

# Important Policies and Procedures

## Student ID Cards

Antioch identification cards for new students will be available at the front desk as soon as they are created, toward the end of the second week of class. ID cards for continuing students are made available at the beginning of the summer quarter. Please check at the front desk first for your student ID card.

After signing the card, a student may request, also at the front desk, that it be laminated.

For a replacement card, please contact the registrar's office.

## Communication Protocol

FirstClass (FC) accounts and e-mail addresses are assigned to all Antioch University Seattle students. Students are required to check their FC e-mail at least weekly and encouraged to check it every day. Students are responsible for being aware of information disseminated through FirstClass e-mail, Official Announcements and programmatic folders and bulletin boards.

*To comply with student records confidentiality and security requirements, official e-mail communication with Antioch University Seattle, including e-mail between students and instructors, should originate from and be conducted within the FirstClass system.*

Students are required to report and maintain a current address with the University. Address changes should be reported to the Registrar's Office by letter or use of the address change form or may be sent from FirstClass e-mail accounts.

Registration and other university forms are located in the hallway outside the Enrollment Services Office as well as on the Antioch University Seattle website at

[www.antiochseattle.edu/currentstudents/registrar\\_forms.html](http://www.antiochseattle.edu/currentstudents/registrar_forms.html)

Student program handbooks are available through your degree program and are distributed at orientation. Policy manuals are available for reference from your adviser or the Registrar's Office. The AUS Student Handbook is available on First Class, under "Handbooks and Policies." The AUS Catalog and Schedules of Classes are available at

[www.antiochseattle.edu/currentstudents/classes.html](http://www.antiochseattle.edu/currentstudents/classes.html)

## Directory Information

In accord with the Family Educational Rights and Privacy Act of 1974, as Amended, Antioch University Seattle ensures students access to their official academic records and prohibits the release of personally identifiable information, other than directory information, from these records without the student's permission except as specified by law.

Antioch University Seattle has defined directory information to include a student's name, address, e-mail address, telephone number, major course of study and concentration, dates of attendance and degrees or certificates earned. Currently enrolled students who wish to withhold directory information may do so by completing and submitting the "Request to Prevent Disclosure of Directory Information" form available from [www.antiochseattle.edu/currentstudents/registrar\\_forms.html](http://www.antiochseattle.edu/currentstudents/registrar_forms.html) or from the Registrar's Office.

Please be aware that if a student withholds directory information, the university cannot release any information, including verification of attendance or degree(s) earned without the student's explicit written request.

## Enrollment

### Academic Progress

Satisfactory academic progress is determined by the number of credits completed relative to credits attempted, as well as timely progression through the degree process. Students must have completed or have actively in progress a minimum of 75 percent of their total attempted credits. Courses dropped after the ninth calendar day of any term are included in the percentage completion calculation. In addition, to be in good standing, both undergraduate and graduate students are limited to a cumulative total of 8 unfinished credits of study at Antioch. Unfinished credits are those recorded as IP (In Progress) or IPX (expired In Progress). For the full academic and financial aid Satisfactory Academic Progress Policy, refer to the Antioch University Seattle Catalog.

### Adding or Dropping Learning Activities

**As of the first day of classes, all course adds require instructor approval.** You must file an add/drop form in the Registrar's Office for ALL registration changes after the online registration system closes (see the Registration Activity Grid).

### An add/drop form needs to be filed to:

- Drop a course from the current quarter
- Add a course to the current quarter
- Drop an in-progress (IP) course from a previous quarter
- Change the number of credits for variable credit courses from those originally registered.

If the change will cause you to owe money to Antioch, you must pay the additional estimated amount due to the Student Accounts Office before submitting the add form to the Registrar's Office.

If a schedule or credit modification changes your enrollment status (total credit load), you must complete the "change of status" section of the form. Eligibility for any scheduled tuition refund is dependent upon completing this form. (Check the Tuition Refund Schedule section of this publication.) Note that changing your enrollment status may require adjustment of your financial aid. Please contact the Financial Aid Office with any questions.

*The number of credits cannot be reduced by the instructor or student as a means of reflecting incomplete or inadequate quality of coursework. Credits already earned cannot be changed. Credits are not negotiable either at the end of the quarter or at the end of the degree program.*

Once registered for credit, you may add new learning activities to your current program of study only through the 15th calendar day of the quarter (Tuesday of the third week of classes).

