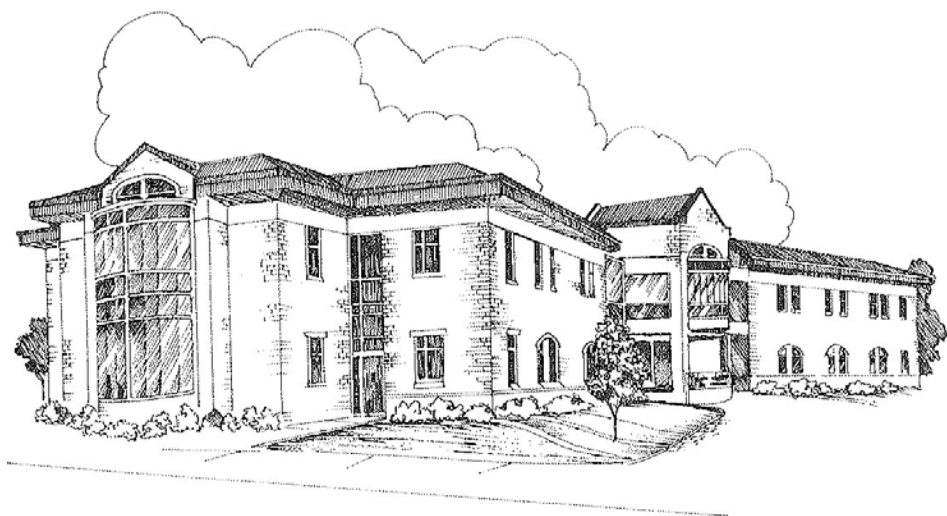


Gonzaga University

School of Education



J.M. and Jessie Rosauer Center for Education

Graduate Student Handbook

2006-2007

ACKNOWLEDGMENT

The contents of this handbook were written or compiled by the staff of the School of Education Dean's Office. All University policies, practices and procedures are consistent with Gonzaga's Jesuit, Catholic identity and Mission Statement.

This handbook is intended to provide general information to graduate students attending School of Education programs at Gonzaga University.

Published by:

GONZAGA UNIVERSITY
SCHOOL OF EDUCATION DEANS OFFICE

SPOKANE, WASHINGTON 99258-0025

509.323.3594

REVISION DATE: JULY 2005

Managing Editor: Janelle Axtell
Graduate Admissions

Disclaimer: The Dean of the School of Education reserves the right to change any of the policies and procedures included in this Student Handbook at any time.

Table of Contents

Section	Page
Academic Calendar	3
School of Education Mission Statement	4
School of Education Goals.....	4
School of Education Graduate Admissions Contacts.....	5-6
Campus Sources of Information	7
FAQ	8
Academic Information, Policies, Procedures and Contact Information	9
Code of Academic Honesty.....	9-10
Academic Freedom of Students.....	10
Behavior Expectations.....	10
Transfer of Credits.....	10-11
Independent Studies, Directed Studies, and Directed Readings	11
Graduate Assistantships & Graduate Research Assistants	11
Bookstore.....	12
Financial Aid	12
Foley Center Library	12-14
Graduate School Advisory Council (GSAC).....	14
Information Technology Services.....	14-15
Registrar’s Office	15-17
Student Accounts.....	17-18
Student Employment	18
General Contact Information	19
Campus Security.....	19
Off Campus Housing	19
Campus Visits.....	19
The Career Center.....	19
Center for Community Action and Service-Learning (CCASL)	20
Child Care.....	20
Copy Services.....	20
Counseling and Career Assessment Center	20-21
Crosby Student Center.....	21
Disabilities Support Services.....	22
Encore House.....	22
Faith Opportunities on Campus	22-23
Fitness Center	23
Gonzaga Alumni Mentor Program (GAMP)	23-24
International Students	24
Mail Services	24
Sexual Orientation Support Group Information	24
Switchboard.....	24
Unity House Cultural Education Center.....	24-25
Harassment Policy	25
Gonzaga University Statement on Non-Discrimination	25
Gonzaga University’s Commitment to Human Diversity.....	25
Appendix A.....	26

ACADEMIC CALENDAR 2006-2007

FALL 2006

Classes Begin	Tues., Aug. 29
Last Day to Add/Drop	Wed., Sept. 6
Labor Day Observed	Fri., Sept. 15
Incompletes Revert to Provisional Grades	Fri., Sept. 29
Mid-semester Exams	Mon., Oct. 9 - Fri., Oct. 13
Founder's Day Holiday	Mon., Oct. 16
Mid-semester Grades Due in Registrar's Office	Wed., Oct. 18
Last Day to Withdraw	Fri., Nov. 10
Last Day to apply to graduate for May.....	Tues, November 14
Thanksgiving Holiday	Wed., Nov. 22 - Fri., Nov. 24
Prep Week	Mon., Dec. 4 - Fri., Dec. 8
Semester Examinations	Mon., Dec. 11 - Thurs., Dec. 14
Christmas Holiday Begins after Exams.....	Fri., Dec. 15
Grades Due in Registrar's Office	Tues., Dec. 19

SPRING 2007

Martin Luther King Holiday	Mon., Jan. 15
Classes Begin	Wed., Jan. 17
Last Day to apply to graduate for Spring, June August...Fri., January 19	
Last Day to Add/Drop	Wed., Jan. 24
Incompletes Revert to Provisional Grades	Fri., Feb. 16
President's Day Holiday.....	Mon., Feb. 19
Mid-semester Exams	Mon., Mar. 5 - Fri., Mar. 9
Spring Vacation.....	Mon., Mar. 12 - Fri., Mar. 16
Mid-semester Grades Due in Registrar's Office	Tues., Mar. 13
Last Day to Withdraw	Fri., Mar. 30
Good Fri. Holiday	Fri., Apr. 6
Easter Holiday	Mon., Apr. 9
Prep Week	Mon., Apr. 30 - Fri., May 4
Graduate School Commencement	Sat., May 12
Graduate School Mass.....	Sat., May 12
Grades Due in Registrar's Office	Tues., May 15

*Exams may start on Saturday, May 6

Summer 2007

Session I Begins	Mon., May 21
Session I Ends	Fri., June 29
Session II Begins	Mon., July 2
Session II Ends.....	Fri., Aug. 10

School of Education Mission

The Mission of the School of Education is to prepare socially responsive and discerning practitioners to serve their community and profession.

- We model and promote leadership, scholarship and professional competence in multiple specializations.
- We support an environment that is challenging, inclusive, reflective, and collegial.
- We foster inquiry, intellectual creativity, and evidence-based decision making to accept the challenges facing a global society.
- We provide academic excellence in teaching, advising, service, and scholarship. We promote, support, and respect diversity.

The School of Education upholds the tradition of Catholic, Jesuit, and humanistic education.

