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POLICIES FOR STUDENTS

Code of Conduct

Weber State University has a Code of Conduct which students should understand. The information is found at the following link: http://www.weber.edu/ppm/Policies/6-22_StudentCode.html

*It is very important that you have read this information so you understand the University’s rules.*

If you have any questions, come and talk to us before you discuss your questions with your friends.

LEAP DEPARTMENT PLACEMENT TEST

The purpose of this test is to see how well you can read, write, speak, and understand English. If you need to improve your English before you begin your academic study at Weber State University, this test will place you in the right classes in the LEAP Program. This test will also show if you are ready for English 1010 and do not need LEAP classes.

<table>
<thead>
<tr>
<th>TEST DAY SCHEDULE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ORIENTATION</strong> 8:30 TO 8:50</td>
</tr>
<tr>
<td><strong>BREAK</strong> 8:50 TO 9:00</td>
</tr>
<tr>
<td><strong>TEST PART I</strong> 9:00 TO 9:30</td>
</tr>
<tr>
<td><strong>TEST PART 2</strong> 9:30 TO 11:00</td>
</tr>
<tr>
<td><strong>EXAM PART 3</strong> When you finish Part 2</td>
</tr>
<tr>
<td><strong>EXAM PART 4</strong> When you finish Part 3</td>
</tr>
</tbody>
</table>

Your results will be available by 1:00 p.m. the next day at the LEAP Department Office, when you will be able to register for your classes.

Re-evaluation of Placement Test Results

If a student disagrees with his/her placement, that student needs to fill out a form to request a re-evaluation of his/her test. The LEAP office will help the student complete the request and take it to the Placement Test Coordinator. The Coordinator will re-evaluate the test and decide if the student should be moved to a different level. After that decision has been made, the Test Coordinator may consult with the Department Chair, and/or other faculty members to verify the decision. If a change is necessary, the LEAP office will help the student to either change his/her registration or register for new classes.
LEAP DEPARTMENT ORIENTATION

Weber State University Admission Policy:
International students who speak English as a second language must have a TOEFL score of:
• 500 on the Paper based test, 173 on the computer based, or 61 on the net based test
• OR 6 on the IELTS TEST with a minimum of 5 on each part.
If you are a resident student who speaks more than one language, you should take the LEAP Department Placement Test and complete any classes the LEAP Department requires you to complete for English proficiency.

Students with Disabilities
Students with disabilities are guaranteed all rights covered under Service for Students with Disabilities (SSD) at http://departments.weber.edu/ssd. Including confidentiality and special accommodation. It is your responsibility to contact SSD at the beginning of the course to discuss any required accommodations for your courses.

REFUNDS
Details for refunds are available at https://www.weber.edu/bursar/ and are printed below.

Refunds and Financial Aid
• If you have a refund due as a result of course drops or a residual Financial Aid disbursement, please be aware that paper checks are processed weekly. For quicker refunds, please sign up for Electronic Refunds directly to your personal bank account. Instruction can be found Here.

Paying For School
• If you are you having trouble coming up with your tuition and fees or housing payment for Fall semester, sign-up now for a convenient Monthly Payment Plan to avoid late charges.

Changed Your Mind?
• If for any reason you will not be attending a class or classes, you must drop or withdraw from your courses by the refund deadline. Please remember that you are financially and academically responsible for your enrollment. Check your eWeber student portal to verify enrollment, drop or add classes, check your account balance or to pay via checking, American Express, Discover, MasterCard, or Visa.

Check Your Email
• In compliance with the University policy on email, correspondence, bills and tuition statements from the Bursar’s Office will be sent to the student's official University '@mail.weber.edu' email account. Students are expected to check their email on a frequent and consistent basis in order to stay current with University-related communications.

Looking for Tuition Rate Schedules?
• Current Tuition Rates for 2017-18

LEAP DEPARTMENT CURRICULUM:
LEAP Department classes will help you acquire English for academic purposes so that you can function as a student in other academic classes. The curriculum is written by professional experienced teachers who have many years of experience in writing curriculum for ESL students.
We offer 7 levels of instruction. In levels 1-6 there are classes for reading, writing, listening and speaking, and pronunciation or community engaged learning. Levels 1-6 are one 7-week block, so
you will complete two levels per semester. Level 7 has one writing class (3 credits) and one reading class (3 credits) taught over one semester.

Level 4-7 classes earn credit towards graduation, level 1-3 classes do not. USCIS, SEVIS, and Financial Aid requirements are a minimum of 12 credits per semester.

