

**GARDNER-WEBB UNIVERSITY
DEGREE COMPLETION PROGRAM
POLICIES AND PROCEDURES
2017-2018**



**GARDNER-WEBB
UNIVERSITY**

DEGREE COMPLETION PROGRAM LEADERSHIP

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Director of Degree Completion Program
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Human Services
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THE DEGREE COMPLETION PROGRAM

The Degree Completion Program (DCP) began as Greater Opportunities for Adult Learners (GOAL) in 1978 as an effort to meet the ever-increasing demands for adult education in North Carolina. Many citizens across the state had completed two years of study through their local community college or technical college but did not have an opportunity to continue study toward a baccalaureate degree. The GOAL/DCP was implemented to provide working adults the opportunity to complete an undergraduate degree.

The program began with two or three off-campus locations in adjacent towns and an enrollment of fewer than 100 students. A limited number of majors were offered, mostly in business and criminal justice.

Today the program is offered at 12 sites across the state of North Carolina and online. Majors are offered in Accounting, Business Administration, Computer Information Systems, Criminal Justice, Elementary Education, Healthcare Management, Human Services, Christian Ministry, and Nursing. Enrollment currently is approximately 600 students attending fall, spring, and summer terms in a combination of online and face-to-face classes. Nine of the majors can be completed entirely online.

Each year brings continued demand for adult education and retraining. Gardner-Webb University's Degree Completion Program enrolls more community college graduates than any college or university in North Carolina who seek to complete a bachelor's degree and re-ignites educational opportunities for adult learners.

No institution in North Carolina offers greater opportunities for adult learners than Gardner-Webb University.

PROCESS FOR HIRING ADJUNCT FACULTY FOR THE GARDNER-WEBB UNIVERSITY DEGREE COMPLETION PROGRAM

1. Prospective adjunct professors are identified through individual inquiry or through advertisements conducted by the DCP, academic office, department, or school.
2. Prospective adjuncts submit resumes, or vitae and official transcripts of all college work to the appropriate academic office, department, or school.
3. Materials are reviewed by the appropriate department chair or Program Coordinator, Director of the Degree Completion Program, and Associate Provost to determine qualifications for adjunct faculty positions.
4. Outstanding prospects may be scheduled for an interview with the appropriate Academic Department. Discussions would include information related to credentials, philosophy of adult education, administrative procedures, academic expectations, as well as salary and expenses. When possible, the candidate will conduct a classroom presentation to students with department members in attendance along with the chair and the Associate Provost.
5. Preliminary decisions are made by the Department Chair or Program Coordinator.
6. Preliminary candidates are subject to a criminal background check and drug test.
7. Assignment of a course, or courses, is made by the department chair or program coordinator/director and contracts are issued by the Associate Provost.
8. Adjunct faculty who are currently employed and have proven themselves with the University will not be required to interview.
9. Adjunct faculty are expected to attend the annual DCP faculty meeting prior to the beginning of the academic school year (August) along with campus faculty who teach in the Degree Completion Program.
10. Adjuncts should contact the Department Chair or Program Coordinator to determine eligibility for future employment.

REMUNERATION

The current salary for adjunct professors, as approved by the President and Board of Trustees of the University, is based on education degree, experience, and achievement in the academic field that is assigned to teach. The scale is based on a three semester hour face-to-face course. The scale is slightly higher for online classes. Additional remuneration is paid for courses of more than three semester hours credit. Professors' contract amounts are paid in two installments during a regular semester.

For online classes with more than 30 students, the measurement of enrollment will occur on the Monday following the end of drop/add period for each program and will be calculated at the >30 scale. If a course has two sections and the second section has enrollment below 10 students, the course will be combined with the first section and compensation >30 will be paid per student for >30. Contract amounts for courses where the maximum enrollment is 25, enrollment compensation will be calculated at the >30 scale and will not increase unless the enrollment is >30.

In cases where a professor teaches at a site more than 10 miles from his/her residence, a \$7.00 meal allowance and \$.32 per mile travel allowance are provided. A "Travel Expense Report" (see forms at end of booklet for sample) must be completed and submitted for reimbursement. The Degree Completion Program publishes dates for the timely submission and payment of these expenses. All expenses are approved by the Associate Provost in accordance with the Gardner-Webb University travel policy (see page 6).

Contracts are issued by the Associate Provost. These contracts will reflect the information discussed above as well as class location, length of the term, day and time. Professors sign both contracts and return the original to the Degree Completion Program office within three days of receipt.

TRAVEL POLICY

The purpose of this policy is to standardize the way that travel reimbursement decisions are made. The following guidelines will be utilized by the Degree Completion Program for approval of mileage and meals reimbursements:

1. In cases where a professor teaches at a site more than 10 miles from his/her residence (a roundtrip of 20 miles or more), a \$7.00 meal allowance and \$.32 per mile travel allowance are authorized when driving a personal vehicle. The "Travel Expense Report" must be completed and submitted for reimbursement. The Degree Completion Program publishes dates for timely submission and payment of these expenses.
2. When mileage reimbursement is approved for travel to DCP centers, the mileage will be computed at \$.32 per mile. The mileage authorized is from the home address to the center location. The home address is defined as the professors' legal, physical address where they reside. This is the address that each professor gave Gardner-Webb University upon their employment. Post office boxes are not acceptable as a physical address.
3. Map Quest will be utilized to determine the amount of mileage considered "authorized travel." MapQuest provides the shortest route and the recommended route. The route that states the longer distance of the two suggestions will be approved. If a professor chooses a different route that incurs additional mileage, the mileage reimbursement will remain at the "authorized" travel amount.
4. Each semester DCP will provide professors the amount of authorized mileage for the center location where they are assigned. This amount should be recorded on the Travel Reimbursement Form before submission to the DCP Office. Unauthorized mileage will delay travel reimbursements.
5. When filling out the travel reimbursement forms, the city/town should be listed in the "From" column as the beginning point of travel. Please do not use the word, "home." The center location address and center title should be standardized to the correct name as listed on the DCP schedule.
6. All requests for overnight accommodations by DCP Faculty must be pre-approved by the Associate Provost or the Director of the Degree Completion Program.
7. Travel expenses are paid twice during regular semesters. DCP faculty should submit their request for reimbursements according to the established payment schedule. All Travel Expense Reports must be submitted on the original form with original signature. Copies are not acceptable. Accounts Payable will not process requests that are not submitted in accordance with the published dates for adjunct reimbursements. Reimbursement requests should be submitted twice a semester and not held until the end of the semester. A sample Travel Expense Form is available in Appendix C.
8. Full-time faculty will be allowed the use of a University vehicle to teach DCP classes if mileage exceeds 250 miles round trip.
9. Internship courses do not qualify for travel reimbursement.
10. Travel Expense Reports should be submitted by deadlines to allow for processing by the Degree Completion Program and Accounts Payable. Timely submission will provide timely reimbursement to professors. (Be sure to include all receipts for miscellaneous charges.)
11. Advance payment requests will not be considered.

EQUIPMENT NEEDS

As technology has become a greater part of the academic world, the needs and requests of the instructors have increased. We have been fortunate that many of the campuses where we meet have updated their classrooms to include multimedia. If needed, DCP has portable LCD projectors which can be checked out. Should you have questions about, or wish to reserve equipment at any given site, contact the Director of DCP, Elizabeth Pack, at (704)406-2173. Laptop computers, while they are in limited supply, can also be checked out. If a professor wishes to request a computer lab or a multimedia room for class for the entire semester, please advise the appropriate facility Director as soon as you are engaged to teach the course. While we cannot guarantee this, we are glad to request it. Equipment needs for a particular date should be requested well in advance (at least 36 hours) to give ample time to request and secure the desired items. Professors who check out equipment through the Gardner-Webb campus library are responsible for making arrangements to pick up and return to the campus library.

DUPLICATION ARRANGEMENTS

Professors are encouraged to web-enhance their courses and post documents electronically. Students can access these documents and make copies as needed. Adjuncts in the vicinity of main campus can make use of the copier in the Degree Completion Program office. If personal expense for copying is incurred, this expense can be recaptured on the Travel Expense Report at mid-term, or at the end of the semester. Because we highly encourage the use of electronic documents, copying expenses are limited to \$75 for each semester. Be sure to include the receipt(s) with the travel expense report.