School of Education Theme

Socially responsible professionals who serve with: Care, Commitment, and Competence.

School of Education Goals

1. Develop transformational leaders who serve and influence their communities.
2. Create an environment where diverse individual contributions are valued.
3. Understand and adhere to ethical standards and guidelines of professional practice.
4. Understand the consequences of technology and harness its possibilities to positively impact humanity.
5. Pursue meaningful research.
6. Nurture lifelong commitment to self-assessment and growth.
7. Develop critically-thinking and collaborative problem-solvers with the courage to contribute to society.
8. Provide a strong, working knowledge base from which practice flows.
9. Serve the underserved.

School of Education Graduate Admission Contacts

Dean's Office

Dr. Jon Sunderland, Interim Dean

Administrative Secretary to the Dean
(800) 533-2554 ext # 7-3594
(509) 323-3594

Cynthia Smutny, Operations
Administrator & Assistant to the Dean
smutny@gonzaga.edu
(800) 533-2554 ext # 9-3489
(509) 323-3489

Admissions

Janelle Axtell, Graduate Admissions
www.gonzaga.edu/soe/grad
soegrad@gonzaga.edu
(800) 533-2554 ext # 6
(509) 323-3481
Fax: (509) 323-3491

Certification

Catherine Dieter, Director
dieter@gonzaga.edu
(800) 5332554 ext. 9 3504
(509) 3233504

Field Placement

Sharon Straub, Director
straub@gonzaga.edu
(509) 323-3662

Counselor Education

Department Chair, Counseling
Department
Dr. Paul Hastings
hastings@gonzaga.edu
(509)323-3515

Sue Newman, Secretary
newman@gonzaga.edu
(509)323-3501

Master of Arts in Community Counseling
Dr. Lisa Bennett, Director
bennette@gonzaga.edu
(509)323-3512

Master of Arts in School Counseling
Mary Brown, Director
brownm@gonzaga.edu
(509)323-3631

Master of Arts in Counseling
(Site based program)
Dr. Steve Koffman, Director
koffman@gonzaga.edu
(509)323-6290

Leadership & Administration

Dept. Chair, Leadership & Administration
Dr. Bob Bialozor
bialozor@gonzaga.edu
(509)323-3509

Joan Dezember, Secretary
(509)323-3640

Master of Arts in Educ. Administration
Dr. Dennis Conners, Director
conners@gonzaga.edu
(509)323-3650

Master of Anesthesiology Education
Dr. Janet Brougher, Director
brougher@gonzaga.edu
(509)323-3654

Special Education

Department Chair, Special Education
Dr. Randy Williams
williamsr@gonzaga.edu
(509)323-3506

Shannan Palomba, Secretary
palomba@gonzaga.edu
(509)323-3470

Master of Education in Special Education
Dr. Mark Derby, Director
derby@gonzaga.edu
(509)323-3633

Sport & Physical Education
Sport & Athletic Administration
Department Chair
Dr. Jon Sunderland, Director
sunderland@gonzaga.edu
(509)323-3475

Kathy Casey, Secretary
caseyk@gonzaga.edu
(509)323-3499

Teacher Education
Department Chair
Teacher Education
Dr. Bob Bialozor
bialozor@gonzaga.edu
(509)323-3509

Gale Snyder, Administrative Assistant
snyderg@gonzaga.edu
(509)323-3514

Master of Initial Teaching Director
Dr. Deborah McDonald, Director
mcdonaldd@gonzaga.edu
(509)323-3663

Master of Arts in Teaching: At-Risk
Students
Dr. Jerri Shepard, Director
shepard@gonzaga.edu
(509)323-3471

Master of Education in Literacy
Dr. Ann Wolf, Director
awolf@soe.gonzaga.edu
(509)323-3642

Campus Sources of Information

Counseling & Career Assessment Ctr.

Cathy Perry, Administrative Secretary
perry@gu.gonzaga.edu
800-533-2554 ext # 9-4054
(509) 323-4054

Disability Support Services

Kathy Shearer
shearer@gonzaga.edu
(800) 533-2554 ext # 9-4093
(509) 323-4093

Distance Library Services

Theresa Kappas
kappas@gu.gonzaga.edu
(800) 533-2554 ext # 9-3820
(509) 323-3820

Financial Aid Office

Louisa Diana
diana@gu.gonzaga.edu
(509) 323-3594
(800) 533-2554 ext # 9-6581
(509) 323-6581

University Bookstore

Barbara Warner
warner@gonzaga.edu
<http://www.bookstore.gonzaga.edu/>
(800) 533-2554 ext # 9-6863
(509) 323-6863

Office of Student Accounts

Fees, Billing Statements
Mary Beth Charleboix
Special Programs Coordinator
[http://www.gonzaga.edu/
Campus+Resources/
Offices+and+Services+A- Z/
Student+Financial+Services/
Student+Accounts/default.htm](http://www.gonzaga.edu/Campus+Resources/Offices+and+Services+A-Z/Student+Financial+Services/Student+Accounts/default.htm)
charleboix@gu.gonzaga.edu
1-800-440-5392
FAX: (509) 323-6399

Registrar's Office

Registration, ZagWeb, Grades,
Transcripts, Enrollment Verification
Carol Huston
Special Programs Coordinator
[http://www.gonzaga.edu/
Campus+Resources/
Offices+and+Services+A-Z/Registrar/
default.htm](http://www.gonzaga.edu/Campus+Resources/Offices+and+Services+A-Z/Registrar/default.htm)
huston@gu.gonzaga.edu
1-800-793-1723
FAX: (509) 323-6594

Students are encouraged to report concerns about registration, grades, graduation, etc. to the Registrar's Office as quickly as they are identified. The staff will assist students in resolving situations that can become serious if left unattended. ***Transcripts can be ordered online at www.gonzaga.edu/registrar/transcript.cfm.***

