

# Graduate Catalog Addendum/Errata

Below are listed additions and corrections to the 2018-19 Graduate Studies Catalog since its publication on 01 June 2018. All corrections listed below have been made in the main online catalog sections to which they apply and will appear in the print version of those individual pages. They do not appear, however, in the PDF version of the full catalog.

This page was last updated on 22 March 2019.

## Changes by Department/Program

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- Academic Policies - Transfer of Credit
- Accreditation and Memberships - Licensure/Approvals and Specialized Accreditation - State Licensures - Arizona
- Accreditation and Memberships - Licensure/Approvals and Specialized Accreditation - State Licensures - Arkansas
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- Campus Locations and Offerings - International Campuses - Ghana - Accra
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- Campus Locations and Offerings - Online Programs
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- Campus Locations and Offerings - Online Programs - School of Education - Graduate Certificates
- Campus Locations and Offerings - United States - Arkansas - Fayetteville Metro
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- Campus Locations and Offerings - United States - Florida - Melbourne
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- Campus Locations and Offerings - United States - Kentucky - Louisville
- Campus Locations and Offerings - United States - South Carolina - Shaw Air Force Base
- Campus Locations and Offerings - United States - Tennessee - Memphis Naval Support Activity
- Campus Locations and Offerings - United States - Texas - San Antonio Metro
- Cybersecurity (MS)
- Cybersecurity - Threat Detection (Certificate)
- Digital Marketing Management (Certificate)
- Doctor of Education (EdD) in Transformative Learning in the Global Community
- Doctor of Management (DMgt)
- Educational Leadership (EdS)
- Enrollment - Add/Drop/Withdraw Procedures
- Enrollment - Course Attendance
- Faculty - Missouri
- George Herbert Walker School of Business & Technology
- Graduate Studies Catalog (main page)
- International Business (MA)
- International Human Rights (MA)
- Master of Business Administration (MBA) with an Emphasis in International Business
- New Media Production (MA)
- Organizational Development (MA)
- Project Management (Certificate)
- Psychoeducational Needs of Immigrant and Refugee Youth (Certificate)
- Remote Sensing Analysis and Geospatial Information Systems (GIS) (Certificate)
- School Systems, Superintendency and Leadership (EdS)
- Services for Students - Office of the Registrar
- Teaching English as a Second Language (MA)
- Tuition, Fees and Refunds - Financial Aid
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## Changes by Date

### 08 June 2018

#### Administration of Justice (Certificate)

This program is offered by the College of Arts & Sciences. It is available online and at select U.S. campuses, but it is not available at the St. Louis home campus. Please see the Campus Locations and Offerings section of this catalog for a full list of campuses where this program is offered.

#### Campus Locations and Offerings - International Campuses

The list of programs offered at the **Leiden, The Netherlands** campus should read:

- 1-Year MBA: Master of Business Administration (MBA)
- Cybersecurity (MS)
- International Human Rights (MA)
- International and Nongovernmental Organizations (Certificate)
- International Relations (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)
- New Media Production (MA)
- Psychology with an Emphasis in Counseling Psychology (MA)

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The list of programs offered at the **Geneva, Switzerland** campus should read:

- Advanced Research (*French*) (Certificate)
- Communications Management (MA)
- Counseling (MA)
- Health Care Management (*French*) (MA)
- Healthcare Leadership (*French*) (Certificate)\*\*
- International Development (Certificate)
- International and Nongovernmental Organizations (MA)
- International and Nongovernmental Organizations (Certificate)
- International and Regional Security (Certificate)
- International Relations (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)

## Campus Locations and Offerings - Online Programs

The list of **graduate certificates** offered online by the **College of Arts & Sciences** should read:

- Administration of Justice
- Applied Gerontology Enhancement and Specialization
- Environmental Sustainability
- Gerontology\*\*
- Paralegal Studies\* \*\*
- Science Management and Leadership

The list of **graduate degrees** offered online by the **George Herbert Walker School of Business & Technology** should read:

### Graduate Degrees

- Business and Organizational Security Management (MA)
- Cybersecurity (MS)
- Finance (MS)
- Human Resources Development (MA)
- Human Resources Management (MA)
- Information Technology Management (MA)
- International Business (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)
- Master of Public Administration (MPA)\*
- Organizational Development (MA)
- Procurement and Acquisitions Management (MA)
- Space System Operations Management (MS)

The list of **graduate certificates** offered online by the **George Herbert Walker School of Business & Technology** should read:

- Cybersecurity - Threat Detection
- Digital Marketing Management
- Global Business - *Teach Out*
- Government Contracting\*\*
- Organizational Development\*\*
- Project Management

The list of **graduate certificates** offered online by the **School of Education** should read:

- Applied Behavior Analysis (AGC)\*\*
- Education for Global Sustainability\*\* - *Teach Out*
- Leadership in Tiered Systems of Support: RTI and PBIS\*\*
- Mobile Technology in Education\*\*
- Online Teaching and Learning\*\*
- Pedagogical Coordination in the Reggio Emilia Approach
- Psychoeducational Needs of Immigrant and Refugee Youth

- Robotics for STEM Educators
- STEM Leadership
- Sustainability and Social Equity Studies
- Teaching English as a Foreign Language\*\*
- Teaching Globalization and History - *Teach Out*
- Tiered Instruction and Interventions: RTI and PBIS

## Faculty

The faculty record for DJ Kaiser in **Missouri** should read as follows:

- **DJ Kaiser**, associate professor, interim associate dean, BA, University of Illinois at Urbana-Champaign, 1996; BA, University of Illinois at Urbana-Champaign, 1996; MA, University of Illinois at Urbana-Champaign, 2000; AM, Washington University, 2007; PhD, Washington University, 2013

## International Business (MA)

This program is offered by the Walker School of Business & Technology. It is available online and at the St. Louis home campus.

### Master of Business Administration (MBA) with an Emphasis in International Business

The **MBA with an emphasis in international business** must include the following courses:

- INTB 5000 International Business (*Required Course*) (3 hours)
- INTL 5000 Introduction to International Relations (*Required Course*) (3 hours)
- INTL 5400 International Political Economy (3 hours)
- INTB 5630 International Law and Business (3 hours)
- MNGT 5710 Cross-Cultural Management (3 hours)
- MRKT 5730 International Marketing (3 hours)
- BUSN 5220 Global Supply Chain Management (3 hours)
- INTB 5600 International Accounting (3 hours)
- FINC 5840 International Finance (3 hours)
- INTB 5740 Global Topics I (1 hour)
- INTB 5750 Global Topics II (1 hour)
- INTB 5760 Advanced Global Topics (1 hour)
- INTB 6000 Integrated Studies in International Business (3 hours)

## 15 June 2018

### Campus Locations and Offerings - International Campuses

The address for the **Accra, Ghana** campus should read:

#### Accra

Plot #445B Luanda Close  
East Legon, Accra, Ghana  
Ph: +233-30-250-7393  
ghana@webster.edu

The list of programs offered at the **Leiden, The Netherlands** campus should read:

- 1-Year MBA: Master of Business Administration (MBA) - *Teach Out*
- International and Nongovernmental Organizations (Certificate)
- International Relations (MA)
- Management and Leadership (MA) - *Teach Out*

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- Master of Business Administration (MBA)
- Psychology with an Emphasis in Counseling Psychology (MA)

The list of programs offered at the **Cha-Am, Thailand** campus should read:

- Master of Business Administration (MBA)

## Cybersecurity (MS)

This program is offered by the Walker School of Business & Technology. It is available online and at select U.S. campuses, but it is not available at the St. Louis home campus. Please see the Campus Locations and Offerings section of this catalog for a list of campuses where this program is offered.

## Doctor of Management (DMgt)

The **admission process** for the **doctor of management** should read as follows:

- Applicants who pass initial screening will take part in a personal Skype interview. An interview is not a guarantee of admission to the program.
- The number of persons admitted for a given cohort will vary according to the total number of students currently in the program.
- Applicants will be notified of final decision by late summer.
- Admitted students will begin their degree program in the Fall 2 term (October).
- Admitted students are required to submit a deposit to secure their position in the class.

## International Human Rights (MA)

This program is owned by the College of Arts & Sciences, however, this program is not currently being offered.

## New Media Production (MA)

This program is offered by the School of Communications, and is only available at the St. Louis home campus.

## Teaching English as a Second Language (MA)

The note regarding emphasis locations for the **MA in teaching english as a second language** should read:

^The ESL/EFL education emphasis is available at the St. Louis, Athens and Bangkok\*\*\* campuses and also online. The K-12 ELL education emphasis is available at the St. Louis and Kansas campuses and also online.

The referenced note for students pursuing this program at the **Bangkok** campus should read:

\*\*\*Students completing their degree at the Bangkok campus are required to complete a minimum of 36 credit hours for the MA in TESL. There are two options: (1) complete all requirements for the MA in TESL in addition to TESL 5750 Special Institute: Final Writing Project, or (2) complete all requirements for the MA in TESL in addition to TESL 6250 Thesis for a total of 12 credit hours for the thesis.