DCP FACULTY RESPONSIBILITIES

TEACHING

Syllabus

A syllabus should provide all information in writing that a student needs at the beginning of a course. It may be necessary to introduce some information later in the term, e.g., the details of a required project. Professors should provide a course syllabus to all students by electronic means before the first meeting of the class.

Major Areas of a Syllabus

Course information:

- Course title Course number
- Credit hours
- Prerequisites, including permission of instructor to take course, if required
- Location of classroom (if available)
- Days and hours class/lab/studio/etc. meet

Instructor Information:

- Full name, title Office location
- Office phone number
- Office hours
- Emergency phone number (may be department office, if you do not wish to be called at home) Home telephone number (if you choose to give home number, you may wish to list time restrictions)
- Email address

Texts, Readings, Materials:

"College-level instruction--at least in the United States--is heavily dependent upon the use of printed material, if not a required textbook, then a variety of readings. These are becoming increasingly costly." (Kansas State University -Idea Paper No. 27). The syllabus should provide the students with detailed information about the following:

- Textbook(s): author, title, date (and edition), publisher, and how extensively books will be used. Supplementary readings (whether required or recommended and whether on reserve in library or to be purchased)
- Materials (lab or safety equipment, art supplies, special calculators, computers, etc.)

Course Description/Student learning outcomes:

- Catalog description (minimum required)
- Student Learning Outcomes
- General content of the course
- Instructional methods, e.g., lecture with small discussion sections; Online format with Blackboard learning management system
- Course goals, including learning outcomes for general education courses

Course Calendar/Schedule:

- Daily or weekly schedule of topics (some instructors fear legal liability so you may wish to label the calendar or schedule "tentative" or "subject to change")
- Dates for exams (including the final exam), quizzes, or other means of evaluation
- Due dates for major assignments (when papers due, whether topic has to be approved, whether outline or draft must be approved)
- Required special events, e.g., field trips

Course policies:

- Attendance, lateness (seventy-five percent attendance requirement; whether absences penalized, etc.)
- Class participation (if active participation required, syllabus must say so; also how participation is to be evaluated)
- Missed exams or assignment (whether they can be made up and how)
- Extra credit (if available)
- Lab safety/health (this may be a "life or death matter"; may indicate that more detailed information to follow)
- Academic dishonesty: cheating and plagiarism. May refer them to student handbook, or catalog. Go over definition of plagiarism
- Grading: how students will be evaluated, factors included, how various components will be weighted, and how they will be translated into grades; appeals procedure

Support Services:

- Library: the oldest and best resource. Identify relevant collections, journals, abstracts, audio or video tapes
- Writing Center, computer labs, Internet sources, etc.
- Emergency Evacuation Procedures

All syllabi should contain the following reference to the Noel Center for Disability Resources:

If your learning or participation in this class might be affected in anyway by a disability recognized under the Americans with Disabilities Act and its amendments, you will need to do the following:

- a. Register with the Noel Center for Disability Resources at 704-406-7270 or email disabilityservices@gardner-webb.edu; and
- b. Discuss your situation with me so I can work with you and the Noel Center to arrange necessary accommodations.

Syllabi for all courses should be filed with the appropriate academic department at the beginning of each semester and submitted to the Office of the Associate Provosts upon request.

Teaching Expectations/Requirements

- Every class period should be utilized to the maximum extent possible. Habitual tardiness or unexcused absences by faculty are offenses against the students, one's peers, and the institution. Dismissing classes early or keeping class past the end of the period is discourteous and unfair. Emergencies and uncontrollable disruptions in the university schedule will create legitimate exceptions to the foregoing.
- Faculty members should prepare adequately for each class. Enthusiasm for the material and the willingness to experiment with presentations are hallmarks of good teaching. Varied teaching and testing strategies are welcomed.
- Clarity and consistency in presenting assignments.
- Fairness in administering exams and grading papers.
- Willingness to spend time with students who need help, or are searching for a person to be their mentor throughout college, or who are just lonely.
- Faculty owe it to students to check roll and maintain up-to-date, accurate class attendance records. Not many students can succeed without class attendance. None should pass who miss over 25 percent of the course. To fail to check attendance is to act in a manner which violates the discipline students need and the discipline other faculty are maintaining. Professors should contact the DCP Advising office at dcpadvising@gardner-webb.edu when a student has missed two class meetings when cause is unknown. DCP faculty may have students enrolled in their classes that have special reporting requirements.
- Compliance with early warning reports, enrollment verification activity (EVA) for online courses, and timely submission of grades at the conclusion of each term.
- Written work, which is checked for grammar and spelling, is an expectation in any college-level course.
- Make-up test policies are at the discretion of professors.
- Incomplete grades for a course should be reserved for genuine emergencies and hardships beyond the control of the student. Students need to know in advance that incomplete grades are not intended to be their escape from failure to budget their time.
- All tests and examinations need to be monitored because Gardner-Webb has an Academic Honesty Policy; however, our honor policy is not student-enforced. Honest students need to be protected from the few who are immature enough to cheat.
- A final comprehensive assessment is required for each course. A copy of that examination is to be filed with the Dean/Department Chair and delivered to the Office of the Associate Provosts on request. Final examinations for DCP students are to be administered during the last scheduled class of the semester. A written comprehensive final examination is required for each course taught. By approval of the faculty, a professor may waive the requirement for a comprehensive final examination for undergraduate students whose

names are on the “candidates for graduation” list who meet the following criteria:

A student must

- be enrolled in a 300 or 400 level course.
- have an “A” average for the course.
- have not exceeded the number of absences permitted.
- be completing courses for graduation in the semester in which the option is used.
- have the professor’s approval for the exemption.

Individual professors may either require all students to take comprehensive exams, or exempt graduating seniors who meet the above requirements. The Graduating Seniors List can be viewed in WebbConnect from the Faculty Services page.

Copies of exams should be filed with the appropriate academic department.

- Utilizing a proctor for an exam should only take place when all other options have been exhausted. In the event that a student cannot possibly take an exam during the scheduled exam period, and has reasons that are deemed to be of an emergent nature, then approval of a proctor may be considered. Students should be encouraged to identify an appropriate proctor and provide the professor with contact information for the proctor through the use of the Test Proctor Application Form (See Appendix D). The student will fill out the application, have the professor sign the forms and forward them to the Associate Provost for the Digital Learning for approval. After the request is approved, the Associate Provost will notify the professor of the approval and authorize the professor to send the Proctor the exam, attached to an e-mail, along with instructions for returning the document including an appropriate mailing address and telephone number(s). If an online professor selects to give a face-to-face final exam, a proctor may be approved if the student lives more than one hundred miles from one of the Gardner-Webb campuses. The same approval process applies to proctor requests for online classes.
- An accurate, up-to-date register of all grades for each course taught showing attendance, test grades, weights, written assignments, final exam grade, and final grade for all students must be maintained at all times by all faculty. A responsible party (typically the Chair or Dean) should have access to each faculty member’s grades in case of emergency during a semester in progress. This is an extremely confidential register of information and should be kept indefinitely by all faculty. There is no statute of limitations on these records.

Roll Verifications and Submitting Grades:

- (1) Type the address www.gardner-webb.edu (this is Gardner-Webb’s Home Page), click on WebbConnect.
- (2) Enter User ID and Password.
- (3) Select Manage Classes.
- (4) From this site, click the function to complete [i.e. Roll verification, Final grades entry, etc.].
- (5) Select Term.
- (6) Select the appropriate course from list in the drop-down box.
 - (a) Roll Verification: Correctly indicate each student’s enrollment status; add any relevant comments. DCP faculty may have students enrolled in their classes that have special reporting requirements.
 - (b) Final Grades: Choose correct grade from drop down menu (If giving an “F” you must provide last day of attendance).

(7) Submit when information is correct; choose another course or exit WebbConnect.