FAQ Frequently Asked Questions

- 1. How do I get registered to take my entrance exam?** You may contact our Counseling and Career Assessment Center for times, dates and location of admission examinations required for admission. (509) 323-4054
- 2. Once accepted what would be my next step?**
 - A. You will want to get in contact with your advisor, who is also the program director. See contact on page.
 - B. If you are fully accepted you may contact financial aid.
 - C. If you are not fully accepted you will want to complete your provision by the end of your first semester to be able to be fully admitted or contact your advisor. Note: Your financial aid is unavailable until you are fully admitted into a program.
- 3. How do I register?** Registration directions were included in your letter of acceptance. You may also visit <http://zagweb.gonzaga.edu>
- 4. How do I pay my bill?** Once you are registered you will receive a billing statement and information regarding payment options from Student Accounts.
- 5. Where do I go to get my ID Card?** Student Accounts office is located in the basement of the Administration building on campus. If you are in a program offered at a site unable to access Student Accounts, your ID will be delivered to you by your professor within the first few meetings of class. See registrar's section for full information on how to access your ID card.
- 6. How do I update my ID Card?** Each semester that you attend you will receive a sticker to update your ID card so you may access student services.
- 7. How do I view my student record?** You may visit our website for students at <http://zagweb.gonzaga.edu> See registrar's section for instructions.
- 8. How do I buy my books?** You will need your CRN of the class you are registered for. This information is available on <http://zagweb.gonzaga.edu> You may then visit the bookstore in person or via the webpage to order your textbooks. <http://www.bookstore.gonzaga.edu/>
- 9. How do I find out when and where my classes are?** You may visit the student webpage at <http://zagweb.gonzaga.edu> or contact your advisor.
- 10. I have a problem and I am not sure how to resolve it.** Please refer to the School of Education Fair Process Manual. You may obtain an electronic copy via the webpage at www.gonzaga.edu/soe or contact the Dean Office at the School of Education for a hard copy.
- 11. Where do I find the graduate catalogue on the webpage?** www.gonzaga.edu/Admissions/Graduate

ACADEMIC INFORMATION POLICIES, PROCEDURES, AND CONTACT INFORMATION

home/student life/student handbook/academics/academic honesty

Code of Academic Honesty

The University's Mission Statement expresses Gonzaga's self-understanding in terms of humanist, Catholic, and Jesuit traditions. The Statement also explains Gonzaga's educational mission in terms of the ideals of creativity, intelligence, self-knowledge, desire for the truth, mature concern for others, and a thirst for justice. The Statement makes these traditions and ideals become concrete and practical by relating them to academic programs whose goals are to teach professional expertise and the mastery of a particular body of knowledge. Honesty is an essential part of these traditions, ideals, and practical goals. Gonzaga's Mission Statement promises, and therefore must, maintain high standards of academic honesty.

Without honesty the humanist, Catholic, and Jesuit traditions could not continue; knowledge would neither be taught nor learned. Even the less obviously ethical and educational principles in the Mission Statement require honesty. Creativity without honesty becomes self-indulgence, intelligence without honesty degenerates into mere mental power. Self-knowledge without honesty cannot rise above self-deception, and the desire for truth becomes a craving for the rewards of those who have honestly found the truth. Without honesty, a concern for others may easily serve as a disguise for manipulation. The commitment to justice requires honesty, for to cheat, to fabricate, or to plagiarize is to act unjustly. Professional expertise requires honesty: cheating or plagiarizing denies the essence of what it means to be a professional in any field.

Because honesty is so essential to the traditions, ideals, and goals which define its kind of education, Gonzaga is committed to protecting academic honesty. This commitment entails practical consequences. To be fair to all members of the University, the University must explain clearly what these practical consequences of its commitment to academic honesty are. We do so here:

Gonzaga's Code of Academic Honesty includes the following:

1. Academic Honesty consists of truth-telling and truthful representations in all academic contexts.
2. Academic Dishonesty consists of any of the following activities: cheating, fabrication, plagiarism, and facilitating academic dishonesty. Academic dishonesty is an attempt to deceive, to distort someone's perception of reality in order to gain a record of academic accomplishment greater than deserved. Academic dishonesty is not limited to the conduct illustrated here, because it is not possible to illustrate all the possible ways of being dishonest academically. A student in doubt about whether a particular course of conduct might violate Gonzaga's standards of academic honesty should talk with the course instructor before engaging in that conduct.
3. Penalties for academic dishonesty will be imposed through the Academic Honesty Policy, which all faculty and students are expected to understand and adhere to.

Copies of the complete description of the Academic Honesty Policy are available through the offices of the Academic Vice President and the Vice President for Student Life. Sections I, II, and III will be printed in the University catalogues. Instructors are strongly encouraged to inform each of their classes about the Academic Honesty Policy.

Academic Freedom of Students

Protection of Freedom of Expression: Students are free to take reasoned exception to the views offered in particular courses of study. They may, however, be required to know thoroughly the particulars set out by the instructor, but are free to reserve personal judgment as to the truth or falsity of what is presented. Knowledge and academic performance should be the norms by which students are graded.

Protection Against Unjust Grading: Students must maintain standards of academic performance set by this institution if they are to receive the certificate of competence implied by course credits and degrees. The instructor is the normal and competent judge of these matters, but the students must be protected from the rare case of unjust grading and evaluation. All allegations of unfair or prejudiced grading may be reviewed by the Dean of the appropriate school and, if necessary, by the Academic Vice President, whose decision is final.

Behavior Expectations

All students are expected to act in a professional manner that does not convey to others in the School of Education community any disrespect, intolerance, or rude behavior based on age, race, religion, color, national origin, gender, sexual orientation, disability, or marital, veteran or socioeconomic status. All members of the university community are expected to contribute to the college environment to move the college community in the direction of respect for all.

The instructor may have removed from the classroom anyone who, in the instructor's opinion, is disrupting the educational process.

Transfer of Credits

The SOE may accept up to one-fifth of the total number of credits required for a degree from another accredited college or university, six semester credits for most master's programs. Courses must be clearly graduate level as defined by the granting institution. The subject matter of courses transferred, if they meet a program requirement, can be substituted for an elective that is appropriate to the program, which is determined by evaluation of program faculty. The date of each course considered needs to be within 5 years of the beginning semester at Gonzaga. No course for which a grade less than "B" has been awarded may be accepted. Classes graded on a Pass/Fail scale will not be considered unless Pass is equivalent to "B". Transfer credits are used in the calculation of the graduate grade point average but are not entered on the student's transcript until the student has been admitted to candidacy. The Dean of the SOE gives final approval for transfer credits.

The following guidelines are recommended when attempting to transfer credits:

1. The student attempting to transfer credits to Gonzaga University should first meet with his or her advisor as soon as possible, but no later than during the **first semester** of enrollment in the program. At this meeting the student should present

the syllabi, textbooks, and completed assignments from the courses to be transferred.

2. The advisor will review these materials or present them to the faculty regularly responsible for teaching the courses related to the requested transfer. If the materials are deemed comparable to the courses offered through the graduate program, then full or partial credit may be advised to the Dean of the School of Education. A signed study plan will be completed by the advisor that indicates where the course will be substituted in the program.
3. If a transfer of credit is recommended, the student submits a Transfer of Credit form from the Dean of the School of Education office and an official transcript from the accredited university from which the course was taken. The student's advisor should facilitate this process.
4. The Dean of the School of Education will evaluate the study plan, materials and the credentials of the university from which the transfer is requested, and a decision will be made to allow or disallow the transfer of credits.
5. If partial credit is allowed, the student may need to complete an independent study to fulfill the requirements of that course. The independent study should be orchestrated with the faculty member who regularly teaches the course.