**22 June 2018**

## Campus Locations and Offerings - International Campuses

The address and programs offered at the **Athens, Greece** campus should read:

### Athens

9 Ipitou Street  
Athens, Greece  
GR 105 57  
Ph: +011 30 211 9905300/9

### Programs offered:

- Cybersecurity - Threat Detection (Certificate)
- International and Regional Security (Certificate)
- International Relations (MA)
- Master of Business Administration (MBA)
- Project Management (Certificate)
- Teaching English as a Second Language (MA)

### Cybersecurity - Threat Detection (Certificate)

This program is offered by the Walker School of Business & Technology. It is available online, at the St. Louis home campus and at select U.S. and international campuses. Please see the Campus Locations and Offerings section of this catalog for a list of campuses where this program is offered.

### Project Management (Certificate)

This program is offered by the Walker School of Business & Technology. It is available online, at the St. Louis home campus and at select U.S. and international campuses. Please see the Campus Locations and Offerings section of this catalog for a full list of campuses where this program is offered.

**13 July 2018**

## George Herbert Walker School of Business & Technology

The Mission, Vision, and Values of the George Herbert Walker School of Business & Technology should read:

### Mission

To prepare students for career success in an increasingly globally integrated business and technological economy utilizing a student-centered, real-world approach.

### Vision

To be a leading institution of business and technology education by providing students with the academic and professional preparation needed to achieve upward career mobility.

### Values

Respect - A culture of respect facilitates highly positive interactions between and among students, staff, faculty and other stakeholders.

Knowledge - Knowledge allows us all, regardless of the role we serve, to maximize our capacity for achievement.

Potential - Every individual has the potential to succeed.

Diversity and Inclusion - Diversity in all its forms enriches the education experience--both in and out of the classroom.

Global Perspectives - Students with global perspectives will be better prepared to serve the organizations and communities in which they live and work.

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**18 July 2018**

## **Admission - Military Applicants**

Additional admission information for **Military Applicants** should read:

Military applicants should consult both their Webster University representative and ESO prior to enrollment. Members of the U.S. Army must apply for admission using the GoArmyEd portal. Applications will then be directed to the Office of Admission for entry. Applicants interested in pursuing a sequential degree must also use the portal. All documents required for admission to the degree program will apply.

**23 July 2018**

## **Academic Policies - Continuing Enrollment/Break in Enrollment (Leave of Absence)**

To better describe the policies covered, the section **Continuing Enrollment/Break in Enrollment** has been renamed to the new title of **Continuing Enrollment/Break in Enrollment (Leave of Absence)**.

The **Continuing Enrollment/Break in Enrollment (Leave of Absence)** section has also been expanded to directly address military students, which should read:

Webster University appreciates the service of our military students and understands that continuous enrollment may not be possible due to mission demands. Please note that per Break in Enrollment (Leave of Absence) policies, if a student returns after the sixth term no enrollment, the student will be required to meet the program degree requirements stated in the catalog that is current when the student resumes classes with Webster University.

## **Academic Policies - Transfer Credit**

**Transfer credit** restrictions should read:

- It may not be applied toward certificate programs.
- It may not be applied toward sequential graduate degrees.
- Approved hours are not used in evaluating advancement to candidacy criteria.
- Credits which are transcribed as quarter-hours will be transferred using a 2/3 conversion factor.
- A grade of "CR" will be assigned to all passing grades from recognized non-U.S. or non-American style educational institution.
- Transfer credit must comply with any existing articulation agreements for graduate credit.
- Several defined government and/or military cooperative degree programs provide transfer credit. Military students should submit information on any military training received, e.g. Joint Services Transcripts or Academic Evaluation Record (AER)/1059 from Captain's Career Course (CCC) or the Sergeants Major Academy (SGM). The formal articulation agreements for these limited programs can be found on the Office of Military Affairs website.

## **Accreditation - Licensure/Approvals and Specialized Accreditation - State Licensures - California**

The **State Licensures** information for **California** should read:

The campuses at Irvine and Los Angeles Air Force Base are licensed to operate by the California Bureau for Private Postsecondary Education (BPPE).

"Notice of Student Rights" in California—You may cancel your contract for school, without any penalty or obligations, by the fifth business day following your first class as described in the Notice of Cancellation form that will be given to you. Read the Notice of Cancellation form for any explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy. If the school closes before you graduate, you may be entitled to a refund.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), by telephone at 888-370-7589 or by fax at 916-263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

The Student Tuition Recovery Fund was established by the California State Legislature to protect any California resident who attends a private postsecondary institution from suffering a loss of prepaid tuition as a result of the school closing. To be eligible for STRF benefits, a student must be a "California resident" and reside in California at the time an enrollment agreement is signed, or upon receipt of coursework materials at a California mailing address from an approved institution offering distance learning instruction.

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- You are not a California resident, or are not enrolled in a residency program, or
- Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the

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STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Webster University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some of all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Webster University to determine if your credits, degree or certificate will transfer.

For more information on the transferability of credits into Webster University, please refer to the Transfer Credit policies, found within the Academic Policies section of this catalog.