Please note, if a student is attending class but that student's name is not on the online class list, please report this attendance to Registrar Services. Enter the ID number, last name, first name, and middle name of the student. Other issues with class enrollment should be communicated to Registrar Services in the same way. A student who is listed on the class roll, but does not attend class, will be given a @W on their transcript.

CLASS SCHEDULES

Class schedules, coordinated through the Degree Completion Program, are distributed to the student each semester via email and online under the Registrar Services page. Student questions related to the schedule should be directed to either the student's advisor or to the Degree Completion Program.

Adjunct professors' teaching schedules are coordinated by the department chairs or program coordinators. Adjunct professors should contact their department chair or program coordinator to make arrangements for future teaching assignments.

Class schedules indicate specific times for classes. Classes are expected to begin and end at the times indicated. Students should not be required to begin class at an earlier time, nor should they be kept past the scheduled time.

ADVISING

Each student is assigned a success coach/academic advisor. Students should direct questions relative to the curriculum or transfer of credits to their academic advisor. During the mid-term of each semester, the success coach/academic advisor will advise and register continuing students for the next semester. The advising/registration process is scheduled when evening classes are meeting, but prior to the beginning of the first class.

SCHEDULE MODIFICATION/CANCELLATION

Students should call Registrar Services to initiate all schedule modifications or cancellations. No one can assume this responsibility for a student. Registrations may be cancelled until 5:00 PM on the day that classes begin. Registration cancellation means that students will not be assessed a fee and no academic record will be created. Please consult the DCP catalog and online academic calendar for more information on drop/add and withdrawal of classes.

CLASS ATTENDANCE

Regular class attendance is an important student obligation. Students are responsible for all coursework conducted in class meetings and are required by University policy to attend a minimum of 75% of the scheduled class meetings. Failure to meet this attendance requirement will result in a grade of @F in the course. In face-to-face classes, attendance is counted from the first scheduled meeting. In online classes, attendance is counted from the student's completion of the Enrollment Verification Activity or first required course activity or assessment, whichever comes first. Furthermore, it is the prerogative of the instructor to set a more stringent class attendance policy. The instructor will clearly state in the syllabus the attendance policies which will govern the class. Students are responsible for knowing the number of absences that they accumulate.

In online classes, attendance satisfying the 75% requirement is measured by the documented weekly participation in the class on the part of the student, e.g., a minimum of one activity per week that demonstrates attendance, such as submitting an assignment, attending a webinar, or participating in a discussion board (logging into a course in Blackboard does not constitute

participation or attendance in the class). As in face-to-face classes, the instructor in an online class may stipulate a more stringent attendance policy in the syllabus.

Absence from class does not excuse the student from responsibility for class work. Planned class absences for foreseeable personal circumstances or official University business must be negotiated with the instructor prior to the absence.

Professors should contact the Student Success Coach office at dcpadvising@gardner-webb.edu when a student has missed two class meetings to initiate early warning of the student's absences. If absences persist and several attempts by the professor and the academic advisor to contact the student fail, professors should initiate the appropriate grading system procedure with Registrar Services.

CANCELLED CLASS

A class may be cancelled due to inclement weather. Faculty teaching at an off-site location are strongly encouraged to sign up for the inclement weather or emergency notification system at the local facility where their class is meeting. As soon as faculty learn of a site closing due to weather or an emergency, they should email their students to inform them of the cancellation. For a widespread weather event the toll-free number to call for closings is 1-877-GWU- SNOW, or consult the University website at www.gardner-webb.edu. A weather decision on evening classes may not be made until after 3 p.m. Classes may still meet during inclement weather. In situations where a class is meeting in a local school facility or community college, the decision will parallel theirs, (i.e. if the school is closed, DCP classes will not meet). Any time you have related questions, call the Director for DCP for additional information.

A class may need to be cancelled due to an unexpected emergency or other legitimate reasons. When this occurs, the professor should contact the Department Chair, or Program Coordinator, and the DCP office to inform them of the occurrence.

RESCHEDULED CLASSES

It may be necessary to make up a class which is missed because of inclement weather or other legitimate reasons. Please make every effort to avoid scheduled holidays and breaks for make-ups. Contact the appropriate Director for assistance to arrange facilities for a make-up class. If it is impossible to schedule a make-up day for a missed class, professors should give an appropriate assignment to incorporate the material which would have been covered in the missed class.

MEETING DEADLINES

Throughout this document, reference has been made to the importance of deadlines. These deadlines each have a purpose; therefore, it is important that you adhere to the schedule. Verification of class rolls is vital as the University enrollment is determined and verified by these records. Serious complications result from failure at this point which sometimes affects students' records in Registrar Services.

Mid-term grade reports are now an option for the professor. The report is an indication of the students' progress to date. If grades are reported, only report grades of student who have a "D" or an "F" at the mid-term of the semester.

Senior and final grade reports must be submitted on a timely basis to allow calculation of GPAs and honors for seniors and timely reports to all returning students. Delay in this process creates delay in the issuing of transcripts.

Travel Expense Reports should be submitted by deadlines to allow for processing by the

Degree Completion Program and Accounts Payable. Timely submission will provide timely reimbursement to professors. Advance payment requests will not be considered. (Be sure to include all receipts for miscellaneous charges.)

ACADEMIC CALENDAR

The academic calendar is available online at www.gardner-webb.edu/calendar.

DCP Classes are held on Labor Day and Easter Monday if the holiday falls on a class evening. Classes are not held on the Wednesday evening prior to Thanksgiving. Spring break occurs during the mid-point of spring semester and is observed by DCP. Fall break occurs in October and is observed by DCP. The DCP also observes Martin Luther King, Jr., Good Friday, and Independence Day holidays.

GRADING SYSTEM

The University does not impose a specific grading system on professors. Teaching and testing methods should assist professors in determining your grading scheme. The system used should be fair and equitable to all students and must be stated on the syllabus distributed to all students on the first meeting of class.

A student earns quality points as well as semester hours if the level of performance does not fall below that of "D." Letter grades are assigned. They are interpreted in the table below, with the quality points for each hour of credit shown at the right. A grade of "C" or higher must be earned in all major coursework.

Grades	Hours Attempted Per Credit Hour	Quality Points Per Credit Hour
A+	1	4
A	1	4
A-	1	3.67
B+	1	3.33
B	1	3
B-	1	2.67
C+	1	2.33
C	1	2
C-	1	1.67
D+	1	1.33
D	1	1
D-	1	.67
F	1	0
FX- Failure for Academic Dishonesty	1	0
FD- Dimensions Failure	0	0
P- Passing (With Approval)	0	0
I- Incomplete	1	0
IN- Incomplete (With Approval)	0	0
W- Withdrew	0	0
WP- Withdrew Passing	0	0
WF- Withdrew Failing	1	0
@F- Administrative Failure	1	0
@W- Administrative Withdrawal (Student never attended)	0	0

TR- Transfer Hours	Hours Credit Only	Hours Credit Only
CR- Credit Hours	Hours Credit Only	Hours Credit Only
AU- Auditor	0	0
E- Course Repeated	0	0
I- Later or Higher Attempt Computed According to Grade	1	Multiplied by quality points for final grade

NOTATIONS ON TRANSCRIPTS

E- Course Excluded from GPA

I - Course Included in GPA

(Located to the right side of the quality points
of the course)

1 Multiplied by quality points for final grade

An Incomplete may be assigned only when a small amount of coursework (e.g., tests, project, research paper, or final exam) is not submitted by the end of the course. An Incomplete is appropriate only in situations where there are mitigating life circumstances of a serious nature that prevent completion of course requirements. When semester grades are submitted, the faculty member assigns an "I" in place of the grade for the student needing an Incomplete. Within 24 hours of submission, Registrar Services will send the faculty member an e-mail notification that the "Incomplete Contract" is available through WebbConnect under the "Manage Classes" folder. The faculty member completes the online contract and submits it electronically through WebbConnect. WebbConnect automatically sends the contract to the student via the student's Gardner-Webb email address. The student must "accept" the contract in order to confirm the Incomplete. If the student "denies" the contract, the faculty member will be notified, and either a revised contract will need to be submitted or a final grade assigned for the course. The final date for completion of the coursework and conversion of the Incomplete designation to a grade can be no more than 90 days after the last day of the term in which the "I" was submitted. If the 90-day period expires without conversion of the Incomplete, notification is sent to the faculty member by email requesting the final grade. If no grade is submitted at that time, the Incomplete is converted to a final grade of "F." Once the "F" is recorded, the student, the advisor and faculty member are notified by e-mail.

