Tomlinson Black North, Inc. 235-7400

Service Stations and Auto Services

A and D Mini Mart 235-4171
Auto Lube Express 235-1872
Cheney Muffler and Auto Repair 235-4254
Cheney Qwik Stop 235-4400
Dave’s Auto 235-6124
Gerry’s Chevron 235-4655
Les Schwab Tire Center 235-5700
Mitchell’s Exxon 235-4222
Napa Auto Parts 235-8496
Ray’s Gull Station 235-4400

Travel Agencies

Artistic Travel 235-5760

This is only a partial listing of services and businesses in Cheney.
Note: Remember, if calling from an on-campus phone to an off-campus phone, you must dial “5” to get out.

This handbook is not a contract between Eastern Washington University and prospective or enrolled students,
but it is merely a vehicle of information. Regulations and program requirements are subject to change.

If regulations or program requirements of the University conflict with information in this handbook, current University regulations and requirements will govern. Eastern reserves the right to initiate changes in regulations or program requirements affecting operation of the University and its program requirements, effective as required by applicable statutes, University regulations or program requirements.

Students are strongly encouraged to regularly review the quarterly course announcement and the EWU catalog to learn of new policies or changes to policies. Catalog and course announcement information is online at: www.ewu.edu/new/academics/CatalogsCourseSchedules.html

NOTICE REGARDING EQUAL OPPORTUNITY AND DISABILITY SERVICES AT EASTERN

Eastern Washington University does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability or status as a disabled veteran or Vietnam era veteran. Any discriminatory acts can be a cause for disciplinary action. This policy applies to all EWU programs and facilities; admissions, employment and business practices; and University-sponsored activities. Such discrimination is prohibited by Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Age Discrimination in Employment Act Amendments of 1978, Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Americans with Disabilities Act (ADA), Civil Rights Act of 1991, other federal and state statutes and regulations; and EWU policy. Compliance efforts with respect to these laws and regulations are the responsibility of each member of the University community and under the coordination and administration of the Equal Opportunity/Affirmative Action coordinator, located in 318 Showalter Hall, or by calling (509) 359-6874. The University also complies with the Student Right to Know and Campus Security Act of 1990.

Requests for reasonable accommodation for disabilities may be made through the Disability Support Services Office in 124 Tawanka, (509) 359-6871. Copies of all EWU policies and procedures pertaining to affirmative action and equal opportunity, including grievance procedures, are available in the Human Resources Services Office, 314 Showalter Hall, or by calling (509) 359-2381. Office hours are 8 a.m.-5 p.m., Monday-Friday.