Note: The transfer of credit, if allowed, will be entered into the student's record when 12 credits have been completed within the masters program.

INDEPENDENT STUDIES, DIRECTED STUDIES, AND DIRECTED READINGS

Occasionally students may wish to extend their program of study by adding courses not otherwise available. An independent study requires special approvals. This is usually achieved by contract between one of the program faculty and the student. Students taking Independent Studies do not register for them via the web. Forms are available from the student's advisor. The advisor, the faculty member who will provide the added course, the Department Chairperson, and the Dean of the School of Education each approve the form before the student may register for such studies. A complete syllabus of the course must be submitted with the completed form.

GRADUATE ASSISTANTSHIPS AND GRADUATE RESEARCH ASSISTANTS

Graduate assistantships are offered in several departments and schools. Each department or school determines if the assistantship in the school of Education is paid as a work award (that is paid as wages). Students receiving their assistantship as wages may elect to have their salary directly transferred to their student account by arranging this transfer through the Payroll Office. Applications for assistantships should be directed to the school or department in which a student enrolls. To receive your award you **must** be fully accepted into the program. **Please contact the Director of your program for additional information. Graduate Assistantships are only available for main campus programs.**

Campus General Information

BOOKSTORE

Gonzaga University's bookstore provides a variety of services and supplies to our growing community, which includes faculty, staff, students, parents, alumni, the Jesuit community, and visitors to our campus. The bookstore sells textbooks, classroom supplies, study aids, academic support items, residence hall supplies, and computer software. In addition, it sells clothing and gift merchandise with the Gonzaga name and logo, and is the University's official "Team Store" for sports apparel. It also offers the following services to its customers: special orders for books and computer software, a regularly scheduled book buy back service, and gift certificates. VISA, MasterCard, Discover Card, and Bulldog Bucks are accepted.

The bookstore is located in the lower level of the COG and can be reached at extension (509) 323-6390. Extended store hours are provided during "rush" times.

FINANCIAL AID

Financial Aid programs at Gonzaga University are designed to provide assistance in the form of grants, scholarships, loans, employment opportunities, or a combination of these to all eligible students. The Financial Aid Office administers these financial aid programs on an annual basis, and financial aid recipients are assigned a specific financial aid counselor each year. **APPLICATION DEADLINES ARE CRUCIAL.** The annual priority filing deadline for the **Free Application for Federal Student Aid (FAFSA) is February 1.** Specific application information and associated deadlines are available from the Financial Aid Office. To be eligible for financial you must be fully accepted into the program. **The Financial Aid office is located in room 129 of the Ad Building. Office hours are 9 am- 5 pm, Monday through Friday. The Gonzaga contact person for the Financial Aid Office is Louisa Diana at (509) 323-6581.**

FOLEY CENTER LIBRARY

The Ralph E. and Helen Higgins Foley Center is Gonzaga University's library. All students registered at the University, as well as faculty and staff, are entitled to use library materials and services. For library information call (509) 323-5931.

LIBRARY HOURS

Regular hours during the academic year:

Monday - Thursday	8 a.m. - midnight
Friday	8 a.m. - 9 p.m.
Saturday	9 a.m. - 6 p.m.
Sunday	11 a.m. - midnight
Holiday and Break hours	As posted.

Summer School Hours: Summer hours vary from session to session; consult the schedule posted in the front window.

- LIBRARY WEBSITE - www.foley.gonzaga.edu
- REFERENCE - Librarians are on duty at the reference desk to aid students in using the library's resources.

- RESERVES - Materials on reserve should be requested at the Circulation Desk. Reserves circulate for two hours, one day, or three days, as directed by the instructor. Fines will be assessed for overdue reserves.
- CIRCULATION PRIVILEGES - Library books circulate for 28 days and may be renewed. All materials taken from the library must be checked out at the Circulation Desk. ID CARDS ARE REQUIRED FOR ALL LIBRARY TRANSACTIONS. Unpaid library overdue fines or lost book charges will result in a hold on all transcripts and/or future registration. Fines are assessed for overdue books.
- PERIODICALS AND NEWSPAPERS - Current issues of newspapers and periodicals are available in the current periodicals area located in the lower level. Back issues are shelved in the stacks in the lower level.
- COPY MACHINES - Self service copy machines are located throughout the library. Additionally, the full service Copy Center is located on the main floor.
- FRANKLIN D. LOVE CURRICULUM CENTER - Located on the second floor, the curriculum library provides specialized materials and equipment to education majors to assist them in preparing for their teaching careers.
- WILLIAM HUTCHINSON COWLES RARE BOOK LIBRARY - Located on the third floor, these special library houses two major archives; (1) the University Rare Book and manuscript Collections and (2) the Oregon Province Archives of the Society of Jesus. It also contains the Hanford Health Information Archives. The rare book reading room is open to the Gonzaga community and the general public.

Foley Library Services for Distant Learners

Who is eligible for these services?

- School of Education students in an off-campus cohort group whose meeting site is more than 50 miles from the Gonzaga campus.
- Professional Studies, Religious Studies, Nursing and Business Administration distant learners who live more than 50 miles from the Gonzaga campus.
- Doctoral students whose status is "IP" and who live more than 50 miles from the Gonzaga campus.
- Students enrolled in an online class and who live more than 50 miles from the Gonzaga campus.

What services are available?

- Toll-free assistance at 1-800-498-5941. The reference librarian on duty will be happy to assist you with any questions.
- Web-based access to the library's catalog of books and other materials at :
- Web-based access to periodical indexes and databases, including: Academic Search Premier, ERIC, PsycInfo, SocAbs, Medline, CINAHL, PubMed and WorldCat.
- Web-based access to full-text databases such as Ebsco and ProQuest.
- ODDS—Online Document Delivery System delivers journal articles electronically to your desktop.
- Books from Foley Library can be requested online and mailed to you.

- Copies of journal articles from the Foley Library collection can be photocopied and mailed to you or delivered via ODDS.
- Interlibrary loan service for obtaining articles and books not in the Gonzaga collection. Books are mailed to you. Articles are sent electronically through ODDS.
- Chat in real time with a librarian. Use the “Contact Us” link on the Foley Library homepage.
- The distant-l online discussion group, a forum for sharing information on library and research resources for GU distance learners.
- Online tutorials with tips on searching the catalog and selected databases.
- Hardware and software help can be obtained by contacting the computer Help Desk at 1-800-498-5941 ext 5550 or by e-mail: helpdesk@gonzaga.edu

What services are NOT available?

Articles generally cannot be faxed to students.

Library staff will not choose articles from a literature search on the student’s behalf.

Are these services free?

Most listed services are free including the electronic delivery of articles. If however, you request printed copies of Foley Library material, a fee of five cents per page will be applied to your library record.