No new learning activities may be added after the 15th day of a quarter nor can audits be changed to credits or credits be changed to audits after this date. No new learning activities may be added to any previous quarter. No change between LOA and EMF or from LOA or EMF to credit status is allowed after the end of the late registration week.

No change from credit status to EMF or LOA is allowed after the ninth calendar day of a term. Courses dropped after the ninth calendar day of a term until the end of the sixth week will be assigned a credit designation of LD (Late Drop); courses dropped after the end of the sixth week of a term are recorded as permanently incomplete (IN). Unfinished or abandoned courses after the sixth week of a quarter will be assigned No Credit (NC). An NC is permanent and not subject to change.

## Changes in Credits for Learning Activities

You may increase or decrease the number of credits for variable-credit courses only within the first six weeks of the quarter. Credits for fixed-credit courses may not be altered.

## Class Wait-List and Attendance Policy

The academic programs specify what classes are eligible for wait-listing. If it is eligible and a preferred class has no seats left available, students may choose to add themselves to a wait-list for the class. Should a space in the class become available, an e-mail will be sent to the first wait-listed student's FirstClass e-mail account. The e-mail will inform the student of the deadline by which the course must be added, through myAntioch. The deadline will be a minimum of 24 hours from the time the class seat becomes available. If the student does not add the class by that deadline, the class will be offered to the next student on the wait-list.

The registrar, rather than the instructor, manages reserved spaces in classes. Students are expected to attend all scheduled classes. Credits may be denied for failure to attend classes.

## In-Progress Policy

*The university expects that a student will complete all course work by the end of the quarter. In exceptional circumstances, a student may request an extension and negotiate with the instructor for an In Progress (IP). An IP may be granted solely at the discretion of the instructor. Classroom courses\* may be allowed up to one additional quarter. Other courses\* may be allowed up to two additional quarters. A student may not enroll for a Leave of Absence (LOA) with an IP; course enrollment or enrollment maintenance status (EMF) is required.*

If the work is not finished by the deadline the instructor has set, the instructor can approve another deadline up to the maximum time permitted for the course. If the work is not complete by the final deadline set by the instructor and an assessment has not been submitted by the assessment due date for the final IP quarter, a No Credit (NC) will be assigned, not subject to change. To earn credit for a course marked No Credit or permanently incomplete, the student must re-enroll in and repay for the course. Note that all terms for which a student registers are counted as IP quarters.

In Progress contracts are not available to non-matriculated/visiting students.

Upon withdrawal from Antioch, a student's outstanding IP's are converted to NC. An NC is permanent and not subject to change.

*Students must complete all course and degree requirements prior to or on the last day of classes of a term to be eligible to graduate that term.*

\*Classroom courses include: methods courses, lecture, lab and seminar; other courses include educational design, inquiry, independent study, field study, internship, thesis.

## Enrollment Status

Student enrollment status refers to the number of credits for which a student is enrolled for any given quarter. A student may be:

Status	Graduate	Undergraduate
Full-Time	8–12	12–15
Half-Time	4–7	6–11
Part-Time	1–3	1–5

This status is the basis for determining eligibility for financial aid (according to federal guidelines) and loan deferment. A graduate student enrolled for at least *4 total credits of graduate psychology internship and case consultation, a doctoral student enrolled for supervised experience and a post-doctoral certificate student enrolled for preceptorship* are considered to be full-time for academic purposes and enrolled at least half-time for loan deferment reporting.

## Residency Requirement for the B.A. in Liberal Studies Program

Candidates must fulfill two residency requirements:

- 1 A minimum of 36 credits must be earned at Antioch Seattle; no more than 12 credits per quarter may be applied toward the residency requirement.
- 2 Candidates must be enrolled for a minimum of four calendar quarters.

There are a number of ways this residency requirement can be met, such as:

- three 12-credit quarters, one EMF
- two 12-credit quarters, two 6-credit quarters
- four 9-credit quarters

Residency credits are those Antioch credits earned in degree program classes. Prior learning credits do not apply to residency requirements, nor do Antioch continuing education credits.

## Upper- or Lower-Division Credits for the B.A. Program

A minimum of 60 of the 180 credits required for graduation must be upper-division (e.g., 300- and 400-level classes), either transferred or earned at Antioch.

## AUS Bookstore

The bookstore is located on the first floor in the northwest corner of the Antioch Seattle campus building. It stocks textbooks, school supplies, snacks, clothing, and gift items.