<table>
<thead>
<tr>
<th>Level 2</th>
<th>Novice Low (very beginning)</th>
<th>5 classes for a total of 9 credit hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 2</td>
<td>Novice Mid (middle)</td>
<td>5 classes for a total of 9 credit hours</td>
</tr>
<tr>
<td>Level 3</td>
<td>Novice High (intermediate Low)</td>
<td>5 classes for a total of 9 credit hours</td>
</tr>
<tr>
<td>Level 4</td>
<td>Intermediate Mid</td>
<td>5 classes for a total of 9 credit hours</td>
</tr>
<tr>
<td>Level 5</td>
<td>Intermediate High</td>
<td>5 classes for a total of 9 credit hours</td>
</tr>
<tr>
<td>Level 6</td>
<td>Advanced</td>
<td>5 classes for a total of 9 credit hours</td>
</tr>
<tr>
<td>Level 7</td>
<td>Advanced Plus</td>
<td>2 classes for a total of 6 credit hours. Level 7 students can also take other academic classes.</td>
</tr>
</tbody>
</table>

Classes may be repeated as many times as it takes to pass them. However, ESL 2750 courses may not be repeated for more credits. For example, ESL2750 Reading I, II, or III can only be taken once each, this also applies ESL2750 Campus Activities I, II, or III, and ESL 2750 American culture I, II, or III.

**GRADING**

Grades are based on the university grading scale. At the end of the block, your grade will be based on the percentage of points you have earned according to the assignment groups in the course (see Syllabus).

| A  93-100% | B+ 87-89% | C+ 77-79% | D+ 67-69% retake course |
| A- 90-92% | B 83-86%  | C 73-76% retake course | D 63-66% retake course |
| B-80-82%  | C- 70-72% retake course | E 0-62% retake course |

**CLASS SYLLABUS**

A syllabus is a handout given by your teacher on the 1st day of class to tell students the following:

✓ Information that will be taught in the class
✓ What is the goal of the class
✓ Class and university rules

This syllabus is important because:

1. it protects the student and the teacher;
2. the student understands what they need to do
3. the teacher is responsible for doing what they wrote in the syllabus.

****If you lose your copy of the syllabus, you will find a copy on the course Canvas page****

**UW Grade**

A UW grade is for students who don’t finish the class and don’t arrange anything with the teacher. It is also for students who are registered on course rolls but never show up. The UW grade requires the teacher to fill out “a last date attended” in the “Input Final Grades” section of the course Canvas page. A UW grade is the same as an E grade for GPA purposes, but for international students it is much worse. Students who earn UW grades do not earn credits for SEVIS (Student and Exchange Visitor Program) requirements, and can be deported. Please email any students on...
your roll who you have never seen or who have stopped coming and ask them to go to the LEAP office for help. The LEAP Department has a policy that students who have five absences during a block, or eight absences in a semester will automatically earn a “UW.” Students who miss major exams or tests can also earn a UW. Teachers can define this more explicitly on their syllabi.

**ACADEMIC DISHONESTY POLICY**

The LEAP Department academic dishonesty policy follows the Weber State University Student Code of Conduct as defined in the Weber State University Policy and Procedure Manual, including talking during a test. [http://www.weber.edu/ppm/Policies/6-22_StudentCode.html](http://www.weber.edu/ppm/Policies/6-22_StudentCode.html)

**First Offence:**

Any student involved will earn a failing grade for the assignment or the test in a classroom or Testing Center. A report will be sent to the Dean of Students and a report will be include in the student’s file.

**Second Offence:**

Regardless of the class in which the first offence occurred, any student involved in a second offense will fail the class in which it occurs.

**Third Offence:**

Regardless of the class in which the third offence occurs, any student involved will be asked to leave the LEAP Department. All WSU/LEAP students are entitled to due process and have the right to file a grievance. Please refer to Weber State University’s Student Conduct for more information. [http://www.weber.edu/ppm/Policies/6-22_StudentCode.html](http://www.weber.edu/ppm/Policies/6-22_StudentCode.html) All LEAP faculty, staff, and adjunct instructors are required to comply with this policy. Individual instructors may add further penalties at their discretion. All penalties will be explained in class syllabi at the beginning of the term.