You are responsible for postage to return books, as well as any overdue fines incurred and replacement charges for any lost items.

Occasionally a lending library may charge us for an interlibrary loan. Foley Library will pay a maximum of \$15 per item for a book or article obtained for you through interlibrary loan. We will notify you if an item will cost us more than \$15 and ask if you are willing to pay the difference.

How do I request these services?

- Special forms are provided on the *Distance Library Services* web page: www.foley.gonzaga.edu/distance
- For interlibrary loans, there’s also the ILL option in most FirstSearch databases (PsycInfo, WorldCat, etc.). This sends your request directly from the database into the interlibrary loan system. Look for the ILL icon at the top of the item’s full record when using FirstSearch.

GRADUATE SCHOOL ADVISORY COUNCIL (GSAC)

GSAC consists of representatives from graduate programs throughout the University. The members are nominated by directors of graduate programs and serve one or two years. The purpose of GSAC is to be a channel of student concerns and to suggest improvement to graduate education at Gonzaga University. In the absence of a graduate student government, GSAC has acted as representatives on major issues of Student Life affecting graduate students. **You may reach GSAC through the Office of Student Activities at (509) 323-6123.**

INFORMATION TECHNOLOGY SERVICES

Information Technology Services (ITS) provides service and support to the entire Gonzaga campus in the use of technology. ITS is comprised of four divisions; Central

Computing and Network Support Services, Desktop Support Services, The Foley Center, and Instructional Technology Support Services.

Barney Accounts (Special Student Services) These accounts include a student e-mail address, space for the student's web page, and 100MB of disk space for the storage of documents that is accessible from any of the computer labs on campus. Access to the student's Barney e-mail account is available from anywhere in the world and the account remains active after the student graduates from the University. Barney accounts can be picked up during normal working hours at the Computer Center in Ad 016. For more information call extension 5550 or 6844.

Desktop Support Services manages the only 24 hour computer lab on campus, which is located in the Administration Building, Room 243. The lab houses over 30 networked workstations and multiple printers, allowing access to campus resources as well as the Internet. Desktop Support Services also provides assistance to students in their setup and connection to ZagNet, Gonzaga's residence hall network. To request ZagNet assistance, please call the Help Desk at extension (509) 323-5550.

Instructional Technology Support Services (ITSS) assists students and faculty with the use of audio visual and multimedia presentation equipment in the classroom. Requests for classroom media support call extension 3875.

ITSS also provides a wide range of additional technology services to the University Community such as duplication of non-copyrighted video materials, European video format conversion, photography, computer graphics and file scanning services. A cuts-only VHS video-editing suite is also available for student use on a first come first serve basis. **For more information and computer help, call the Help Desk at (509) 323- 5550.**

REGISTRAR'S OFFICE

The Registrar's Office is responsible for maintaining students' academic transcripts, insuring their accuracy and confidentiality as required by Gonzaga University and federal regulations. Registration, degree requirement evaluation, certification for Veteran's benefits, and verification of enrollment for loan deferments and good student discounts are also administered through this office.

Students are encouraged to report concerns about registration, grades, graduation, etc. to the Registrar's Office as quickly as they are identified. The staff will assist students in resolving situations that can become serious if left unattended. **The Registrar's Office is located in the Administration Building Room 229. Please contact Carol Huston at extension (509) 323-6594 or Sharon Sewell in Degree Evaluation at (509) 323-6593 with any questions.**

How to register: <http://zagweb.gonzaga.edu>

1. Click on *Enter Secure Area*.

2. Enter your ID number and PIN.) If your PIN is new or has been reset to your six digit date of birth (MMDDYY), Zagweb will tell you that your PIN has expired and will require you to create and enter a new PIN. The new PIN must be six digits, numbers only no letters.

The first time you log into Zagweb you will be asked to make up a security question and answer to assist you in accessing ZAGWEB in the future should you forget your PIN. To use this feature once it has been created, simply enter your ID number or Social Security

Number and then click *Forgot PIN*. You will then be prompted to enter the answer to the question which you entered previously.

3. Click on *Student & Financial Aid*.

4. Click on *Registration*.

5. Click on *Select Term* to select the term you wish to register.

6. Enter your CRNs from the course announcement booklet. The CRNs are the 5 digit numbers on the attached course lists. If you do not have a booklet you may query for them by department, by campus or several other available parameter available in the query screen. If you wish to register for an Independent Study, see your advisor. Enter CRNs.

7. After CRNs are entered to add, click on the *Submit Changes* button.

8. If you have printer capabilities, a schedule may be printed by selecting *Student Schedule by Day & Time*, or *Student Detail Schedule*.

9. Please use zagweb feedback on the Registration menu and tell us how it worked.

10. When you are done with a Zagweb session, be sure to click on the Exit button in the upper right hand corner of your screen to ensure that any confidential information is cleared from your cache, then exit the browser normally. Using the Back button or the Menu option will not clear your cache.

Transcript Request

Students in need of official transcripts can make a request from the main page of our website at www.gonzaga.edu. Please click on the drop box directly below the title reading "Quick Links." There is a \$5 fee for the processing of the transcript. You may also access your unofficial transcript at no fee by visiting zagweb.gonzaga.edu

Dropped Courses or Course Withdrawal

Courses may be dropped prior to the start of a semester and up through the first class meeting. It is the responsibility of the student dropping the course(s) to inform the Office of the Registrar via e-mail or phone. *Dropping a course does not generate an entry on a transcript.*

In the event that a student decides to no longer attend a course after the drop period, the student must notify the Registrar of the withdrawal in order to avoid receiving a 'V' grade for the course. *A withdrawal results in a 'W' grade on the transcript.*

Students failing to formally notify the University Registrar of drops or withdrawals from class/classes *will be responsible for all tuition and fee charges shown on the account.* Notice to instructors of a drop or withdrawal **does not** cancel registration or financial obligations. Tuition adjustments are based upon the date of the completion of the drop/withdrawal process.

Please contact the Registrar's Office for assistance with procedures for drops and/or withdrawals. Contact Student Accounts for tuition adjustment or refund information. Please remember that for United States financial aid purposes, awards may be adjusted if your course load drops below full time status (six credits).

Complete Withdrawal from ALL Courses

It is the responsibility of the student withdrawing from all courses to inform the Office of the Registrar. Students failing to formally notify the University in this manner *will be responsible for all tuition and fee charges shown on the account once the withdrawal is processed*. As with the dropping of courses, notice to instructors of withdrawal does not cancel registration or financial obligations. Tuition adjustments are based upon the date of the completion of the withdrawal process.

Please contact the Registrar's Office for assistance with procedures for drops and/or withdrawals. Contact Student Accounts for tuition adjustment or refund information. United States Federal Financial Aid funds will be refunded in accordance with government and university regulations.