An "IN" is assigned to a student involved in an internship or other multi-semester course structures in which the final assessment cannot be determined by the end point of the registered term. The student has a maximum deadline of the end of the following semester to complete the coursework (this may vary by program in the graduate schools); otherwise the incomplete grade will be automatically changed to an "F" by Registrar Services. While in effect, the "IN" will have no negative bearing on the student's semester and cumulative grade point average.

A "W" will be assigned when a student withdraws from a course during the first 40% of the semester. After this time period, a "WF" or "WP" is assigned by the instructor based upon the instructor's assessment of the student's work at the date of withdrawal. A grade of WF has the same effect on GPA as a grade of F. Withdrawal dates are published in registration materials. A student wishing to withdraw from a class or completely from school after the drop/add period is over will need to go WebbConnect and complete the withdrawal form and submit the form online. Success coaches and faculty advisors do not have the accessibility to withdraw a student from courses. Course or complete withdrawals are not official until they have been processed by the Registrar. E-mail notifications are sent to the student, the success coach or faculty advisor, and the instructor(s) of the courses once the withdrawal has been processed.

@F - This grade represents an administrative failure of a course. It could be assigned by either the instructor or Registrar Services to any student who ceases to attend class or who otherwise exceeds the permissible number of absences in a course. This grade is treated the same as the basic "F"; it counts against the student's grade point average and is repeatable under provisions of the Repeat Course Policy (see DCP Catalog).

The last date for withdrawing from an individual course will be four weeks after mid-term or a date not to exceed 75% of the course (including summer school). After this point, students may not withdraw from individual courses but may completely withdraw from school. Once a grade has been submitted to the Registrar, it cannot be changed except in the event of a clerical error or an error in calculation, or as a result of an academic appeal. Unless an "I" or "IN" has been assigned, an instructor cannot accept coursework from a student after a grade has been submitted.

For the policy concerning the appeal of a grade, see the section entitled PROCEDURE FOR UNDERGRADUATE STUDENT GRADE APPEAL.

HONOR CODE

Gardner-Webb University students are pledged to uphold honesty, integrity, and truthfulness in all realms of University life. Students are not to lie, cheat or steal nor tolerate those who do. The Student Government Association requires all students in the traditional undergraduate program to sign the Honor Code Form as a part of the enrollment process at the University. This signed form is kept in the Office of the Vice President of Student Development.

POLICY OF ACADEMIC HONESTY

Preamble

As a community of scholars founded upon the ideals of Christianity, Gardner-Webb University expects its students to develop and display a strong sense of academic integrity. As in any community, this institution must be governed by regulations; and like the laws of any community, these rules function best when they are fully understood, accepted and cherished by each and every individual member of the community. Therefore, all students and faculty members are expected to be familiar with and to base their actions upon the following statements regarding academic honesty.

STUDENT RESPONSIBILITIES

1. Students should recognize that the regulations governing academic integrity exist for the protection of the honest and that dishonesty in an academic setting must not be tolerated, much less condoned.
2. Students are responsible for their own work. Any assignment turned in by a student is assumed to be the work of the student whose name appears on the assignment.
3. Students are ultimately responsible for understanding a faculty member's instructions for any assignment. If instructions are not clear, students must seek clarification from the instructor.
4. Students must understand the definitions of plagiarism and academic dishonesty.
5. Students should familiarize themselves with the proper use of citations and quotations in order to avoid accidentally passing someone else's work off as their own.
6. Students are expected to report incidences of academic dishonesty to their professor.
7. Any student who threatens or coerces another student or faculty member for reporting an Honor Code violation will face disciplinary action, with expulsion being the recommended punishment.

FACULTY RESPONSIBILITIES

1. Faculty must explain all assignments as thoroughly as is reasonable and should address any extraordinary limitations on outside assistance.
2. Faculty members should take reasonable precautions in giving tests to ensure that violations do not occur. The fact that a faculty member did not take a specific precaution does not, however, constitute an excuse for any form of academic dishonesty.
3. Faculty members must be willing to investigate and, if circumstances warrant, press charges against students suspected of academic dishonesty.
4. Faculty members must file an Academic Dishonesty Report any time they issue an Official Warning or charge a student with an infraction.
5. Faculty members must seek to be fair in their dealings with students, particularly regarding cases of academic dishonesty, and must realize that no student can be found responsible on suspicion alone.
6. Faculty members may ask students to sign a statement of academic honesty prior to turning in an exam, term paper, or project to their professor stating: "I have neither given nor received unauthorized help on this assignment."

DEFINITION OF ACADEMIC DISHONESTY

Academic Dishonesty is the deliberate and knowing misrepresentation of one's academic work. A student is dishonest when two circumstances occur: (1) The student could reasonably be expected to know that his/her professor would disapprove of some aspect or circumstance of the student's academic work; and (2) the student submits work to the instructor for evaluation while hiding that particular aspect or circumstance from the instructor. To do so is clearly dishonest because the instructor will evaluate the work as what he/she understands it to be. The student has deceived the instructor by misrepresenting the work, and the evaluation has not been rightly earned.

From another perspective, academic dishonesty may be viewed as the use of unauthorized assistance in any work that is to be evaluated – "unauthorized" meaning that the professor would not approve of the form of assistance received and is unaware of its use. The student is being dishonest if he/she deliberately hides this assistance from the instructor while knowing the instructor would not approve of this assistance. If the instructor is unaware of the assistance that has been received, he/she will evaluate the work as being entirely the student's own. Thus, the evaluation has not been fairly earned by the student. Furthermore, any student who knowingly gives unauthorized assistance is also guilty of academic dishonesty.

On tests and examinations academic dishonesty occurs when a student receives any assistance that the professor has not expressly permitted. It may take the form of looking on another student's test paper or bringing into the test site any information or materials not expressly permitted by the professor. Both of the above definitions of academic dishonesty apply: the student has misrepresented the test as being entirely his/her own work. Furthermore, the student has received unauthorized assistance.

On research papers, reports and other written assignments a form of academic dishonesty is plagiarism, which is the use of someone else's information or exact words without properly "documenting" or identifying that source. Whenever someone else's exact words are used those words must be properly punctuated as a quotation and the source fully identified. Also, any information or ideas that have been taken from a source other than the student's own personal knowledge—"book, article, interview, etc."—must be properly documented, even though the student may be rephrasing the information in his/her own words. A student should not hesitate to consult the professor about any question or uncertainty regarding proper documentation or

research information.

A professor may often allow and even encourage students to work together on assignments or receive assistance from other students, other faculty members, other university staff members, friends, family or others. However, if the professor has not expressly allowed such assistance and expects the assignment to be done entirely by the student, to do otherwise would be dishonest. The student should consult the professor if there is any doubt about outside assistance being allowable.

Because TUG students receive academic credit for the DIMENSIONS program and because grading for this program is based exclusively on attendance, academic dishonesty also includes any attempt to gain credit for DIMENSIONS without attending or staying for a complete program. The examples above are not intended to be a full list of cases of academic dishonesty, but they illustrate the definition. Ultimately, academic dishonesty amounts to deliberately hiding something from the professor. So the best advice is this: whenever in any doubt, consult the professor.

PROCEDURES FOR HANDLING CASES OF ACADEMIC DISHONESTY FOR UNDERGRADUATE STUDENTS

Official Warning Purpose

The purpose of the official warning is to provide the Gardner-Webb community with a more flexible way of addressing instances of academic dishonesty. In essence, the official warning creates a way of handling misdemeanor cases to complement the existing system for handling more serious instances (see Formal Charges section below). Faculty should issue a warning when they deem it appropriate; typically this will be when a student engages in academic dishonesty on a relatively minor assignment, or where the academic dishonesty affects only a small portion of a larger assignment. A warning would also be suitable in cases where the instructor judges that the student's actions, while unacceptable, were more the result of ignorance than a deliberate effort to deceive. A warning is also acceptable in other cases where faculty members who, in their best professional judgment, believe that an act of academic dishonesty occurred, but for whatever reason, do not wish to file formal charges against the suspected perpetrator. Faculty members must indeed have evidence to issue a warning; they must be able to explain what specific violation has occurred and be able to document their charges. Students have, as always, the right to appeal any decision made by university officials.

