



SCHOOL CATALOG ADDENDUM

Effective Spring 2020 (posted to www.wcui.edu on April 16, 2020)

Education Delivery Method

Effective starting the Spring 2020 Quarter, WCUI has made an adjustment to its education delivery model. Lecture, Clinical Laboratory and/or Clinical Externship courses may be online, in-person or hybrid (combination of online and in-person).

Students enrolled in online classes must meet the below minimum computer requirements:

- Laptop and/or desktop equipped with Windows or Mac OS software. iPads and Chromebooks are not a viable substitute
- Processor: Minimum 1.5 GHz; Recommended 2GHz or more
- Ethernet connection (LAN) OR a wireless adapter (Wi-Fi)
- Hard Drive: Minimum 30 GB; Recommended 120 GB or more available
- Memory (RAM): Minimum 4 GB; Recommended 8 GB or above
- Sound card w/speakers
- Some classes require a camera and microphone

Return of Title IV Funds Policy

In response to the COVID-19 pandemic, the following adjustments have been made to the Return of Title IV Funds policy for students who withdraw as a result of COVID-19. The U.S. Department of Education will provide additional guidance as necessary.

- Obligations for WCUI to return Title IV funds, other than assistance received as part of FWS programs, is waived if a student withdraws during a payment period due to COVID-19 related issues.
- A student's obligation to return Title IV aid is waived if the student withdraws during a payment period due to COVID-19 related issues.

Leave of Absence

WCUI is instituting a temporary LOA policy for students to utilize for the Spring-2020 quarter as a result of COVID-19.

Policy:

A Leave of Absence (LOA) is a temporary interruption in a student's program of study. Amidst the COVID-19 pandemic, WCUI is instituting a temporary LOA policy for students to utilize for the Spring-2020 quarter. **A LOA request must be completed in writing, signed, dated and submitted to Student Services.** A LOA cannot exceed 180 days within a 12-month period, beginning on the first day of the student's LOA.

Procedure:

1. The student must submit in advance (if possible), a request for a LOA.
2. Student Services will email the LOA Request Form to the student.
3. **The request must include the reason for the student's request.**

4. **A LOA will only be granted if there is a reasonable expectation that the student will return from the LOA and will be reviewed on a case-by-case basis.**
5. Once Student Services receives a student LOA Request Form, Student Services will meet and consult with Education, Financial Aid and the Registrar's office. Registrar will notify the student within seven (7) days if the LOA is approved. If approved, student will also be advised of the LOA start date, LOA end date and date the student is expected to return to school.
6. WCUI may grant a LOA to a student who did not provide the request prior to the LOA for unforeseen circumstances if WCUI documents the reason for its decision, collects the request from the student at a later date, and established the date of the approved LOA as the first date the student was unable to attend.
7. Should a student need to extend a LOA, the extension must be submitted in writing prior to the end date on the original LOA. The student will be notified if the extension is approved.
8. If a student returns early, the days the student spends in class before the course reaches the point at which the student began his or her LOA must be counted in the 180 days maximum for an approved leave of absence. That is, a student repeating coursework while on a LOA must reach the point at which he or she interrupted training within the 180 days of the start of the student's LOA.
9. A student will be withdrawn (and a refund calculation will be completed) if the student takes an unapproved LOA or does not return by the expiration of an approved LOA. Under these circumstances, the student's official withdrawal date for the purpose of calculating a refund, will be the student's last date of attendance. A possible consequence of not returning from an approved LOA is that the student's grace period for a Title IV program loan might be exhausted.

Satisfactory Academic Progress (SAP) Policy: Quantitative Component

WCUI may exclude any attempted credits not completed as a result of COVID-19 from the quantitative component (pace) of the SAP calculation without requiring an appeal by the student.