Students will:

1. Maintain academic standards including institutional, college, department, program, and individual course standards.
2. Maintain academic ethics and honesty. The following are especially prohibited.
   a. Cheating, which includes but is not limited to:
      i. Copying from another student’s test;
      ii. Using material during a test not authorized by the teacher;
      iii. Collaboration with any other person during a test;
      iv. Obtaining, using, buying, selling, transporting, or asking for a whole or part of the contents of any test;
      v. Asking for or receiving information about any test;
      vi. Taking a test for another student;
      vii. Having another student take a test for you.
   b. Plagiarism, which is the (uncited) use of any other person’s or group’s ideas or work, including purchased or borrowed papers.
   c. Collusion; the unauthorized collaboration with another person to prepare classwork or homework.
   d. Falsification; the intentional and unauthorized altering or inventing information or citation for classwork or homework.
   e. Giving, selling, or receiving unauthorized course or test information.
   f. Using any unauthorized resource or aid to prepare or complete any course work.
   g. Infringing copyright laws of the United States; do not make photocopies or taking pictures of copyright material.
1. Obtain the instructor’s permission before recording lectures.
2. Obtain the instructor’s permission at least 24 hours before bringing any children (including infants) into a classroom, workshop, or laboratory, setting. In the case of an emergency, prior approval may be sought up to the beginning of the class or activity. If the child becomes disruptive in any way during an approved visit, the responsible person must remove the child immediately.
3. In the absence of the instructor, remain in the classroom at least 15 minutes after class starting time, unless otherwise notified.
4. Notify their instructor(s) as far in advance as possible of any planned absence for participation in University-approved or requested group activities, and discuss the terms, options, and possible outcomes of these absences with their instructor(s).
5. Avoid unethical, wasteful, and/or inappropriate use of any computer system, library, or other campus resource, or interference with the productivity of other users.
6. Avoid misrepresenting research project or paper for other than its original intended use.
7. Determine before the last day to drop courses without penalty, when course requirements conflict with a student’s core beliefs. If there is a conflict, the student should think about dropping the class. A student who finds this solution unreasonable may ask the instructor for a resolution. This does not mean the instructor has to agree, except in those cases when not doing so would be illogical or illegal. This request must be made to the instructor in writing and the student must deliver a copy of the request to the office of the Department Chair. The student’s request must explain how the assignment would cross the student’s beliefs.
8. Any student found in violation of the above examples of dishonesty may, in addition to the sanctions imposed by the professor, have his/her name forwarded to the Dean of Students for appropriate university sanctions.
9. Weber State University reserves the right to take appropriate action against any individual or group which is found upon hearing to pose an unreasonable risk of harm to the health, safety, or welfare of the University community.
**ATTENDANCE POLICIES**

1. If you do not attend your classes the first week of the block, you will be have to wait for the following block to continue classes.
2. If you miss the first two days of class, you could lose your place in the class and change to a different class.
3. If you stop attending class, your teacher is required to give you a UW grade (Unofficial Withdrawal). This grade can have a negative effect on your scholarship or your academic standing.

<table>
<thead>
<tr>
<th>CLASS</th>
<th>ABSENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-day-a-week block class</td>
<td>3 absences in a block = UW</td>
</tr>
<tr>
<td>2-day-a-week block class</td>
<td>3 absences in a block = UW</td>
</tr>
<tr>
<td>4-day-a-week block class</td>
<td>5 absences in a block = UW</td>
</tr>
<tr>
<td>5-day-a-week block class</td>
<td>5 absences in a block = UW</td>
</tr>
<tr>
<td>2-day-a-week semester class</td>
<td>7 absences in a semester = UW</td>
</tr>
<tr>
<td>1-day-a-week semester class</td>
<td>3 absences in a semester = UW</td>
</tr>
</tbody>
</table>

4. If you do not attend the final exams/tests in any of your classes, your teacher is required to give you a UW grade (Unofficial Withdrawal). This grade can have a negative effect on your scholarship or your academic standing.
5. Students must complete all Level 6 courses before they can register for other university classes.
6. Students must pass all coursework with a 77% or higher before you can go to the next LEAP level. In your writing classes you must pass both your course work and the raw writing test with a grade of 77% or higher.
7. Students who need to repeat a course must make sure they drop the class they were going to attend, and add the class they need to repeat.