Withdrawal from Master's Program

For withdrawal from a School of Education masters program you may submit the form located on our webpage: www.gonzaga.edu/soe/grad and click on program withdrawal form.

Tuition Adjustment Policy- Site Based

There will be a 100% tuition adjustment prior to and through the commencement of the first class session; 75% tuition adjustment after the first class session (4 hours), but prior to the second class session; and 50% tuition adjustment after the second class session (8 hours), but prior to the third class session. No tuition adjustment is made once the third class session has begun.

Tuition Adjustment Policy- Main Campus

See Catalogue located at www.gonzaga.edu/Campus+Resources/Offices+and+Services+A-Z/Student+Financial+Services/Student+Accounts/Refund.htm

Verification of Enrollment

Letters verifying enrollment status are available by contacting the Office of the Registrar. This letter does include the official school seal.

Notification of Intent to Graduate

Degrees are granted at the end of each semester: Fall (December), Spring (May), and twice during Summer (June & August). Students are expected to apply to graduate through the Office of Degree Evaluation. Please observe appropriate deadlines for application for graduation. Formal commencement ceremonies are held in May each year, and graduating students are invited to participate, regardless of the semester their degree is granted. Graduation details can be found at <http://www.gonzaga.edu/Current+Students/Commencement/Graduate/grad1.htm>

STUDENT ACCOUNTS

Tuition Fees—Main Campus

Please see official announcement of Course Offerings produced by the registrar's office via zagweb.gonzaga.edu for current information. You may pick up a hard copy in our registrar's office located in Room AD 229.

Tuition Fees—Site Based

Students will be charged the reduced Site Based tuition rate when taking courses listed in the cycle of courses for the Site Based Education Center. *Students enrolling for courses **not** listed in the cycle of courses for their center OR for courses taken on the main Gonzaga University campus will be charged the on-campus tuition rate (\$590 per credit hour). All prices listed are in United States funds.* Acceptable forms of payment are personal check, money order, cashier's check, or bank draft. **All checks must be payable to Gonzaga University in United States funds.** Post-dated checks will not be accepted. Please keep all canceled checks as proof of payment. For any questions you may contact Mary Beth Charleboix in Student Accounts at (509)323-6817 charleboix@gu.gonzaga.edu

Other Information regarding tuition and fees

The University reserves the right to change any costs and/or provisions without notice. It further reserves the right to withhold student information, including transcripts of record and diplomas, until said student's account has been paid in full. No student will be allowed to register for an ensuing semester if a balance is owed for a prior semester.

A finance charge of 12% per annum pro rata (365 days) or a rebilling fee of 1% of the total amount due or \$ 3, whichever is greater, will be added to a student's account on any amount more than thirty days past due.

Canadian Tax Eligibility

Gonzaga University issues tax documents before the last day of February for the prior calendar year. Please notify Student Accounts or the Office of the Registrar of address changes to ensure timely receipt of your tax documents. Students must be fully admitted to a degree seeking program and be registered full-time for each academic session in order to receive tax documents T2202 and/or TL11A from Gonzaga University.

STUDENT EMPLOYMENT

The Student Employment Office (SEO) provides assistance to students looking for jobs on campus as well as off campus in the local Spokane community. A list of possible On-Campus Institutional positions can be found in the office. Off-Campus local positions are kept current by the SEO and displayed on the glass-covered bulletin board in the hallway of the Administration Bldg. For students working on campus, hire paperwork is mandatory and must be completed and on file in the Student Employment Office before a student begins working. Help with resumes and cover letters is also available. Come see us if you have questions.

The Student Employment Office is located in room 126 of the Ad Bldg. Office hours are 9am-5pm, Monday through Friday. Call extension 6588.

GENERAL CONTACT INFORMATION

CAMPUS SECURITY

The Campus Security office is located in Welch Hall, lower west side. You can call Security at extension 3222 on campus or 329-3222 from off-campus. Students who have not received a copy of the Campus Safety and Security Guide may pick one up at the Security office. This publication includes information on the federal Clery Campus Security Act and annual crime statistics. **Parking enforcement is handled through the Campus Security office. For more information call the Parking Coordinator at (509) 323-4147, or 323-4147 from off campus.**

OFF-CAMPUS HOUSING

The office of Campus Services is the Housing/Residence Life management agent for University-owned off-campus housing. There is limited availability of off-campus housing opportunities for students. The university offers apartment-style living and limited houses for rent to Gonzaga students. Applications for off-campus housing are available at the Office of Housing/Residence Life. For more info call extension 6852. **Campus Services is located at 704 E. Sharp Avenue (lower level). Office Hours are M-F, 8:00 a.m. - 5:00 p.m. (509) 323-6854.**

CAMPUS VISITS

Choosing a college or university is all about finding the place that is the best fit for you. Please contact the Graduate Admissions Office to schedule an opportunity to see campus and meet with professors in your department of interest. If you are in need of a place to stay while visiting campus, information is available from the Spokane Chamber of Commerce at www.spokanechamber.org. **The Graduate Admissions Office is located on the second floor of the Rosauer Center, room 202. Call (509) 323-3481, mail AD Box 25, or e-mail soegrad@gonzaga.edu.**

THE CAREER CENTER

The Career Center recognizes that in a competitive global economy, students and graduates must have clearly defined goals and have the knowledge, skills and experiences that will set them apart from other job seekers. It is our mission to provide information, training, and experiences that enable students and alumni to make informed career decisions and to secure employment opportunities that are consistent with their interest, abilities, and values. The goal of the Career Center is not to dictate to students what they should select as a major or career field, but rather to challenge them to be active learners who know what they want from their education and are willing to take advantage of career opportunities and other resources available on campus and their surrounding community to enhance their success. **The Career Center is located on the second floor of the Crosby Student Center and can be reached at (509) 323- 4234.**

CENTER FOR COMMUNITY ACTION AND SERVICE–LEARNING (CCASL)

“Be the change you want to see in the world.” -Gandhi

The Center for Community Action and Service-Learning empowers students to take action through community involvement, education, and public service to strive for social justice. Together with our community partners, we bring to life the University’s mission to create “men and women for others”. CCASL provides resources and information to students, faculty, and alumni on a wide spectrum of community service and service-learning opportunities.

The Center for Community Action and Service-Learning (CCASL) is located at 617 E. Boone (the house between Lincoln Hall and Hopkins House). Office hours are M-F, 8:30 a.m. – 4:30 p.m. The AmeriCorps House (includes several CCASL programs) is located next to Campion Hall at 605 E. Boone. CCASL can be reached at **(509) 323-6824**.

CHILD CARE

Gonzaga University has formed collaborative relationships with Goodale and Barbieri Child Care Center at 201 W. North River Drive and St. Aloysius School at 611 E Mission Avenue. For more information about these services and associated costs, please contact the Vice President for Student Life Office at 323-4100.