## Contact Information

### AUS Bookstore Operational Hours and Buyback Schedule

[www.antiochseattle.edu/student-services/bookstore.html](http://www.antiochseattle.edu/student-services/bookstore.html)

### Spring Quarter Hours

#### April 4 to 16

Monday through Thursday 10 a.m. to 7 p.m.  
Friday 8 a.m. to 7 p.m.  
Saturday and Sunday 10 a.m. to 1 p.m.

#### April 17 to June 11

Monday through Thursday 10 a.m. to 7 p.m.  
Friday 10 a.m. to 5 p.m.  
Saturday and Sunday CLOSED  
*Closed May 30 for Memorial Day*

#### June 6 to 10

#### (TEXTBOOK BUYBACK WEEK)

Monday through Thursday 10 a.m. to 7 p.m.  
Friday 10 a.m. to 5 p.m.  
Saturday and Sunday CLOSED

#### June 12 to July 2

Monday through Thursday 10 a.m. to 5 p.m.  
Friday 10 a.m. to 4 p.m.  
Saturday and Sunday CLOSED

If you cannot shop during bookstore hours, call to arrange an after-hours pickup at the university's front desk or the bookstore will arrange for delivery of textbooks to your place of business or residence. Orders placed after 2 p.m. will ship the next business day.

### AUS Bookstore Return Policies

[www.antiochseattle.edu/student-services/bookstore\\_policies.html](http://www.antiochseattle.edu/student-services/bookstore_policies.html)

(You can save me to your favorites)

## Online Orders

[www.antiochseattle.bkstr.com](http://www.antiochseattle.bkstr.com)  
(You can save me to your favorites)

## Phone Orders: 206.268.4012

To better serve you please don't leave your book order on our voice mail call during operational hours.

**Email Orders:** [bookstore.aus@antioch.edu](mailto:bookstore.aus@antioch.edu)

## Bookstore Accounts

Students whose financial aid is greater than tuition costs may activate a bookstore account to charge the cost of textbooks and required supplies, at the Antioch University Bookstore.

For more information, please contact the Student Accounts Office at [studentaccounts@antiochseattle.edu](mailto:studentaccounts@antiochseattle.edu) or 206-268-4009.

## Address:

Antioch University Bookstore  
Antioch University Seattle  
2326 Sixth Ave  
Seattle, WA 98121-1814  
US

Phone: 206-268-4012

Fax: 206-256-6241

E-mail: [bookstore.aus@antioch.edu](mailto:bookstore.aus@antioch.edu)

Website: [www.antiochseattle.bkstr.com](http://www.antiochseattle.bkstr.com)

# Library and Computer Services

Located on the first floor by the atrium, the AUS Library offers both print and non-print materials. These support the university's curriculum and its commitment to teaching to a diversity of learning styles. The collection is accessible through the online catalog on the library's web page at [www.antiochseattle.edu/lib](http://www.antiochseattle.edu/lib). The library offers efficient document delivery and interlibrary loan services, as well as course reserves.

AUS has licenses to numerous academic databases with full-text journal articles and e-books. Through the library, members of the AUS community have access to a vast collection of electronic resources. All library staff are trained to help with access to these.

To augment the on-campus print collection, currently registered AUS students and core faculty can be reimbursed the cost of a library card at one public research library. This could include the University of Washington, Seattle University, the community colleges, or any research library close to home. See the librarian for reimbursement procedures.

Computers, scanners, printer and copy machine are available during the library's liberal open hours. (Please see the library web page for the current schedule.) The computer classroom (room 105) hosts computer classes – trainings geared to meet students with varied research and technology skills. In the library, students can also view films from a growing DVD and online film collection. The library further sponsors regular artistic and other cultural events and publishes a quarterly newsletter around questions of interest to the campus community.

# Center for Teaching and Learning

The **Academic Support Lab** of the Center for Teaching and Learning is dedicated to offering students and faculty assistance with their academic work and development in areas such as writing, math, ESL/ELL tutoring and scholarship applications. One-on-one and group tutoring sessions are available for one hour or more, scheduled or drop-in. Tutoring sessions typically are offered Monday to Friday from 11 a.m. to 7 p.m. and Saturday and Sunday noon to 6 p.m. In addition, writing courses are offered under the auspices of the Academic Support Lab.