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Block 1 Block 2</td>
<td>Block 1 Block 2</td>
</tr>
<tr>
<td>Pass Pass</td>
<td>Pass Pass</td>
</tr>
<tr>
<td>↘―→</td>
<td>↘―→</td>
</tr>
<tr>
<td>Pass Fail</td>
<td>Pass Pass</td>
</tr>
<tr>
<td>↘―→</td>
<td>2750 Retake</td>
</tr>
<tr>
<td>Fail Pass and move on</td>
<td>Pass Pass</td>
</tr>
<tr>
<td>↗―→</td>
<td>↗―→</td>
</tr>
<tr>
<td>Fail Retake both levels</td>
<td>Retake Retake</td>
</tr>
<tr>
<td>↗―→</td>
<td>↗―→</td>
</tr>
<tr>
<td>Pass UW</td>
<td>2750 Retake</td>
</tr>
<tr>
<td>↘―→</td>
<td>Retake Retake</td>
</tr>
<tr>
<td>↗―→</td>
<td>Retake Retake</td>
</tr>
<tr>
<td>Fail UW</td>
<td>Pass Pass</td>
</tr>
<tr>
<td>↘―→</td>
<td>Pass to the next level, but must repeat the</td>
</tr>
<tr>
<td>UW Pass</td>
<td>Pass Pass</td>
</tr>
</tbody>
</table>

Semester 1: Semester 1, Block 1: Pass, Block 2: Pass
 Semester 2: Block 1: Pass, Block 2: Pass

Semester 1: Semester 1, Block 1: Pass, Block 2: Pass
 Semester 2: Block 1: Pass, Block 2: Pass

Semester 1: Semester 1, Block 1: Pass, Block 2: Pass
 Semester 2: Block 1: Pass, Block 2: Pass

Semester 1: Semester 1, Block 1: Pass, Block 2: Pass
 Semester 2: Block 1: Pass, Block 2: Pass

Semester 1: Semester 1, Block 1: Pass, Block 2: Pass
 Semester 2: Block 1: Pass, Block 2: Pass

Semester 1: Semester 1, Block 1: Pass, Block 2: Pass
 Semester 2: Block 1: Pass, Block 2: Pass

Semester 1: Semester 1, Block 1: Pass, Block 2: Pass
 Semester 2: Block 1: Pass, Block 2: Pass

Semester 1: Semester 1, Block 1: Pass, Block 2: Pass
 Semester 2: Block 1: Pass, Block 2: Pass

Semester 1: Semester 1, Block 1: Pass, Block 2: Pass
 Semester 2: Block 1: Pass, Block 2: Pass
8. Students need to make sure are enrolled on the teacher’s official class roll. If your name is not on the class list, you will not get a grade, which will cause problems with immigration.
9. Failure to drop a class will earn a UW and cause problems with immigration and scholarships.
10. Teachers are not required to teach the same lesson twice or prepare a class in advance because students chose to:
   a. Return late from a break. Teachers will not allow you to make up missed work.
      Or
   b. Make plans to leave a class before final exams Teachers will not prepare an early final.

VERIFICATION LETTERS
You may request verification letters from the LEAP
1. Please give the LEAP office 24 hours’ notice for letters verifying your status as a student at Weber State University, or that you have completed all required LEAP classes.
2. The REGISTRATION and RECORDS Offices (Students Services Center Room 111) These two departments can also provide verification letters. The Registration Office can provide you with an enrollment letter and the Records Office can print you an official transcript.
3. You can print an unofficial transcript through your portal.

STUDENT COMPLAINTS
If a student is unhappy with a teacher or worker at the university, s/he can file a complaint. The steps to file a complaint are as follows:

<table>
<thead>
<tr>
<th>Not happy with my teacher</th>
<th>Not happy with the worker</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Talk to your teacher</td>
</tr>
<tr>
<td>2</td>
<td>Talk to the Administrative Specialist, Sandy Thomas, in Elizabeth Hall Room 207. Fill out a Student Petition Form</td>
</tr>
<tr>
<td>3</td>
<td>Talk to the Chair, Debi Sheridan Elizabeth Hall Room 273</td>
</tr>
<tr>
<td>4</td>
<td>Talk to Dean Cliff Nowell Student Service Building 163</td>
</tr>
</tbody>
</table>

If the situation continues, the Dean will inform the student of the next steps to take. Remember, once the highest level of complaint has been reached, the decision has to be accepted. Trying to change a final decision is harassment.

CELL PHONE POLICY
1. Students are required to turn off cell phones before the instructor starts class. Cell phones should never be used after the instructor starts the lesson.
2. Students may not make a call during class.
3. Students who make a phone call in class may be asked to leave losing all attendance points for that day.
Weber State University

CAMPUS EMERGENCY SAFETY PROCEDURES
I. PURPOSE
Weber State University's Emergency Operations Plan (EOP) outlines a strategy to cope with hazards that threaten the campus, as well as the concept of operations and management of critical resources in response to potential emergencies. It defines the role and responsibilities of departments, divisions and agencies on and off campus that are vital to help protect life and property.