Procedure

The instructor must meet with the student(s) involved in person, by phone, or by video conference and thoroughly explain the specific type of violation, the reasons for suspecting an irregularity, and should also emphasize the importance of academic honesty to the student(s). In this conference, the instructor should also conscientiously listen to the student's position as well. Upon completion of the conference, if the instructor deems a warning is merited, he or she should send an Academic Dishonesty Report indicating an Official Warning has been issued. The Report should also include details of the incident (including copies of any evidence available), the student's position and the faculty member's rationale for not filing formal charges of academic dishonesty. The Report must be signed by both faculty member and student and filed with the office of the Vice President of Student Development for TUG students and the office of the Director of the DCP for DCP students. The Academic Dishonesty Report must be filed within one week of the faculty member's conference with the student. The Report will become part of the student's confidential disciplinary file in the Vice President's office or the Director's office and will serve as a record of the student having been warned about the nature and consequences of

academic dishonesty. Thus, it may be used as evidence should any charges of academic dishonesty be filed against that student in the future. The warning, however, does not count as a student's first incident in determining sanctions should an actual charge be filed at some future date. The instructor's right to assign an appropriate grade on any assignment remains in effect.

In cases where a student has already received a warning or has been found responsible for Academic Dishonesty (first or second incident) a warning is not appropriate. In these cases, the office of the Vice President of Student Development (TUG) or the Director of DCP will contact the instructor issuing the warning to inform him or her of the student's prior responsible outcome. The instructor must then file formal charges against the student.

The student's right of appeal and all appeals policies remain in effect concerning decisions made in this process. In the case of an official warning, a student may indicate, within one week, that he or she is not responsible and request a review of the decision commensurable with the process of review in the case of a formal charge outlined below.

Formal Charges

When a faculty member suspects a student of academic dishonesty, he or she must investigate the incident as fully as is reasonably possible. If, based upon a thorough investigation of the incident, the faculty member concludes that the student has committed an act of academic dishonesty serious enough to warrant formal charges the faculty member must present the charges and the evidence to the student in a conference in person, by phone, or by video conference. A student may plead responsible to the charges and thereby waive his/her right to a hearing. The student who pleads responsible agrees to accept whatever penalty the faculty member deems fitting (ranging from a lowered grade on the assignment to assigning a "FX" for the course). An Academic Dishonesty Report indicating the incident and the penalty assessed for the infraction (or the student's intention to contest) must be signed by both faculty member and student and filed with the office of the Vice President of Student Development (TUG) or the Director of DCP (DCP). The Academic Dishonesty Report must be filed within one week of the faculty member's conference with the student. If the faculty member assigns a grade of "FX", the office of Vice President of Student Development (TUG) or the Director of DCP (DCP) will send a copy of the Academic Dishonesty Report to the Registrar's Office.

The case is closed at this point, unless one or both of the following occur:

1. The student wishes to contest the faculty member's charges on the grounds of inadequate or newly discovered evidence, or unfair treatment. Such an intention must be filed in writing, with the office of Vice President of Student Development (TUG) or the Director of DCP within one week of conference with the faculty member (i.e. the date listed on the Academic Dishonesty Report). This intention to contest should state as fully and plainly as possible the grounds for contesting the charge.
2. The Vice President of Student Development (TUG) or the Director of DCP determines that this is the student's second incident.

In either case, the Vice President of Student Development (for TUG cases) or the Director of DCP (for DCP cases), will notify the Chair of the Academic Honor Court, who is the faculty representative to the Court appointed by the Chair of the Faculty for a three- year term. The Chair of the Academic Honor Court will convene a meeting of the Court.

The TUG Academic Honor Court is composed of the following members or their alternate in case of a conflict of interest.

Member	Alternate
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Faculty representative (Chair)	Faculty member appointed by Chair of Faculty
President of Alpha Chi	Vice-President of Alpha Chi
Student elected from SGA from among its membership.	Alternate SGA member elected at time that representative is elected
Vice President of Student Development	
Associate Provost for Arts & Sciences	

The DCP Academic Honor Court is composed of the following members or their alternate in case of a conflict of interest.

Member	Alternate
Faculty representative (Chair)	Faculty member appointed by Chair of Faculty
Member of Alpha Sigma Lambda selected by the Chair of the Honor Court	Member of Alpha Sigma Lambda selected by the Chair of the Honor Court
Student representative to the Degree Completion Council	Alternate student representative to the Degree Completion Council
Director of Degree Completion Program	
Associate Provost for Arts & Sciences	

In the case of a contested charge, the Academic Honor Court will convene for a hearing. At the hearing, both the student and the faculty member may present evidence regarding the charges. In accordance with University policies, students may ask anyone from within the University community to appear on their behalf at the hearing. Members of the Academic Honor Court are expected to hear the case objectively and decide the case based upon the presentation of evidence.

The Academic Honor Court may either support or dismiss the faculty member's charges. Should it find the student responsible of a second incident, the Board will levy sanctions (see below) against the student in addition to those imposed by the faculty member, and may do so in the case of a contested first incident. The results of the TUG Honor Court proceedings will be filed with the Office of Student Development and the Office of the Associate Provost for Arts and Sciences. The results of the DCP Honor Court proceedings will be filed with Office of the Associate Provost for Extended Campus Programs and the Office of the Associate Provost for Arts and Sciences.

A student found responsible for Academic Dishonesty may appeal the decision to the Provost of the University, but only on the basis of additional evidence unavailable at the hearing, improper procedure, or a sanction inconsistent with the incident. A faculty member may appeal a decision only on the grounds of improper procedure or a sanction inconsistent with the violation. Such an appeal must be filed with the Provost, in writing, within 24 hours of the decision. The Provost may decide to hear the appeal or to uphold the decision. The Provost's decision is final.

The University reserves the right to adjudicate student academic dishonesty cases by means of an administrative process rather than through the Academic Honor Court when the University is not operating under normal conditions, e.g. before classes begin in a new semester, during school vacations periods, during examination periods, during any summer session, and the time period between the last exam and graduation. In such cases, there would be no student representation. The accused student retains the same rights under the administrative process as under the standard academic judicial process. Any student who wishes to have his or her adjudication delayed until student representation is possible must make a written request to the chair of the Academic Honor Court prior to the scheduled hearing date specifically agreeing to the

consequences of delaying adjudication (such as delayed graduation, delayed registration, etc.).

SANCTIONS

First Incident

The sanction for a first incident may range from penalizing the student's grade on the specific assignment and submitting the Academic Dishonesty Report as a written record of the violation to assigning the student a failing grade for the course. When a failing grade for Academic Dishonesty has been assigned, an FX will be recorded as a permanent indication of the incident on the student's transcript.

Second Incident

The sanction for a second incident may range from a grade of FX for lesser offenses to suspension or expulsion for extensive dishonesty on tests, exams, or major papers. The Academic Honor Court should base, in part, its determination of the severity of the punishment upon the severity of the first infraction. Any student convicted of a second incident will receive a failing grade for the course and an FX will be recorded as a permanent indication of the incident on the student's transcript. Students responsible for any second incident will be ineligible for academic honors.

Third Incident

Any student found responsible for a third incident of any kind will be expelled from the University with the action so noted on the student's transcript.

Repeating Courses in which Academic Dishonesty Occurred:

University Policy regarding repeating courses is not applicable in a situation where a failing grade was assigned because of academic dishonesty (FX). An "FX" that is assigned as a penalty for academic dishonesty will remain a part of the academic transcript. It cannot be removed by a course repeat and will be factored in the grade point average.