# Parking

Parking at AUS is very limited and, except for visitor parking, is available to current permit holders only. Reserved permit holders are assigned specific spaces; all other permits offer space-available parking only. Please refer to the labels on parking spaces and/or the color-coded parking lot diagram for locations of the various types of parking spaces. Vehicles not parked in a correct space for the type of permit they display will be ticketed and may be towed. AUS does not provide parking for special events or workshops. There is metered parking along the streets, as well as in pay lots in the surrounding areas. On-street parking is free on Sunday and after 6 p.m. on all other days. Parking regulations are enforced rigorously.

## Disabled Parking

There are four disabled parking spaces located near the elevator entrance on the roof. These spaces are available to only those AUS community members displaying both a valid AUS parking permit and a valid Washington State Disabled Placard, and to visitors (See Visitor Parking) with a valid Washington State Disabled Placard. The time frames and limitations associated with each permit apply when using these spaces. Rooftop parking, with the exception of the reserved spaces, is on a space available basis only. Unauthorized vehicles parked in these spaces will be ticketed and towed without warning.

## Student Quarterly Weekend/ Evening Parking

Permits for student quarterly weekend/evening parking are available for purchase to all AUS students. They are valid for spaces marked "AUS Quarterly Permit Only" and may be used after 6 p.m., Monday through Friday and all day on weekends. The student quarterly permit is not valid before 6 p.m. on weekdays.

## Visitor Parking

Four spaces have been designated for visitor parking. Visitors are persons on university business who are guests, including prospective students, degree committee members, guest speakers, interpreters, translators, job applicants and members of the Board of Trustees and Board of Visitors. Visitors must sign into the visitor log located at the Front Office with legible and complete information. Students, paid consultants, employees and adjunct faculty are not visitors and may not use visitor parking. Visitor parking is limited to two hours.

## Other Parking Information

- All vehicles parked in the Antioch lot must have a valid paid AUS permit, with the exception of those in visitor parking and those visitors lawfully utilizing ADA parking (see both Visitor and Disabled Parking).
- Employee daily permits and student quarterly weekend/evening permits are available for purchase from the Student Accounts Office. See the director of facilities for all other permits.
- Except for reserved parking, all parking is on a space-available basis.
- Vehicles without valid permits or in any other way out of compliance with this policy will be ticketed and may be towed.
- Vehicles not in marked spaces, blocking access or parked in handicapped or reserved parking spaces without a valid permit will be towed without warning.
- Fines can be paid in the Student Accounts Office. The staff requires five business days to update ticket payment records.
- Vehicles with two unpaid tickets will be towed upon receipt of the third ticket.
- Towed vehicles may be recovered from Lincoln Towing. Call 206-364-2000 for more information.
- Refund checks for daily parking permits are issued 14 days after the Student Accounts Office receives the request.
- Antioch University Seattle reserves the right to change its parking policy at any time. Please direct questions about this policy to the director of facilities at 206-268-4034.



## Student Life Office

The Student Life Office provides assistance in representing student voices. The office encourages student participation in the university's governance structure, which includes serving as a student representative on the Planning and Budget and the Student Service Councils.

The office also sponsors student activities and seasonal events to help students feel more connected to the campus and serves as an effective link for and between students within the entire AUS community. Services and activities of the Student Life Office include:

- Quarterly student receptions/social offerings
- Maintaining the Student Life bulletin boards
- Student advocacy
- Student feedback for event planning
- Resource for student information & referral
- Annual Arts and Crafts Fair

Your feedback is welcomed. You are invited to drop by the Student Life Office (Room 233), contact the office by phone at 206-268-4025 or e-mail [studentlife@antiochseattle.edu](mailto:studentlife@antiochseattle.edu) to share your ideas/suggestions on the type of activities you would like to see offered on campus, as well as provide feedback on ways to improve services to students. Your involvement is encouraged.

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## **Rights Under FERPA for Postsecondary Institutions**

### **The Family Educational Rights and Privacy Act (FERPA)**

FERPA affords students certain rights with respect to their education records. They are:

(1) The right to inspect and review the student's education records within 45 days of the day the university receives a request for access. Students should submit to the registrar, dean, head of the academic department or other appropriate official, written requests that identify the record(s) they wish to inspect. The university official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading. Students may ask the university to amend a record that they believe is inaccurate or misleading. They should write the university official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for the amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent, e.g. disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the university has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or student serving on an official committee, such as disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the university to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, D.C. 20202-4605.

### **Directory Information**

Directory information on students may, according to law (FERPA), be disclosed without the student's prior consent. Antioch University Seattle has defined directory information to include student's name, address(es), e-mail address(es), telephone number(s), major course of study and concentration, dates of attendance and degrees or certificates awarded.