Compliance information

Add the following:

Webster University works with an independent certified public accountant to assure that there is sufficient funding through a tuition guaranty bond. A copy of the bond document can be requested by mail addressed to Webster University, Office of Finance, 470 E. Lockwood, St. Louis, MO, 63119.

Page 7

Licensures/Approvals and Specialized Accreditations

New Mexico accreditation should be added as follows:

New Mexico

NMAC 5.100.2.25 Complaints Against the Institution:

A. An institution licensed by the department shall have and make available to all students a written procedure that describes in detail how students or other parties may register a complaint or grievance, how the institution will investigate the complaint, and how the institution will attempt to resolve the complaint. Such policies shall at a minimum include the following components:

(1) requirement that students or other parties with complaints or grievances against an institution first seek to resolve their complaint or grievance directly with the institution;
(2) a time frame within which the institution will investigate the complaint and respond to the complainant;
(3) assurance of the involvement of a person who will serve as an impartial representative of the institution but not be directly involved in the area of the complaint;
(4) assurance that no adverse action will be taken against the complainant for registering the complaint; and
(5) identification of the higher education department as the agency to be contacted in cases where a complaint cannot be resolved

B. The institution shall maintain adequate records of all complaints and their resolutions for a period of not less than three years.

C. Complaint to the department. A student or other party not satisfied with an institution’s resolution of a complaint may submit a complaint to the department in writing on a form provided by the department. A student must fill a complaint with the department within three (3) years of his/her last date of enrollment.

D. Upon receipt of a written complaint, the department or its authorized representative shall verify that the complaint involves one or more standards for licensure of the institution and is therefore a legitimate subject of complaint to the department. If the complaint is determined to be legitimate, the department or its authorized representative shall forward the complaint to the institution for a written response and shall encourage resolution of the complaint between the student and the institution. The institution shall have thirty (30) days to forward its response to the department. A copy of the institution’s response will be forwarded to the student with a request that the student indicate satisfaction or dissatisfaction with the response.

E. In attempting to resolve a verified complaint, the department or its authorized representative may, but it is not obliged to, convene a hearing and shall give written notice to the institution and to all persons involved, regarding the time, date, and place of the hearing. Such hearings, if held, shall be informal and for the purpose of determining the facts surrounding the claim and, if the claim is correct, to effect a settlement by persuasion and conciliation.

F. In the event that the party complained against refuses to attend the hearing or effect the settlement of any claim determined by the department to be correct, the department shall invoke its powers to take such action as shall be necessary for the indemnification of the claimant.

New Mexico Higher Education Department
2048 Galisteo Street
Santa Fe New Mexico 87505-2100
Office: 505-476-8400
Fax: 505-476-8453
www.hed.state.nm.us

Page 46

Applied Educational Psychology (MA)
Emphasis in Immigration and Children and Refugee Families

EPSY 5160 Advanced Child Development
Should be:
EPSY 5816 Advanced Child Development

Page 50

Assessment of Learning and Cognitive Development
Requirements

EPSY 5160 Advanced Child Development
Should be:
EPSY 5816 Advanced Child Development

Page 61

Counseling (MA)/Additional Information

Correct address:
Office of Admission
Webster University
470 East Lockwood Ave.
St. Louis, MO 63119

Page 67

Early Childhood Education (MAT)
Additional Courses Required for Certification

EPSY 5160 Advanced Child Development (3)
Should be:
EPSY 5816 Advanced Child Development (2-3)

Page 78

Elementary Education
Degree Requirements/Developmental Psychology

EPSY 5160 Advanced Child Development (3)
Should be:
EPSY 5816 Advanced Child Development (2-3)
Pages 83, 84
Gerontology (MA)/Certificate
Locations
The Gerontology program is only offered online

Page 95
International Business (MA)
Program Curriculum
- BUSN 5200 Finance for Managers
- OR FINC 5000

Page 96
International Nongovernmental Organizations
Required Courses
The correct course number for Research Methods and Approaches to
International Nongovernmental Organizations is INGO 5200

Page 98
International Relations (MA)
Pre-approved courses (non-INTL) related to International Relations
- BUSN 5200 Basic Finance for Managers
- OR BUSN Financial Management for Nonprofits

Page 108
Mathematics for Educators (MA)
Emphasis in Community College Mathematics
Second paragraph should read:
The requirements for the community college emphasis are 33 credit
hours of mathematics courses numbered above MTHC 5200 and
requires maintaining a GPA of 3.5.

Page 118
Master of Music
Suggested Electives
The correct Course Number for Advanced MIDI Applications is
AUDI 4300

Page 182
Course Descriptions/ECED
ECED 5470 Observation, Documentation and Analysis of Learning in
Early Childhood Education (3)
Prerequisite should be: ECED 5010

Page 198
Course Descriptions/INGO
The correct course number for Research Methods and Approaches to
International Nongovernmental Organizations is INGO 5200
The correct course number for Finance, Budgeting and Accounting
International Nongovernmental Organization is INGO 5100

Page 212
Course Descriptions/MTHC
Correct heading for MTHC courses should be Mathematics for
Educators

Page 213
Course Descriptions/MTHC
MTHC 5280 Calculus for Teachers
Text should read:
The course reviews the basic concepts of differential and integral
calculus, with special focus on central ideas, theory, and applications.
Computers and/or graphing calculators are used to help investigate ideas. Students enrolling in this course are assumed to have completed the undergraduate calculus sequence with grades of B or higher.