Academic Dishonesty Outcome Letters

In accordance with The Family Educational Rights and Privacy Act of 1974 (commonly known as FERPA or the Buckley Amendment) addressing university officials considered in the category of "need to know", it is University Policy to inform in writing the following people and/or offices of the outcome of an academic dishonesty hearing:

- the accused student
- the accused student's appeal advisor
- the professor bringing the charges
- members of the Academic Honor Court
- the accused student's academic advisor
- Registrar's Office
- Provost & Executive Vice President of the University
- the accused student's disciplinary file

The Academic Dishonesty Report form is available in Appendix D.

PROCEDURE FOR UNDERGRADUATE STUDENT GRADE APPEAL

- A. All grading must be fair, carefully considered, and based solely upon the merits of the academic work involved. Every grade is critically important to every student, and every student deserves the most careful consideration. This careful consideration must be made at the time the semester grade is assigned. In the interest of fairness to all students, it is critically important that a grade not be changed, after having been submitted to the Registrar, on the basis of reconsideration. As sympathetic as a professor may be to the student's situation, it must be

remembered that in fairness every student in the class would be entitled to the same kind of reconsideration—and such could easily become an endless and unworkable situation. Thus it is stressed that diligent and careful consideration must be given at the time the grade is assigned.

- B. After a final grade has been submitted to the Registrar, there are only two conditions upon which it may be changed: a clerical error or error in calculation attested to by the professor or a determination of unfairness, as determined by the appeal process described below.
- C. The official university policy on grade appeals is found in the DCP section of the Academic Catalog under the Academic Policies and reads as follows.
 - A student who has a question about a grade should consult the instructor as soon as possible.
 - A student who believes a grade to be inaccurate or unfair may appeal to the instructor, department chair or dean, and the Educational Policies and Standards Committee, in that order. Decisions of the EPSC are final and cannot be further appealed. The last date to initiate a grade appeal is the end of the next fall or spring semester. Email notification of approved and processed grade changes will be sent to the student, the instructor, and the advisor.
- D. Academic Appeal Filing Forms may be obtained from the Registration link in WebbConnect. The appeal document must include the student's local or permanent address, University email address, student ID number, and a current phone number where he or she may be reached. All appeals should be signed and dated. Appeals made on behalf of the student by another party (e.g. faculty, official of the institution, another student, or a parent) will be dismissed. Supporting documentation submitted by a member of the faculty or administration to augment or clarify the student's appeal is welcome and will be given full consideration.
- E. If the student is not satisfied with the professor's response to this appeal, the student should appeal in writing to the Dean/Department Chair using an Academic Appeal Filing Form. The Dean/Department Chair should discuss the matter thoroughly with both the student and with the professor. Within ten days of receiving the student's written appeal, the Dean/Chair should notify the student in writing of the decision.
- F. If either the student or the professor is not satisfied with the determination of the Dean/Department Chair, he or she may appeal in writing to the Educational Policies and Standards Committee (EPSC) using the Academic Appeal Filing form. The EPSC Chair or the Chair of the EPSC Academic Appeal sub-committee will research the appeal, consult with the appropriate Associate Provost, and report to the committee. EPSC will then reach a decision on the matter. The student will be informed of the action taken by the EPSC. Decisions of the EPSC are final and cannot be further appealed.
- G. The deadline for initiating a grade appeal is the end of the following fall or spring semester. An exception to this time limit is a grade appeal in a pre-licensure program of the School of Nursing, which must be submitted to the professor within two weeks of the end of the semester.
- H. Any grade change, whether as a result of the appeal process or as a result of clerical or calculation error, must have the written approval of the appropriate Associate Provost. Such approval serves as an additional safeguard of the integrity of the grading system and also serves as a form of appeal for a faculty member whose grade has been overturned by the Dean/Department Chair or the Educational Policies and Standards Committee.
- I. Other Academic Appeals
 - The policy on other academic appeals is as follows. A student who has a question about an academic decision should consult the University official responsible for the decision. If the matter is not resolved to the student's satisfaction, the student may appeal in the following order to the next highest level in the appropriate chain of responsibility: instructor, department chair or dean, and the Educational Policies and Standards Committee (EPSC). Students requesting a course substitution for a General Education requirement must appeal to the General Education Committee. Decisions of the EPSC or General Education Committee are

final and cannot be further appealed. The student must initiate all appeals in writing on his or her own behalf no more than eighteen months after the date of the decision being appealed (except grade appeals which are described below).

CLASSROOM CONDUCT POLICY

Students are expected to conduct themselves in a manner that does not distract from or disrupt the educational pursuits of others. Should an instructor determine that a student's conduct is distracting or disruptive to the educational environment in the classroom, the instructor may request the disruptive student to leave the class immediately. Such students may not return to the classroom until they have met with the instructor and offered assurances that they can conduct themselves in an appropriate manner. The professor reserves the right to inform the Director of the Degree Completion Program as soon as possible.

If the student is dismissed from the class permanently because of disruptive behavior or other violations of the Code of Student Conduct, the student's final grade will follow the grading period for a "W" or a "WP/WF," depending on the date of dismissal.

In the event a student refuses to remove him/herself upon request, the instructor should contact University Police immediately, or in the case of an offsite facility, local law enforcement to remove the disruptive student from the classroom. The professor must report the incident promptly to the Director of the Degree Completion Program for possible disciplinary action.

SEXUAL MISCONDUCT AND GENERAL HARASSMENT POLICY

Notice of Nondiscrimination Regarding Sexual Harassment and Sexual Assault

PLEASE NOTE: A complete listing of resources, policies, definitions and procedures on how to file both formal and information complaints, may be found on the Gardner-Webb University's website at:
<http://www.gardner-webb.edu/offices-and-departments/departments/title-ix-compliance/index>.

Various federal regulations, including relations implementing Title IX of the Education Amendments of 1972 and Section 504 of The Rehabilitation Act of 1973. Require that each recipient of federal financial assistance, such as Gardner-Webb University, distribute this Notice of Nondiscrimination. Gardner-Webb University does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment for any of its programs and activities. The person designated to oversee policies, procedures and complaints related to possible discrimination on the basis of sex (including harassment and sexual misconduct) is referred to throughout this document as the Title IX Coordinator. The Title Coordinator for Gardner-Webb University is:

Dr. Cary Poole, Associate Vice President for
Title IX Compliance
Tucker Student Center, Room 303 704-406-2155
cpoole3@gardner-webb.edu

In addition to the Title IX Coordinator listed above, various members of the Gardner-Webb University community are trained to refer sexual harassment and sexual assault complaints to the appropriate authorities. These individuals are listed below.

Complaints related to faculty or academic personnel

*Dr. Doug Bryan, Associate Provost for Student Success
Tucker Student Center, 704-406-4398
dbryan@gardner-webb.edu*

*Complaints related to athletics
Ms. Pam Scruggs, Associate Athletics Director and Senior Women's Administrator
Lutz-Yelton Convocation Center, 704-406-4341
pscruggs@gardner-webb.edu*

*Complaints related to non-faculty employees
Ms. Frances Sizemore, Associate Director of Human Resources
Webb Hall, 704-406-3502
fsizemore@gardner-webb.edu*

*Complaints related to traditional undergraduate students
Ms. Sarah Currie, Vice President of Student Development and Dean of Students
Tucker Student Center, 704-406-2081
scurrie@gardner-webb.edu*

*Complaints related to admissions personnel or procedures
Ms. Annie Freeman, Assistant Vice President for Undergraduate Admissions
Dover Campus Center, 704-406-4491
akfreeman@gardner-webb.edu*

*Complaints related to degree completion and graduate students
Ms. Elizabeth Pack, Director of the Degree Completion Program
Washburn Hall, 704-406-2173
epack@gardner-webb.edu*

The person designated to oversee policies, procedures and complaints related to possible discrimination on the basis of disability (including compliance with the Americans with Disabilities Act and section 504 of the Vocational Rehabilitation Act of 1973) is:

*Dr. Jeff Tubbs
Vice President for Planning and Institutional Effectiveness
Webb Hall, 704-406-4264
jtubbs@gardner-webb.edu*

*For further information on this required notice of nondiscrimination, you may visit the following website for the address and phone number of the Department of Education Office of Civil Rights office that serves your area or call 1-800-421-3481.
<http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm>*

ONLINE, HYBRID, AND WEB-ENHANCED COURSES

Class Size

The target class size for most online courses is 15 to 30 students depending on the nature of the course. Final determination of enrollment limits and class sizes resides with Deans, Department Chairs, and the Provost.