## Admission - California Applicants

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Campus Locations and Offerings - Online Programs

The fourth paragraph under **Online Programs** should read:

Online students will be taught under the same rigorous academic standards as our traditional classroom programs, yet, everything needed to earn a degree or just take a course is online and accessible 24 hours a day, 7 days a week during the regular academic term. Due to this dynamic environment, students can expect regular interaction and feedback on work submitted within 7 days.

## Campus Locations and Offerings - United States - California

The **Campus Locations and Offerings** section for **California** should begin with the following statement as the opening paragraph before listing information for each of the individual campuses:

Webster University provides graduate level studies at its two locations in the State of California. Both locations have dedicated classrooms, computer labs, student learning spaces and administrative offices. The locations are overseen by directors who can provide detailed campus information at the local level. Webster University does not provide student housing in the State of California, nor does it find or assist a student in finding housing.

## Campus Locations and Offerings - United States - Florida

The **Campus Locations and Offerings** section for **Florida** opening statement should read:

Webster University provides graduate level studies at its eight locations in the State of Florida. All locations have dedicated classrooms, computer labs, student learning spaces and administrative offices. The locations are overseen by directors who can provide detailed campus information at the local level. Webster University does not provide student housing in the State of Florida, nor does it find or assist a student in finding housing.

## Enrollment - Add/Drop/Withdraw Procedures

The second paragraph of the **Withdraw** procedures should read:

Withdrawals are not allowed after the sixth week of an eight- or nine-week course unless there are documented extenuating circumstances. Students should meet with their academic advisor to initiate a review. Late withdrawals are not approved for poor academic performance. Military students with extraordinary, long-term or remote assignments are encouraged to meet with their academic advisor to discuss withdrawal.

## Graduate Studies Catalog (main page)

The following statement on the main page of the **Graduate Studies Catalog** should read:

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 Academic Affairs, 470 E. Lockwood Ave., St. Louis, MO 63119. Webster University has no pending petition in bankruptcy, is not operating as a debtor in possession nor has filed any petitions within the last five years.

## Services for Students - Office of the Registrar

The section on the **Office of the Registrar** should read:

The **Office of the Registrar** submits loan deferments to lenders; certifies degree audits; sends letters of good standing; does enrollment verifications, degree verifications and transfer credit evaluations; processes transcript requests; works with GoArmyEd; registers students; and processes adds, drops and withdrawals.

Webster University maintains students' records that show all course activity throughout the tenure of each student. Records will show recorded grades as well as incomplete or withdrawn classes. In addition, the GPA is also included on the transcript. The university stores student records electronically. Student permanent files are also imaged and stored electronically. Student records are released to third parties only by written consent from the student or per a court-ordered subpoena. Such requests must carry the student's signature.

Access to student records is limited to authorized users of the student information system. Users must have been granted

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a username and password to access the system. Users are trained in student confidentiality and privacy laws such as the Family Educational Rights and Privacy Act (FERPA). Some of the records maintained in the student information system include student name, ID number, address, telephone number, date of birth, courses taken, grades earned, degrees earned and much more.

## **Tuition, Fees and Refunds - Financial Aid**

The following paragraph should be included under **Financial Aid** as the final paragraph:

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest. If a student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

## **Tuition, Fees and Refunds - Tuition and Fees**

The opening statement under **Tuition and Fees** should read:

The tuition rates listed below are for the 2018-2019 academic year and are subject to change. Due to different degree completion lengths, students requiring a schedule of total charges for a period of attendance and an estimated schedule of total charges (institutional and noninstitutional) for their educational program may request an individualized report through the Office of Admission during their admission process.

## **06 August 2018**

### **Academic Policies - Continuing Enrollment/Break in Enrollment (Leave of Absence)**

To better describe policies, the **Continuing Enrollment/Break in Enrollment (Leave of Absence)** section should read:

Students who have not enrolled in Webster University graduate degree coursework for five consecutive terms must enroll for the sixth term, or the student will be required to meet the program degree requirements stated in the catalog that is current when the student resumes classes with Webster University. In consultation with their academic advisor, students may request to continue in their previous catalog requirements, if documented evidence is provided to support an unavoidable break in enrollment.

Students enrolled continuously may opt to move to the current catalog if degree requirements change, and complete the revised curriculum.

MA, MAT and MET students in the School of Education must complete their degree within 7 years of entry into the graduate program. EdD and EdS students in the School of Education must complete their degree program within 5 years of entry into the graduate program. Students requesting to extend these timeframes should consult with a School of Education Academic Advisor.

Webster University appreciates the service of our military students and understands that continuous enrollment may not be possible due to mission demands. Military students who are given orders while attending courses must first notify their instructor(s) to discuss whether they can still meet course learning outcomes. In addition, students must contact their academic advisor to discuss options with regard to their program of study.