Whenever an emergency affecting the campus reaches proportions that cannot be handled by routine measures, WSU President or designee may declare a “local emergency” throughout the campus or a portion of the campus, and can officially downgrade the “local emergency” to a business-as-usual state. (See Forms section, Declaration/ Termination form)

II. SITUATION
A. Many natural and technological hazards could threaten the students, staff, faculty and visitors of WSU causing a major emergency and/or mass casualty event. These hazards could occur at any time. (See Hazard Analysis)

Natural Hazards could include:
- Earthquake
- Mudslide/Landslide
- Flood
- Tornado
- Fire – wild land
- Weather extremes

Technological Hazards could include:
- Transportation accidents
- Hazardous Material incidents
- Utility failure
- Fire - structural

Extraordinary criminal events:
- Civil disturbances
- Bomb threat
- Violent or criminal behavior
- Employee or student sabotage

III. ASSUMPTIONS
- WSU will always be subject to the hazards stated above.
- Warning time available to implement this plan varies from little or none to days to weeks, depending on the type of hazard.
- All major buildings and departments will maintain specific emergency response plans relevant to their area operations and will ensure that all personnel concerned are trained and familiar with existing plans and procedures, and capable of implementing them in a timely manner.
- Assistance from city, county, state, and federal agencies and from other local agencies, as well as volunteer organizations will be available to supplement WSU resources.
- Some types of emergencies will be preceded by a building up period which, if recognized and utilized, can provide advance warning to those areas and/or population groups which might be affected. Other emergencies occur without advance warning, thus requiring mobilization and commitment of the emergency organization after the onset of the emergency situation.
- WSU officials can meet their basic operational objectives if automatic and coordinated responses are based on contingency plans and preparations which forecast actual emergency conditions.
• WSU will remain open, or will reopen as soon as possible, to fulfill its mission of providing educational instruction after any natural or man-made disaster or event.

• WSU will provide support to the local community, other statewide agencies, and the federal government during any natural or man-made disaster or event, to the extent resources and mission requirements allow. This may include, but is not limited to, providing shelter, refuge, or serving as an evacuation assembly point for persons not normally affiliated with WSU.

• WSU will, as its first priority in the event of a natural or man-made disaster, protect and provide for the safety of personnel, with priority being given to student housing residents for shelter, food and other essential services.

IV. CONCEPT OF OPERATIONS

• This EOP may be activated fully or in part by WSU President, the Vice President for Administrative Services, the Police Chief or their designees depending on the type or severity of the event.

• WSU’s emergency response will generally be classified into one of three operational levels, as soon as an event has occurred, as illustrated in the steps below:
  ./ Observation or notification of the event
  ./ Identification of the event
  ./ Nature and scope of the event
  ./ Severity of the event
  ./ When the event occurred
  ./ Determination of operational level

LEVEL 1 – MINOR EMERGENCY
This level includes any incident, potential or actual, which will not seriously affect the overall functional capacity of WSU. Response to an emergency situation includes calling 626-6460 and/or 9-1-1, which activates appropriate public safety entities i.e., Police, Fire and EMS. These entities will monitor the situation and determine if it could escalate into a Level 2 event which will affect campus operations.

LEVEL 2 – MAJOR EMERGENCY
This level includes any incident, potential or actual, which affects an entire building(s), or area of campus and will disrupt the overall operations of WSU. Major policy considerations and decisions may be required. This level may require emergency personnel be put on standby and/or report to the Emergency Operations Center (EOC) if activated by the administration. This level may require a declaration. This level may be handled by campus resources or with assistance by mutual aid unless the incident escalates to a Level 3.

LEVEL 3 – DISASTER
This level includes any event or occurrence which has taken place and has seriously impaired or halted the operations of WSU. In the event of a disaster of major proportions WSU would likely be self-sustaining for a period of time. In some cases mass student/personnel casualties and severe property damage may be sustained. A coordinated effort of all campus resources is required to control the situation effectively. Outside emergency medical services will be essential. The EOP and EOC will be fully activated. (See Section V. Organization and Responsibilities)
The WSU policy group and coordination group will report to the EOC where assessment of the situation and assignments can be given. Responsibilities would include assessing the situation, warning the campus populace, evacuating impacted areas, establishing and maintaining communications and employing resources to provide for care and treatment of injured as well as preserving lives and property. It will be necessary to keep the campus population informed of changing conditions and provide them with precautionary instructions.