Classification

1. A face-to-face course consists of traditional classroom meetings and/or other learning experiences and requires 75% or more attendance in the same physical location as the professor and other students. Web enhancement is not a substitute for physical meetings in face-to-face DCP classes.
2. A hybrid course consists of a combination of required face-to-face group or individualized meetings and web-enhanced educational opportunities and requires less than 75% but more than 0% attendance in the same physical location of the professor and other students.
3. An online course consists of synchronous (scheduled instructional time) and/or asynchronous (no scheduled instructional time required) components and requires 0% attendance in the same physical location of the professor and other students.

Blackboard Certification

Blackboard certification is required for all professors who deliver online, hybrid, or web-enhanced courses utilizing Blackboard, and must be completed before the course can be opened in Blackboard.

Testing

Integrity enhancement methods for online assessments include the following specific options:

Randomize question and answer order

- Set up a question bank and have the test randomly draw from the bank. Each test and each student will have different questions. The Blackboard software allows the course administrator to set up question banks from which questions can be randomly drawn questions for each test and for each student. Because each student is presented with a unique test, it is more difficult to collaborate with other students during the exam. This method also deters students from copying their question set and passing it along to their peers who may not have started the exam yet. By using this strategy, no two students receive the exact same test and thus cannot significantly aid each other in answering those questions of a multiple choice, fill-in-the-blank, or matching nature.
- Randomize the order of answer choices in questions (where practical) so that students cannot simply tell others "the answer is B." (Warning: if a student opens a quiz that uses randomly ordered question-and-answer choices for questions, then backs out without submitting the test, when they reopen the quiz the same questions will show in the same order but the answer choices will be in a new order.)

Set a time and availability period limit on the quiz

- The length of each test and the time slot during which the quiz can be taken is controllable through the test editor. The quiz can be limited to one attempt as can the time it is available to be taken. Once it is opened, the clock starts whether or not any questions have been answered. Even if the quiz is closed and the student returns at a later time, time would have been logged on the tracking feature of Blackboard. An instructor can look into the time spent on the test to reveal when students originally opened the test and when they actually began to save answers.

- If an exam has a long availability period, it is possible for a few students to take the test early on and share the questions/answers with other students who have not yet taken the exam.

Control the number of times a student can take a test

- The number of times that the student can take a test can be managed through Blackboard. The course administrator can also control the exact grade students receive when they receive a graded test and even specific breakdowns that compare individual answers for the same question.
- Allowing students to take the assessment twice and averaging the grades together may lower the level of anxiety, which may in turn lower the need to cheat.

Wait until the exam availability period ends before providing exam feedback

- Prevent students from seeing which questions they missed until all students have taken and submitted the exam.

Assume that all online quizzes are open-book format

- Allow students to use their notes and resource materials with the understanding that they will have a limited amount of time to take the assessment, so they will not be able to look up all of the answers.
- Create group assessments/assignments where they can use notes, other resources, and each other.

Revisit question formats

- Use essay questions to eliminate some cheating. Essays are helpful in “encouraging” students to take the path of honesty in constructing their answer.
- Include open-ended questions that require thoughtful analysis of the subject matter and compare student submissions.

Deter or prevent quiz printing

- Use the “no print” script available in Blackboard that restricts a student’s ability to copy or print quiz questions.
- Set Quizzes in Blackboard to have only one question per screen to make printing of quizzes more difficult. Release questions one at a time without the ability to revisit a question.
- Make the printing of quizzes in Blackboard more difficult by setting the text as white and the background as dark blue. Click on each of the custom colors for background and text to change them to dark blue and white.

Rethink assessment strategy

- Change assessments: switch from traditional, objective testing to more alternative assessments such as portfolios, projects, papers, or group activities. Quizzes can be employed as a self-assessment tool with the major part of the final grade relying on other criteria.
- Provide many graded and ungraded assessment opportunities for students (consider using the Self-Test tool or weekly “practice” quizzes).
- Increase the number of assessments so that each one is not worth as much and students are not as likely to feel they need to cheat. This strategy can be combined with the option to drop a grade.

Utilize Blackboard tracking features

- The test software can keep track of all logins by each student for each test administered. Thus, a complete record of when each student enters and exits the test and how long

he/she stays entered is available. This feature makes it easy to identify the students who pop in and out of tests for the express purpose of looking up answers.

The Online Learning Policy is available in the Faculty Handbook located on the University website.

Enrollment Verification

Documenting attendance is essential to the administrative policies of the University including Student Accounts Office charges or refunds and Registrar Services policies for withdrawals. Initial attendance of an online course is determined by the Enrollment Verification Activity (EVA). Students enrolled in fully online courses will be expected to complete the Enrollment Verification Activity (EVA) no later than two (2) days after the drop/add date for each of their courses. This administrative policy was endorsed by the Educational Policy and Standards Committee (EPSC), in conjunction with the Technology and Facilities Committee (TFC), to comply with federal regulations when determining whether or not a student is attending an online course. Faculty will refer to the EVA column in the Full Grade Center when completing the required Roll Verification in WebbConnect. The “last date of login” should no longer be used to determine if a student is attending or not. For additional information, regarding the EVA and Roll Verification, please contact Registrar Services.

Students enrolled in an online course who do not complete the EVA may be administratively withdrawn (receiving a grade of “@W”) from a course following the first or subsequent enrollment verification periods.

Technical Support

Course design questions should be directed to the Learning Management Administration or the Director of Digital Learning.

The Blackboard Help Desk is available by phone to students and faculty 24/7/365: (855) 406-5336. This help desk is specifically designed to respond to Blackboard related questions; all other technical questions should be directed to Technology Services. Neither the Help Desk nor Technology Services can reset a test; the instructor should be contacted immediately.

Technology Services works provides network security, academic and administrative computing support, email services, software licensing and management, and technology training. For problems not related to Blackboard, submit a Work Order ticket by logging into WebbConnect and clicking on the Work Order button located under the Launch Pad on the left hand side column. Clicking on this icon will leads to the Maintenance Connection site where a service ticket can be submitted or a problem reported. Once a ticket has been entered, it will be reviewed and assigned to the appropriate person. An email notification will provide information on the assignment of the ticket, progress updates, and the resolution of the problem. Contact Technology Services at 704-406-4647 or email detect@gardner-webb.edu.

GENERAL CAMPUS INFORMATION

Gardner-Webb University is a co-educational, residential, church-related college on a beautiful campus just outside Shelby in Boiling Springs, North Carolina. The University derives its name from O. Max Gardner, distinguished Governor of North Carolina in the 1930s, and his wife, Faye Webb Gardner. The beauty of the campus and the quality of the academic program owe much to their example and leadership.

Gardner-Webb University is located in the Piedmont section of Western North Carolina, one of the most desirable and rapidly developing areas of our Nation. Boiling Springs is a small, rural town. Nearby Shelby, a city of 22,000, is noted for its support of the arts and as the home of state and national leaders. Forty-five miles east of Gardner-Webb is the thriving city of Charlotte, the largest city in the Carolinas. A half hour to the south is the city of Spartanburg, South Carolina.

The University is easily accessible, located only three miles from US Highway 74 and thirteen miles from Interstate 85. Less than one hour from the campus are the Great Smoky Mountains with many recreational opportunities. Gardner-Webb enjoys the lifestyle of a relatively small institution yet has the advantage of being centrally located to major urban resources in nearby areas.

Gardner-Webb University, founded by Baptists in 1905, has grown steadily to its current enrollment of close to 4,000 students. The undergraduate students in the day and Degree Completion Programs come from many states and several foreign countries. Gardner-Webb admits students of any race, color, sex, and national or ethnic origin without discrimination. The diversity of the University's student body enriches the life of the learning community and reflects the nature of American society.