If a drop or withdrawal of a course(s) is in the best interest of the student, the academic advisor will assist with necessary paperwork and revise the program plan of study. If the student returns after the sixth term of no enrollment, per the Break in Enrollment (Leave of Absence) policies, the student will be required to meet the program degree requirements stated in the catalog that is current when the student resumes classes with Webster University.

## **Enrollment - Course Attendance**

To better describe policies, the **Course Attendance** section should read:

Students are expected to actively participate in all of their scheduled class sessions and complete all coursework according to the course syllabus. Students who must be absent or miss coursework for any reason, such as medical issues, personal/professional circumstance, or military students who receive temporary, short-term, long-term or remote assignments, must consult with their instructor to ensure they can meet course learning requirements.

With faculty approval and support, students may make up work for up to 2 class meetings of an 8- or 9-week course. In extraordinary circumstances, students may be eligible for an Incomplete grade. For more information, please visit Incomplete Process.

Students must also meet with their academic advisor to best understand options within their program of study. Students are encouraged to complete their courses, but dropping a course or seeking a withdrawal may be in the best interest of the student. For information on the tuition refund policies following drops and/or withdrawals, please visit Tuition, Fees and Refunds.

## **27 August 2018**

### **Campus Locations and Offerings - International Campuses**

**Webster University at Uzbekistan State University of World Languages**, located in **Tashkent, Uzbekistan**, has been added as an international campus. Campus information is as follows:

#### **Uzbekistan Tashkent**

Webster University at Uzbekistan State University of World Languages  
21 Kichik halqa yo'li str.,  
Tashkent 100138  
Republic of Uzbekistan  
Ph: +998 71 275 55 57

#### **Programs offered:**

- Teaching English as a Second Language (MA)

#### **Teaching English as a Second Language (MA)**

The note regarding emphasis locations for the **MA in teaching english as a second language** should read:

^The ESL/EFL education emphasis is available at the St. Louis, Athens, Bangkok\*\*\* and Tashkent campuses and also online. The K-12 ELL education emphasis is available at the St. Louis and Kansas campuses and also online.

## **21 September 2018**

### **Accreditation and Memberships - Licensure/Approvals and Specialized Accreditation - State Licensures - Florida**

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The opening statement of the **State Licensure** information for **Florida** should read:

The corporate name for Webster University in Florida is Webster University Incorporated. Campuses at Orlando, Jacksonville, Lakeland, Merritt Island, Ocala, Melbourne, Tampa Bay, and at Naval Air Station Jacksonville are licensed by the Florida Commission for Independent Education.

## Campus Locations and Offerings - United States

The **Fort Smith Metro, Arkansas** campus closed and should not be listed in the catalog.

The **Shaw Air Force Base, South Carolina** campus should be marked with the appropriate symbol to indicate that it as a campus located on a military base:

**Shaw Air Force Base<sup>^</sup>**  
398 Shaw Drive, Rm. 108  
Shaw AFB, SC 29152  
Ph: (803) 666-2254  
Fax: (803) 666-2287  
shaw@webster.edu

## 28 September 2018

### Campus Locations and Offerings - International Campuses

The list of programs offered at the **Geneva, Switzerland** campus should read:

- Advanced Research (*French*) (Certificate)
- Communications Management (MA)
- Counseling (MA)
- Digital Marketing Management (Certificate)
- Health Care Management (*French*) (MA)
- Healthcare Leadership (*French*) (Certificate)\*\*
- International Development (Certificate)
- International and Nongovernmental Organizations (MA)
- International and Nongovernmental Organizations (Certificate)
- International and Regional Security (Certificate)
- International Relations (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)

### Digital Marketing Management (Certificate)

This program is offered by the Walker School of Business & Technology. It is available online, at the St. Louis home campus and at the Geneva campus.

## 09 October 2018

### Academic Policies - Transfer of Credit

The second paragraph under the **Transfer of Credit** section should read:

Credit will be transferred, pending evaluation and approval, in accordance with the guidelines established by the American Council on Education (ACE) and the Council for Higher Education Accreditation (CHEA). Only those schools or courses recommended for graduate credit by ACE will be considered in the evaluation of transfer credit. Prior experiential learning is not awarded credit.

### Accreditation - Licensure/Approvals and Specialized Accreditation - State Licensures

The **State Licensures** information for **Arkansas** should read:

Campuses at Little Rock, Little Rock Air Force Base, and Northwest Arkansas are certified by the Arkansas Department of Higher Education.

Arkansas Higher Education Coordinating Board certification does not constitute an endorsement of any institution, course or degree program. Such certification merely indicates that certain minimum standards have been met under the rules and regulations of institutional certification as defined in Arkansas Code §6-61-301. The student should be aware that these degree programs may not transfer. The transfer of course/degree credit is determined by the receiving institution.