Assistance from the state will be requested if campus and local resources are fully committed and the WSU President declares the situation to be a “local emergency”.
V. ORGANIZATION AND RESPONSIBILITIES

WSU disaster operations will be under the direction of the President of WSU or designee. Emergency and disaster response will be conducted according to established operating procedures and the National Incident Management System (NIMS) will be used to manage the event. The NIMS systems provides a set of standardized organizational structures such as the Incident Command System (ICS) a system currently in use by the police and fire departments; NIMS standardized processes, procedures and systems are designed to improve interoperability among jurisdictions and disciplines in many areas and will provide a comprehensive approach to incident management. All other departments, responding to assist with scene management, will operate under this system.

If the emergency or disaster exceeds WSU resources pre-existing mutual aid agreements will be in effect and if needed, city, county and state resources will be petitioned. When resources at the state level are exceeded the Governor will petition for the federal disaster declaration.

When WSU declares a local emergency or upon the occurrence of a natural act or disaster, the Emergency Operations Plan and Emergency Operations Center shall be put into effect immediately if they have not already been activated. Below are some suggested guidelines for EOC activation.

When to activate the EOC:
- Disaster or emergency involves multiple sites and/or areas of campus
- Disaster or emergency requires unique or multiple resources
- Disaster or emergency exceeds event capabilities
- Public Health related events
- Homeland Security events
- At the discretion of WSU President

How to activate the EOC:
- WSU Police Department will activate call down system
- Notification via the Emergency Alert System (EAS)
- Notification via the City Watch system
- Notification via WSU computer, telephone communication systems

Upon activation of the EOC:
- EOC staff will be called in
- EOC will be set up for operations i.e., computers, phones, work stations, work packets, maps, status boards, check-in sheet etc.
- Announcements over campus through radio, broadcast, voice mail or means available to communicate with campus population
- Notification of activation to city, county and state by the Office of Emergency Management
- Media communications will be established and if necessary Weber County will be requested to activate the Joint Information Center (JIC)
- Begin compilation of the windshield damage assessment and Initial Disaster Report (see Forms section)
- Apprise EOC staff of the event

Field Command reports (communicates) to EOC as soon as activation is in place:
- Location of field responders, condition of responders, condition of vehicle and condition of their immediate area will be needed
- Severe damage that is in view will need to be logged and reported by field responders and/or building safety coordinators
Upon declaration of “local emergency” all essential records in regard to WSU shall be preserved and all records in regard to the emergency response, including orders, proclamations, procurements and contacts shall be appropriately documented and maintained pursuant to the EOP. The EOC coordination group, finance section shall maintain all records and record them immediately as they occur during the period of emergency declaration.

The WSU EOC is comprised of two groups, the policy group and the coordination group. Pursuant to the requirements of the EOP all emergency personnel in the policy group (see below) shall report to the EOC unless otherwise advised. Coordination group members will be activated as necessary. The EOC will be located at Lampros Hall, the policy and coordination group will report at this location at the time of EOC activation. The alternate location of the EOC will be at a location that is determined safe, should the main EOC location be damaged.

EOC Policy Group
University President
University Counsel
Provost
V.P. Administrative Services
V.P. Student Affairs
V.P. University Communications/Relations
Chief Information Officer
Clerk/Recorder (appointed as necessary)

Policy issues that the President and/or the policy group may address during activation may include; declaration, restrictions, contingency funding, donations/volunteer management, restoration, resource allocation and response and recovery priorities etc.

The coordination group will consider implications of the disaster and communicate with the policy group especially in relation to coordination for response and recovery efforts, legal issues and campus operations.

EOC Coordination Group
Assistant V.P. Administrative Services
Assistant to V.P. Facilities Management
Emergency Manager
Police Chief
Law Enforcement Officer
Fire Marshal
Environmental Health & Safety Director
Risk Manager
Damage Assessment Officer (appointed by FM)
Facilities Operations Officer (appointed by FM)
Assistant V.P. Financial Services / Finance Officer
Accounting Officer
Director Purchasing Officer
Associate V.P. Human Resource Officer
Compensation Manager / H.R. Officer
Director Housing Residence / Shelter Officer
Health and Medical Officer - if needed (appointed by Student Affairs)
Dining Services Officer
Executive Director Communications Officer
Director of Media Relations Officer
Telecommunications Manager
Officer Information Technology Officer
Emergency Planning Committee Members
Davis campus representative – if needed