COPY SERVICES

For black and white copying, faxing services, full color copying, laminating, students may go to Paw Prints Copy Center. Paw Prints is located in the main level of the Foley Library; their hours are 9:00 am to 10 pm Monday-Friday, 6 pm to 10 pm Sunday.

These services are also available to students, staff, and faculty at Faculty Services. Faculty Services is located in room 011 of the Ad Building; their hours are 7 am to 5 pm Monday-Friday.

COUNSELING AND CAREER ASSESSMENT CENTER

The center provide short-term “focused” counseling to assist students in developing personal and professional goals and to help them in acquiring strategies for coping with obstacles that prevent them from concentrating on their education. The center is counseling professionals trained and experienced in addressing the needs of university students. The center is also involved in advocating for student needs, outreach programming, teaching, and consultation activities that support the efforts of our faculty and staff in improving the university environment. Undergraduates, graduate, law and professional students can expect to find understanding, acceptance and practical help at the Counseling and Career Assessment Center.

Most students come to the Counseling and Career Assessment Center for assistance with some identifiable academic, personal, or career related concern. When you make an appointment to see a counselor, that time is specifically reserved for you. During your first session, the counselor wants to get to know you and assess the best way the center can serve you. Succeeding sessions will be devoted to finding ways of achieving the goals you have established with your counselor.

Career Counseling is a basic counseling function of the Counseling and Career Assessment Center. We define career broadly “as the process of living out one’s life.”

Through our office you can work with a counselor to help you identify or clarify your career decisions. As part of that process we recommend several career assessment inventories developed by educational psychologists to help you systematically organize your career interests, values and learning styles. Through the career counseling process, a counselor will help you examine your life in terms of developing a career plan. During that process the counselor will interpret the results of your career assessment inventories and provide you with a portfolio for your continuing career planning.

Occasionally, students have concerns that may require specialized services and the staff can serve as consultants in the process of referrals to appropriate community professionals. Some concerns for specialized services include: alcohol rehabilitation, family therapy, eating disorders, chronic psychological conditions, long-term therapy, and learning disabilities.

Fees incurred for services beyond the scope of the Counseling and Career Assessment Center are the responsibility of the individual student. Students need to have adequate health and accident insurance (please see Student Health and Mandatory Accident Insurance section).

Your identity and any disclosures made in the course of the counseling relationship, will be regarded as confidential. Confidential information will not be shared with anyone outside the center without your expressed written consent, unless there is a clear and imminent danger to yourself or another. Visits to the center are not part of your academic record.

The Center is located in Ad 303 and we can be reached by phone at extension 4054. Our office hours are 8:00 a.m. to 12:00 p.m. and 1:00 p.m. to 4:30 p.m. Counselors are available for appointments Monday-Friday, 9:00 a.m. to 11:50 a.m. and 1:10 p.m. until 4:00 p.m.

Addiction Counseling

Addiction Counseling serves the University community by providing counseling services and resources for those with substance abuse problems. Some services include:

- Alcohol/Drug Addiction Counseling
- Adult Children of Alcoholics (ACOA) Support Group
- Substance-Free Housing Options
- Alcohol Education

The addiction counselor can serve as a consultant in the process of referrals to appropriate community professionals for more specialized services. **The addiction counselor's office is located in the Student Life Office, Ad 120. To schedule an appointment, call (509) 323-4100.**

CROSBY STUDENT CENTER

The Crosby Student Center is central to many activities, events, and services. If you wish to schedule a meeting room please call the University Scheduler at (509) 323-6854. To schedule vending space, or if you need assistance with set up of an activity on the main level, lower level, or formal lounge, please contact the Manager of Crosby at (509) 323-6858.

DISABILITY SUPPORT SERVICES (DSS)

Disabilities Support Services (DSS) provides access to Gonzaga University's programs, services, activities, and facilities for qualified students with disabilities in compliance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973 and Washington State laws. DSS may arrange or provide appropriate academic adjustments, reasonable accommodations, auxiliary aids, assistive technology, advocacy, and other types of assistance for students with disabilities.

Students should contact DSS to inquire about the procedure for securing academic adjustments or accommodations. Students must contact DSS at least six weeks prior to the semester for which they are requesting services.

If at any time during the process of application, admission, and enrollment, individuals feel that they have been discriminated against because of a disability, they are encouraged to notify the DSS Director. Incidents which have occurred more than 120 days prior to making the complaint may or may not be given consideration. To obtain copies of GU's Informal Complaint Process for Reasonable Accommodation or the Formal Grievance Procedure, please contact the DSS Director.

The Disabilities Support Services is located in Foley Library 2nd Floor, East Side. Call (509) 323- 4134.

ENCORE HOUSE

Encore is a Gonzaga University organization which offers a support system, informational programs and a social network for "non-traditional students" i.e., undergraduate and graduate students 25 years and older. Any undergraduate who is 25 years or older is automatically a member. Although Encore primarily aims at serving the non-traditional student, all students are welcome to become members and to participate in Encore meetings, services and activities. Encore recognizes and strives to meet many of those particular needs that are not met by the more obvious orientation toward the traditional student. Encore also tries to exercise some form of community service such as gathering food as well as collecting clothes in the residence halls. Encore espouses Gonzaga University's humanistic, Catholic, and Jesuit values.

Encore House is a place where both undergraduate and graduate non-traditional students can relax, study, meet with friends, have lunch, enjoy a cup of coffee, or just sit back and listen to some soft music as they wait for the next class. The house offers a study room, a computer, and a microwave oven. The host of the house strives to make students feel very welcome and at home.

Encore House is generally open on weekdays from 7:30 a.m. to 7:00 p.m. At other times, the house can be used by contacting the residence host. The house is located at E 729 DeSmet at (509) 323-6820.

FAITH OPPORTUNITIES ON CAMPUS

Mass and Worship

Nothing is more central to the life of the Catholic Christian than the Mass. There are a wide variety of both Sunday and weekday Masses for students celebrated at St. Aloysius Church, the University Chapel, Jesuit House Chapel and Bishop White Seminary.

Gonzaga is also committed to helping students from other Christian traditions connect with churches and faith communities in the Spokane area so that they have the opportunity to deepen their commitment while at Gonzaga.

Gonzaga also supports our Muslim and Jewish students and helps them find communities in which they can worship and grow in faith.

- St. Aloysius Church is at the west end of the campus on Astor Street
- The University Chapel is on the third floor of the Administration Building
- Jesuit House Chapel is in the Jesuit Residence on Astor Street
- Bishop White Seminary Chapel is located at 429 E Sharp
- Temple Beth Shalom 1322 E 30th Avenue

The University Chapel is located on the third floor of the Administration Building. University Ministry is located in the Crosby Student Center. Office hours are 8:30 a.m. - 4:30 p.m., Monday through Friday.