The **State Licensures** information for **California** should read:

Webster University is a private institution approved to operate by the California Bureau for Private Postsecondary Education, with campuses at Irvine and Los Angeles Air Force Base. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. All programs offered at these campuses are instructed in English.

"Notice of Student Rights" in California—You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later, as described in the Notice of Cancellation form that will be given to you. After the end of the cancellation period, you also have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current program period in your program through the last day of attendance. Read the Notice of Cancellation form for any explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy. If the school closes before you graduate, you may be entitled to a refund.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), by telephone at 888-370-7589 or by fax at 916-263-1897.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov). While students are encouraged to use Webster University internal complaint processes first for grievances, it is not required and students may contact the Bureau at any time.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed

# Graduate Catalog Addendum/Errata

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assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that document the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, 916-431-6959 or 888-370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

## NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Webster University is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some of all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Webster University to determine if your credits, degree or certificate will transfer.

For more information on the transferability of credits into Webster University, please refer to the Transfer Credit policies, found within the Academic Policies section of this catalog.

The **State Licensures** information for **Florida** should read:

The corporate name for Webster University in Florida is Webster University Incorporated. Campuses at Jacksonville Metropolitan, Naval Air Station Jacksonville, Lakeland Metropolitan, Melbourne Metropolitan, Ocala Metropolitan, Orlando Metropolitan and Tampa Bay/St. Petersburg Metropolitan are licensed by the Florida Commission for Independent Education.

Credits and degrees earned from colleges licensed by this board do not automatically qualify the holder to participate in professional licensing examinations in the State of Florida. Any person interested in practicing a regulated profession in Florida should contact the appropriate state regulatory agency.

For further information about the status of Webster University's programs in Florida, contact:

Florida Department of Education  
Commission for Independent Education  
325 West Gaines Street  
Suite 1414  
Tallahassee, FL 32399-0400  
Phone: 888-224-6684 (Toll free)  
850-245-3200

### Admission - Application for International Students

The information on applying for a visa under the **Additional Application Requirements** header should read:

- **Applying for a visa:** Students requiring a visa to study in the country in which their campus is located will be required to provide additional documentation for the visa process. Visa documentation requirements can vary at international campus locations depending upon the applicant's citizenship status and/or country of origin at the time of acceptance to the University. Applicants should check with the campus they plan to attend for specifics. Students are responsible for applying and obtaining their visa. The University will provide support and guidance during the process and will notify applicants if additional documentation is required to complete the application file. Upon receipt, the University can vouch for student status and any associated charges.

### Admission - California Applicants

The **California Applicants** section should read:

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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. California Education Code (CEC) §94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. Webster University does not serve this category of student.

## Campus Locations and Offerings - United States

The **Fayetteville Metro, Arkansas** campus has been relocated and renamed to **Northwest Arkansas**, and will continue offering the same programs; campus location information should read:

### Northwest Arkansas\*

1200 West Walnut Street, Suite 1300, Box 29  
Rogers, AR 72756-3592  
Ph: 479-571-1511

The **Campus Locations and Offerings** section for **California** opening statement should read:

Webster University provides graduate level studies at its two locations in the State of California. Both locations have dedicated classrooms, computer labs, student learning spaces and administrative offices. The locations are overseen by directors who can provide detailed campus information at the local level. Webster University does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$715,000 and rent for a 1-bedroom apartment at approximately \$1,800 per month.

The **Melbourne** and **Merritt Island** campuses in **Florida** have combined into a single campus at a new location which has been renamed to **Melbourne Metropolitan** and has changed the list of offered programs; campus information should read:

### Melbourne Metropolitan\*

5565 North Wickham Road  
Melbourne, FL 32940  
Ph: (321) 449-4500  
Fax: (321) 454-7799  
melbourne@webster.edu

## Programs offered:

- Administration of Justice (Certificate)
- Business and Organizational Security Management (MA)
- Counseling (MA)
- Cybersecurity (MS)
- Cybersecurity - Threat Detection (Certificate)
- Educational Leadership (EdS)
- Government Contracting (Certificate)\*\*
- Human Resources Development (MA)
- Human Resources Management (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)
- Master of Health Administration (MHA)
- Master of Public Administration (MPA)
- National Security Studies (MA)
- Procurement and Acquisitions Management (MA)
- Project Management (Certificate)
- School Systems, Superintendency and Leadership (EdS)

The **Louisville, Kentucky** campus has been relocated and will continue offering the same programs; campus location information should read:

### Louisville Metro\*

1000 South Fourth Street  
Louisville, KY 40203-3208  
Ph: (502) 896-1835  
Fax: (502) 896-1838  
louisville@webster.edu

## Educational Leadership (EdS)

This program is offered by the School of Education. It is available online, at the St. Louis home campus and at the Melbourne Metropolitan campus.