Outside Agencies
Red Cross
Public Health Department
Amateur Radio Emergency Services (ARES) Ogden Fire & EMS
Utah Power Questar
Others as needed
### EOC Functional Responsibilities

<table>
<thead>
<tr>
<th>Function</th>
<th>Primary Responsibility</th>
<th>Secondary Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alert and Notification</td>
<td>Police, Administrative Services Personnel, Dispatch</td>
<td>Departments with EOC representatives</td>
</tr>
<tr>
<td>Building &amp; Utility Damage</td>
<td>Facilities Management, Building Safety Coordinators</td>
<td>Facilities Management, Police, Responsible outside agencies</td>
</tr>
<tr>
<td>Communications</td>
<td>University Communications Facilities Management Police Department</td>
<td>CERT, ARES</td>
</tr>
<tr>
<td>Computer Support</td>
<td>Information Technology</td>
<td>Outside community agencies</td>
</tr>
<tr>
<td>Criminal Event</td>
<td>Police</td>
<td>Mutual Aid Agencies, Responsible outside agencies</td>
</tr>
<tr>
<td>Crowd Management</td>
<td>Police</td>
<td>Mutual Aid Agencies</td>
</tr>
<tr>
<td>Damage Assessment</td>
<td>Facilities Management Police Department</td>
<td>Fire Marshal Building Safety Coordinators</td>
</tr>
<tr>
<td>Debris Management</td>
<td>Facilities Management Police Department</td>
<td>Outside community agencies</td>
</tr>
<tr>
<td>Record Keeping</td>
<td>Academic Affairs</td>
<td>Finance, Human Resource</td>
</tr>
<tr>
<td>Emergency Medical / Mass Casualty</td>
<td>Police Department</td>
<td>Mutual Aid Agencies</td>
</tr>
<tr>
<td>Employee Welfare</td>
<td>Human Resources</td>
<td>Health Center</td>
</tr>
<tr>
<td>Environmental Issues</td>
<td>EH&amp;S</td>
<td>Weber County Health Department</td>
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<tr>
<td>Evacuation</td>
<td>Building Safety Coordinators, Fire Marshal</td>
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<tr>
<td>Finance</td>
<td>Accounting Services</td>
<td>Payroll</td>
</tr>
<tr>
<td>Fire</td>
<td>Fire Marshal</td>
<td>Mutual Aid agencies</td>
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<tr>
<td>Flood/Heavy Rains</td>
<td>Police</td>
<td>Facilities Management</td>
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<tr>
<td>Hazardous Materials Response</td>
<td>EH&amp;S, Fire Marshal</td>
<td>Mutual Aid Agencies, Police Department</td>
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<tr>
<td>Insurance and FEMA</td>
<td>Accounting Services</td>
<td>Risk Management</td>
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<tr>
<td>Documentation</td>
<td>Information Technology</td>
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<tr>
<td>Legal</td>
<td>Legal Counsel</td>
<td>Presidents Council</td>
</tr>
<tr>
<td>Map Procurement</td>
<td>Parking, Printing Services</td>
<td>Parking, Multi-Media Services</td>
</tr>
<tr>
<td>Mass Care / Sheltering</td>
<td>Police Department, Red Cross, Housing, Food Services</td>
<td>Mutual Aid agencies, Health Center, Housing, CERT Teams</td>
</tr>
<tr>
<td>Mental Health</td>
<td>University Counseling Services</td>
<td>Weber County Health Department</td>
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<tr>
<td>Protective Actions</td>
<td>Police Department</td>
<td>Weber County Sheriffs</td>
</tr>
<tr>
<td>Public Health</td>
<td>EH&amp;S</td>
<td>Weber County Health</td>
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<tr>
<td>Public Information/Media</td>
<td>University Communications</td>
<td>Media Relations</td>
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<tr>
<td>Search &amp; Rescue</td>
<td>Mutual Aid Agencies, CERT Teams</td>
<td>Weber County Search &amp; Rescue</td>
</tr>
<tr>
<td>Severe Winter Weather</td>
<td>Police, Facilities Management</td>
<td>Police, Responsible outside</td>
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<tr>
<td>Special Needs Individuals</td>
<td>Disability Services</td>
<td>Student Affairs, Human Resource</td>
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<tr>
<td>Student Welfare</td>
<td>Student Affairs</td>
<td>Health Center, Counseling Services</td>
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<tr>
<td>Telecommunications</td>
<td>Telecommunications</td>
<td>Outside community agencies</td>
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<tr>
<td>Tornado</td>
<td>Facilities Management, Police</td>
<td>Mutual Aid agencies</td>
</tr>
<tr>
<td>Transportation</td>
<td>Shuttle Bus</td>
<td>UTA, Local School Districts</td>
</tr>
<tr>
<td>Utility Disruption</td>
<td>Emergency Management</td>
<td>Responsible outside agencies</td>
</tr>
<tr>
<td>Volunteer Management</td>
<td>Human Resources</td>
<td>Student Affairs, CERT</td>
</tr>
<tr>
<td>Water Supply/Contaminated (non-terrorist)</td>
<td>Facilities Management</td>
<td>Environmental Health and Safety</td>
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<td>Weber County Health Department</td>
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<tr>
<td></td>
<td></td>
<td>Police Department</td>
</tr>
<tr>
<td>Water Supply/ Loss</td>
<td>Facilities Management</td>
<td>Responsible community agencies</td>
</tr>
</tbody>
</table>