FITNESS CENTER

Entrance procedure:

To gain access to the Fitness Center all individuals must have a valid Gonzaga ID card and must have paid the fee to use the fitness facility. All patrons must have their GU ID card with them to gain access to the Fitness Center.

Fitness Center Hours: (subject to change)

Monday-Thursday	6 a.m. - 11 p.m.
Friday	6 a.m. - 8 p.m.
Saturday	10 a.m. - 6 p.m.
Sunday	10 a.m. - 10 p.m.

Fitness Center Fees: (subject to change)

Elective Members (Grad)	\$150/semester
Summer	\$30
Guest Fee/Per Use	\$10
Locker Rental	\$10/semester

GONZAGA ALUMNI MENTOR PROGRAM (GAMP)

Gonzaga Alumni Mentor Program is a career development and networking program designed for Gonzaga University students, alumni and friends. It works by matching students and graduates with mentors who share similar career fields, geographic locations, or other criteria of interest. The program's primary goal is to establish a relationship between the mentee and mentor that facilitates better career decision-making and the development of a network that can result in increased job opportunities.

GAMP offers mentee orientations Monday through Friday to help students understand the value of networking and contacting their mentors. They have a database of over 2,500 volunteer mentors nationwide who want to help students in their search for career advice, résumé-building, and establishing a network of people to turn to when they graduate.

GAMP offers a variety of programs that promote the career development of student and alumni, such as the Trek Program (corporate excursions, career fairs, and

networking socials in Seattle & Portland twice a year), Brown Bag Series (spend an hour with a mentor in a specific career field during lunch), and Alumni Sharing Knowledge (ASK, a group conference setting lead alumni professionals full of career information and techniques). **The GAMP office is located on the second floor of Crosby, room 213. Call extension 4048, mail MSC #2504, or e-mail gamp@gonzaga.edu.**

INTERNATIONAL STUDENTS

The United States government considers you to be an international student if you are not a US citizen or a permanent resident. If you do not fall into one of these two categories, you will need a VISA eligibility document called an I-20. If you are not a Canadian Citizen or a landed immigrant, you will also need to secure a student VISA at a United States Consulate. The I-20 form will be sent to you with your acceptance packet. Please visit the International Students Program website for more information at www.gonzaga.edu/isp. For personal assistance, please call the International Student Programs office at (509) 323-6563.

MAIL SERVICES

Mail services offer stamp sales, U.S.P.S., U.P.S., and FedEx shipping. **The mail-room is located in lower Crosby and is open from 9 - 11:30 a.m. and 12:30 - 4 p.m., Monday through Friday at (509)323-5697.**

SEXUAL ORIENTATION SUPPORT GROUP INFORMATION

Gonzaga University, through the Office of Student Life, takes seriously its obligations to create a safe supportive educational environment for all students, including those who are gay, lesbian, bisexual, transgender, and those questioning (GLBTQ) their sexual identity. Gonzaga's approach to sexual orientation is drawn from the Non-Discrimination Policy, the Commitment to Human Diversity, Catholic Social Teaching, and a commitment to helping students develop their whole selves. Gonzaga also recognizes that GLBTQ students have special needs, which may need to be addressed, so the University strives to meet those needs in appropriate ways. **For more information, please contact the Dean of Student Services at (509)323-4100.**

SWITCHBOARD

The University switchboard is staffed 24 hours a day. Operators can assist callers with directory information for staff, faculty and departments, as well as routing calls for student information. The switchboard is part of the Campus Security department and provides Security dispatching. **The switchboard is located in the center of the Administration building on the first floor, and can be reached from on-campus by dialing 0, or from off campus at 328-4220 extension 0.**

UNITY HOUSE CULTURAL EDUCATION CENTER

Unity House's primary purpose is to assist Gonzaga University in developing and expanding its commitment to recruit, nurture and retain students, faculty and staff of diverse cultural backgrounds who add to, and can benefit from the distinctive educational and social experience of campus and community life. We are constantly working to be proactive in the development and preservation of an academic and social climate that assures reflective, fair, equitable, and just treatment for the general well

being of African American, Hispanic, Asian and Native American (AHANA) people and all people within the Gonzaga Community. **Unity House is located at E. 709 DeSmet (across the street from the COG) and can be reached at (509)323-5836.**

HARASSMENT POLICY

For information on the Harassment Policy at Gonzaga University please view the following website:

<http://www.gonzaga.edu/Student+Life/Student+Handbook/Policies+and+Procedures/Student+Conduct+Standards/Harassment+Policy.htm>

GONZAGA UNIVERSITY'S STATEMENT ON NON-DISCRIMINATION

Gonzaga University subscribes to the principles and laws of the federal government and Washington State pertaining to civil rights and equal opportunity. The University does not discriminate against any person on the basis of race, religion, gender, national origin, age, marital or veteran status, sexual orientation, a physical or mental impairment that limits a major life activity, or any other non-merit factor in employment, educational programs or activities which it operates. All University policies, practices, and procedures are consistent with Gonzaga's Catholic, Jesuit identity and Mission Statement.

As a church-related institution, in conformity with Federal and State law, Gonzaga reserves the right to take religious faith into consideration where it is deemed appropriate.

Gonzaga University's Equal Employment Opportunity and Affirmative Action Plan is designed to further develop and maintain equal employment opportunity for all personnel and to insure the utilization of women ethnic minorities at all levels and in all segments of the University, particularly where they are under utilized in relation to their availability in the work force.

GONZAGA UNIVERSITY'S COMMITMENT TO HUMAN DIVERSITY

Gonzaga University's distinguished tradition of humanistic, Catholic, and Jesuit education recognizes that all human beings have the same sacred origin, nature, and inherent dignity regardless of race, sex, religion, nationality, economic status, or other differences. The University believes in the principles of holistic education and strives to provide all community members with opportunities for a variety of experiences from which they can learn and grow. The University recognizes that the quality of education as well as the growth and development of the human person is enhanced by awareness of and learning from persons with different experiences, backgrounds, and ideas. This approach equips all community members, especially its graduates, to understand and relate to persons from all cultures and backgrounds. The University is committed to promoting awareness and acceptance of human diversity. The University further strives to provide an environment in which all members can reap the educational and experiential benefits of a diverse community whose members reflect a variety of cultures, backgrounds, ideas, and values consistent with the University's traditions and Mission Statement.

APPENDIX A

Gonzaga University-School of Education

I have received a copy of the School of Education Fair Process Manual (sections I, XI, XIV) and agree to read and follow the policies it describes. Please return to: Graduate Admissions, School of Education, AD Box 25, Spokane, WA 99258-0025

Print Name

Date

Signature

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