## Graduate Studies Catalog (main page)

The following statement on the main page of the **Graduate Studies Catalog** should read:

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 Academic Affairs, 470 E. Lockwood Ave., St. Louis, MO 63119. Webster University does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

## Services for Students - Office of the Registrar

The second paragraph of the **Office of Registrar** section should read:

Webster University maintains permanent student records and transcripts that show all course activity throughout the tenure of each student, to include completed degrees and certificates. Records will show recorded grades as well as incomplete or withdrawn classes. In addition, the GPA is also included on the transcript. The University stores student records electronically. Student permanent files are also imaged and stored electronically. Student records are released to third parties only by written consent from the student or per a court-ordered subpoena. Such requests must carry the student's signature.

## School Systems, Superintendency and Leadership (EdS)

This program is offered by the School of Education. It is available online and at the Melbourne Metropolitan campus.

## Tuition, Fees and Refunds - Financial Aid

The final paragraph under **Financial Aid** should read:

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid funds.

## Tuition, Fees and Refunds - Tuition Refunds

The main section of **Tuition Refunds** should read:

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Graduate tuition refunds depend on the drop or withdrawal date. It is the graduate student's responsibility to file the drop or withdrawal form(s) with his/her advisor by the deadline. Refunds are for tuition only; course and laboratory fees are non-refundable.

The student tuition refund rates apply when a student drops or withdraws from a course in accordance with University enrollment policies and the refund has been approved. Tuition waivers for dropped courses are automatic; the charges are expunged from the student's account. Tuition refunds for withdrawals are made automatically, based on the date of withdrawal, as authorized by the University official who signs the withdrawal form. Account adjustments shall be made within 30 days of the date that the institution has determined that a tuition refund is due to a student.

California students have the right to cancel their agreement for a program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, California students also have the right to receive a pro rata refund if they have completed 60 percent or less of the scheduled days in the current program period in their program through the last day of attendance.

Students attending on-campus classes in Georgia are eligible for a 50 percent refund from week 3 through week 5.

All other student refunds/tuition waivers are made according to the following schedule:

	Date	16-Week Class	8- or 9-Week Class
<b>Drop:</b>	Week 1	100%	100%
	Week 2	100%	100%
<b>Withdrawal:</b>	Week 3	50%	50%
	Week 4	50%	25%
	Week 5	25%	0%
	Week 6	25%	0%
	Week 7	25%	N/A
	Week 8	25%	N/A
	Week 9	0%	N/A

The deposit and refund policies at our international campuses may differ from the above. Please refer to the catalog of the international campus you are attending for details.

## 26 October 2018

### Campus Locations and Offerings - International

The list of programs offered at the **Geneva, Switzerland** campus should read:

- Advanced Research (*French*) (Certificate)
- Communications Management (MA)
- Counseling (MA)
- Cybersecurity - Threat Detection (Certificate)
- Digital Marketing Management (Certificate)
- Health Care Management (*French*) (MA)
- Healthcare Leadership (*French*) (Certificate)\*\*

- International Development (Certificate)
- International and Nongovernmental Organizations (MA)
- International and Nongovernmental Organizations (Certificate)
- International and Regional Security (Certificate)
- International Relations (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)

### Campus Locations and Offerings - Online Programs

The list of **graduate certificates** offered online by the **School of Education** should read:

- Applied Behavior Analysis (AGC)\*\*
- Education for Global Sustainability\*\* - *Teach Out*
- Leadership in Tiered Systems of Support: RTI and PBIS\*\*
- Mobile Technology in Education\*\*
- Online Teaching and Learning\*\*
- Pedagogical Coordination in the Reggio Emilia Approach
- Robotics for STEM Educators
- STEM Leadership
- Sustainability and Social Equity Studies
- Teaching English as a Foreign Language\*\*
- Teaching Globalization and History - *Teach Out*
- Tiered Instruction and Interventions: RTI and PBIS

### Campus Locations and Offerings - United States

The list of programs offered at the **Jacksonville Naval Air Station, Florida** campus should read:

- Cybersecurity (MS)
- Cybersecurity - Threat Detection (Certificate)
- Finance (MS)
- Government Contracting (Certificate)\*\*
- Human Resources Development (MA)
- Human Resources Management (MA)
- Information Technology Management (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)
- Master of Health Administration (MHA)
- Procurement and Acquisitions Management (MA)
- Project Management (Certificate)

The list of programs offered at the **Melbourne Metropolitan, Florida** campus should read:

- Administration of Justice (Certificate)
- Business and Organizational Security Management (MA)
- Counseling (MA)
- Cybersecurity (MS)
- Cybersecurity - Threat Detection (Certificate)
- Educational Leadership (EdS)
- Government Contracting (Certificate)\*\*
- Human Resources Development (MA)
- Human Resources Management (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)
- Master of Health Administration (MHA)
- Master of Public Administration (MPA)
- National Security Studies (MA)
- Procurement and Acquisitions Management (MA)
- Project Management (Certificate)