**Davis Campus:**

Davis campus EOC will be located on the first floor of the building EOC Policy / Coordination Groups:
Will be staffed by Davis campus representatives with Ogden campus representatives as backup for emergency operations

**Outside Agencies** Red Cross
Davis County Public Health Department Layton City Police / EMS
Amateur Radio Emergency Services (ARES) Utah Power
Questar
Others as needed

**VI. ADMINISTRATION AND LOGISTICS**
To ensure the readiness of WSU to respond to any emergency at any time, a system of cooperation and coordination is needed.

Documentation of the response is vital. Incident command in the field will be instrumental in monitoring and documenting needs and requests to the EOC. Personnel in the EOC will handle and document available resources and requests as well as keeping disaster records in relation to damage, expenses, time, assistance and recovery. Accounting will be necessary to keep records dealing with documentation, damages and costs associated with the incident.

**VII. PLAN DEVELOPMENT AND MAINTENANCE**
This Emergency Operations Plan follows the standard format as contained in the State and Local Assistance Guide, (SLG 101) which provides information on FEMA’s concept for developing risk-based, all-hazard emergency operations plans. This format will:
Y serve as the basis for effective response to any hazard that threatens the campus
Y facilitate integration of mitigation into response and recovery activities; and
Y facilitate coordination with the city, county, state and federal government during catastrophic disaster situations

It is the responsibility of WSU Emergency Manager to write and review the plan. Departments must be involved in the pre-emergency planning and response preparations. Departmental representatives will be asked to serve on the Emergency Planning Committee, which will be tasked with keeping the EOP current and making sure the information contained therein is effectively and efficiently written to reflect actual responsibilities during a disaster or major event. The Emergency Planning Committee’s responsibilities will include:
Y  Coordinating the writing of the EOP with WSU Emergency Manager
Y  Assigning or coordinating assignments to support departmental responsibilities
Y  Executing the provisions of the EOP upon its activation

The EOP will be reviewed annually and the responsible department will recommend changes or updates to the Emergency Manager. The Emergency Manager will make necessary changes and updates, print copies and distribute them to all agencies, departments and key personnel having a copy of the EOP.

VIII. AUTHORITY

- Emergency Management, Utah Code Section 63-5
- Disaster Response and Recovery, Utah Code Section 63-5A
- Emergency Management, Utah Code Section 63-5
- The Disaster Mitigation Act of 2000 (Public Law 106-390)

For more information, or to view the entire Emergency Operations Plan, please contact Lt. Mike Davies at 626-7729.
Re-evaluation of Placement Test Results

Name ___________________________ Date ___________________________

RE-EVALUATION OF PLACEMENT TEST RESULTS

LEAP Department Faculty have re-evaluated your placement test to see if there is any merit or reason to change your placement in LEAP Department courses.

Reading Score: Your score was ____________

☐ We found no reason to change that score or your placement.
☐ We found merit in changing your placement.

Writing Score: Your score was ____________

☐ We found no reason to change that score or your placement.
☐ We found merit in changing your placement.

Listening/Speaking and Note-taking Your score was ____________

☐ We found no reason to change that score or your placement.
☐ We found merit in changing your placement.

☐ Good news 😊. We are going to change your placement as follows:

____________________________________________________________________

☐ Sorry 😞. We found no reason to change your placement.

Other comments: ______________________________________________________

____________________________________________________________________

Debi Sheridan, Chair of the LEAP Department
# Student Petition Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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**Description of the situation:** (To be completed by the student)

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**Action Taken:** (To be completed by the person consulted)

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**Please include the date, your name and a resolution.**