The list of programs offered at the **Memphis Naval Support Activity, Tennessee** campus should read:

# Graduate Catalog Addendum/Errata

- Human Resources Management (MA)
- Information Technology Management (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)

The list of programs offered at the **San Antonio Metro, Texas** campus should read:

- Counseling (MA) with an Emphasis in Clinical Mental Health
- Cybersecurity - Threat Detection (Certificate)
- Human Resources Management (MA)
- Master of Business Administration (MBA)
- Procurement and Acquisitions Management (MA)
- Project Management (Certificate)

## Doctor of Education (EdD) in Transformative Learning in the Global Community

Under **Admissions Requirement**, contact information should read:

Inquiries may be addressed by email to Dr. Lee-Johnson at vleejohnson31@webster.edu.

Under **Additional Information**, contact information should read:

For additional information, contact Dr. Lee-Johnson at vleejohnson31@webster.edu.

## Psychoeducational Needs of Immigrant and Refugee Youth (Certificate)

This program is offered by the School of Education, and is only available at the St. Louis home campus.

## School Systems, Superintendency and Leadership (EdS)

This program is offered by the School of Education, and is only available online.

## 16 November 2018

### Campus Locations and Offerings - United States

The programs offered at the **Irvine Metro, California** campus should read:

- Cybersecurity (MS)
- Cybersecurity - Threat Detection (Certificate)
- Human Resources Management (MA)
- Latino Communication Leadership (Certificate)
- Latino Media (Certificate)\*\*
- Management and Leadership (MA)
- Master of Business Administration (MBA)

The information for the **Northwest Arkansas** campus should read:

**Northwest Arkansas\***  
1200 West Walnut Street, Suite 1300  
Rogers, AR 72756-3592  
Ph: 479-571-1511

### Programs offered:

- Finance (MS)
- Human Resources Management (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)

## 21 December 2018

### Campus Locations and Offerings - United States

The list of programs offered at the **Great Lakes Naval Base, Illinois** campus should read:

- Human Resources Development (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)

The list of programs offered at the **Peterson Air Force Base, Colorado** campus should read:

- Cybersecurity (MS)
- Government Contracting (Certificate)\*\*
- Information Technology Management (MA)
- Management and Leadership (MA)
- Master of Business Administration (MBA)
- Organizational Development (MA)
- Procurement and Acquisitions Management (MA)
- Project Management (Certificate)
- Remote Sensing Analysis and Geospatial Information Systems (GIS) (Certificate)\*\*
- Space Systems Operations Management (MS)

### Organizational Development (MA)

This program is offered by the Walker School of Business & Technology. It is available online, at the St. Louis home campus and at select U.S. campuses. Please see the Campus Locations and Offerings section of this catalog for a list of campuses where this program is offered.

### Remote Sensing Analysis and Geospatial Information Systems (GIS) (Certificate)

This program is offered by the Walker School of Business & Technology. It is available at the Colorado Springs Metropolitan and the Peterson Air Force Base campuses.

## 01 February 2019

### Campus Locations and Offerings - International Campuses

**Webster University at Tashkent State University of Economics**, located in **Tashkent, Uzbekistan**, has been added as an international campus. Campus information is as follows:

#### Uzbekistan

##### Tashkent

Webster University at Tashkent State University of Economics  
49 Uzbekistan Avenue  
Tashkent 100003  
Uzbekistan  
Ph: +998 71 239 28 85

### Programs offered:

- Master of Business Administration (MBA)

**Webster University at Tashkent University of Information Technologies**, located in **Tashkent, Uzbekistan**, has been added as an international campus. Campus information is as follows:

##### Tashkent

Webster University at Tashkent University of Information Technologies  
108 Amir Temur Avenue

# Graduate Catalog Addendum/Errata

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Tashkent 100200  
Uzbekistan  
Ph: +998 71 238 64 15

**Programs offered:**

- Master of Business Administration (MBA)

**22 March 2019**

**Accreditation and Memberships  
- Licensure/Approvals and Specialized Accreditation - State  
Licensures**

The **State Licensures** information for **Arizona** should read:

The campus at Luke Air Force Base is licensed by the Arizona State Board for Private Postsecondary Education.

If a complaint or grievance cannot be resolved after exhausting the institution's grievance procedure, located in the Student Handbook, the student may file a complaint with the Arizona State Board of Private Postsecondary Education. The student must contact the State Board for further details.

Arizona State Board for Private Postsecondary Education  
1740 West Adams Street, Suite 3008  
Phoenix, AZ 85007  
Phone: 602-542-5715  
[www.azppse.gov](http://www.azppse.gov)