Preparation in the liberal arts is seen as a key element in the lives of our students. In addition, the University offers programs in career-oriented fields to prepare students for specialized work. All programs are evaluated periodically by accrediting agencies to ensure that standards of quality are maintained.

Three distinct academic programs are provided:

- On-campus undergraduate program
- DCP program (undergraduate degree completion program, evening, and online classes taught in locations across North Carolina)
- Graduate programs in Business, Counseling, Divinity, Education, English, Nursing, Physician Assistant Studies, Religion, and Sport Education

Gardner-Webb has an excellent staff and faculty. The primary concern of the faculty is teaching. The faculty is employed because of their academic preparation, their Christian commitment, and their desire for excellence in teaching.

Gardner-Webb University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award Associate, Baccalaureate, Master's, Education Specialist, and Doctoral degrees. Inquiries to the Commission should relate only to the accreditation status of the institution and not to general admission information.

The Gardner-Webb University School of Education is approved by the North Carolina Department of Public Instruction and is accredited through the Council for the Accreditation of Educator Preparation Accreditation System.

The Music program is accredited by the National Association of Schools of Music (11250 Roger Bacon Drive, Suite 21, Reston, VA 20190-5248).

The Hunt School of Nursing is accredited by the Accreditation Commission for Education in Nursing, Inc. (3343 Peachtree Rd. NE, Suite 850, Atlanta, GA 30326. Phone (404)975-5000, www.acenursing.org). The Associate Degree Nursing program and the Bachelor of Science in Nursing program are also approved by the North Carolina Board of Nursing.

The M. Christopher White School of Divinity is accredited by the Commission on Accrediting of the Association of Theological Schools, 10 Summit Park Drive, Pittsburgh, PA 15275. Phone: 412-788-6505.

The Athletic Training Educational Program is accredited by the Commission on Accreditation of

Athletic Training Education Programs.

The Godbold School of Business is accredited by the Association of Collegiate Business Schools and Programs (ACBSP).

The Mental Health Counseling and School Counseling graduate programs are accredited by the Council for Accreditation of Counseling and Related Educational Programs.

The Master's of Physician Assistant Studies Program has been granted Accreditation-Provisional status by the Accreditation Review Commission on Education for the Physician Assistant (ARC-PA). Provisional is an accreditation status granted when the plans and resource allocation, if fully implemented as planned, of a proposed program that has not yet enrolled students appear to demonstrate the program's ability to meet the ARC-PA Standards or when a program holding accreditation-provisional status appears to demonstrate continued progress in complying with the Standards as it prepares for the graduation of the first class (cohort) of students.

Campus Office Hours

Visitors are welcome at Gardner-Webb University. The administrative offices are open Monday through Friday from 8:30 a.m. until 4:30 p.m. Administrative officers and members of the faculty are available at other times by appointment. Personnel are available in the Degree Completion Program office until 5:00 p.m. each day. If you should have questions or incur any problems, please call our office for assistance.

Telephone Directory

The University is served by the Shelby-Lattimore telephone exchange. For those living in the immediate areas the number for the DCP office is (704) 406-4484. Our toll-free number is (866)498-4625.

A detailed Gardner-Webb directory has been included in Appendix A for your convenience.

Dover Memorial Library

Gardner-Webb's main library is located at our Boiling Springs, NC campus. We encourage DCP faculty and students to visit the Dover Memorial Library, use our library website, and to contact us by phone or email.

DCP faculty and students may use a variety of library resources via the Internet when it is inconvenient to visit us at the main campus. These resources include:

- The Dover Library website.
- Electronic databases and encyclopedias, online journals and newspapers.
- Check to see if a book or periodical is available in our online catalog. Have a book or photocopies of journal articles delivered from the Dover Library collection by UPS (2-3 days) or mail to a home or work address.
- Borrow books or materials that are not available in Dover Library through Interlibrary Loan.
- Reference and electronic database assistance.
- Check out our Useful Website Links for access to online resources.

DCP faculty are entitled to the same privileges and services as main campus faculty. It is important for DCP faculty and students to have Gardner-Webb University ID cards in order to check out library materials.

Contact the library with any questions or requests for materials or to set up a library instruction session for your class or small study group, which can take place at your distance learning site or at the Dover Library.

Natalie Edwards; Instruction Librarian and DCP & Distance Learning Liaison

- (704)406-3274
- nedwards@gardner-webb.edu

Mary Roby, Dean of libraries

- (704)406-4298
- mroby@gardner-webb.edu

Mary Thompson; Public Services Librarian

- (704)406-4294
- mthompson@gardner-webb.edu

Dover memorial Library <http://www.gardner-webb.edu/library> 704-406-4290 / 800-253-8330 (toll Free)

Writing Center

Gardner-Webb's Writing Center is dedicated to helping all Gardner-Webb University students with writing skills and the writing process. The Writing Center is designed to enhance a student's own critical thinking, revision, and editing skills. Under the direction of a faculty specialist in writing, trained undergraduate and graduate tutors provide individual conferences. They provide several types of consultations including face-to-face, phone, or online chat. The Writing Center is located on the main campus in the Tucker Student Center.

The Writing Center helps students who are at a distance, or enrolled in online classes. The Writing Center does not correct and return papers via email. Instead, consultations are offered through telephone or Zoom. Extended hours have been added until 8:00 p.m. and on Sunday afternoons to accommodate working students. Students can make an appointment in WebbConnect, or call (704)406-4394 during open hours and an appointment will be made for them.

Noel Center for Disability Resources

The Noel Center for Disability Resources provides support services to deaf, blind, learning disabled, and others students with documented disabilities. The Noel Center seeks to provide reasonable accommodations in order for students to receive equal access to a higher education while striving to assist students to obtain the knowledge, skills and confidence to become effective self-advocates. These accommodations and services include note-takers, extended testing time, materials in alternative format, lab assistants, interpreters, mobility training, and adaptive technology. The Noel Center for Disability Resources is located in Frank Nanney Hall and is open Monday through Friday, 8:00 a.m. to 4:30 p.m. (See appendix B).

Smarthinking

In order to enhance the student academic experience, Gardner-Webb University has partnered with Smarthinking to provide a convenient way to access the support needed to achieve success. Gardner-Webb students enrolled in the Degree Completion Program have access to a total of four (4) free hours of Smarthinking online tutoring. Access to Smarthinking is provided in all Blackboard courses and WebbConnect under Academic Support.

For more information, please contact Meredith Garrett, Director of Learning Enrichment and Assistance Program, at (704) 406-4562 or mpgarrett@gardner-webb.edu.

LETTER FROM HUMAN RESOURCES

Welcome to Gardner-Webb University! We are happy you have joined our team as a member of our adjunct faculty. Adjunct faculty members fill a vital role in the education of our students.

Adjunct faculty are employed by contract on a semester-to-semester basis. Because there is no guarantee of continuous employment, they are classified as temporary employees. Our personnel policy manual outlines some conditions applicable to temporary employees which includes adjuncts. These are listed below.

1. The University will be under no obligation to consider a temporary employee for a regular position. Temporary employees may apply in the usual manner for regular positions that become available.
2. Temporary employees will be covered by Worker's Compensation Insurance.
3. Temporary employees are not eligible for:
 - A. Annual leave pay.
 - B. Pay for lost time due to sickness and other unavoidable absences.
 - C. Group insurance and retirement programs.
 - D. Leaves of absence.
 - E. Severance pay.
 - F. Accumulation of seniority.
 - G. Use of grievance procedure.

In addition to teaching, adjunct faculty are expected to perform all administrative responsibilities in connection with the class(es) assigned, such as, but not limited to, role verifications, incomplete forms, grade submissions and attendance records. Adjunct faculty should make themselves available to their students outside of class as needed.

Adjunct faculty are permitted to teach a maximum of 36 credit hours per year. For purposes of this policy, a year is defined as the beginning of the summer term and ending with the spring term of the following year. Any exception to this limit must be approved by the appropriate Associate Provost.

These guidelines for Adjunct Faculty listed above will remain in place until further notice. Additional information related to adjunct faculty may be found in the Personnel Policy Manual and the Faculty Handbook.

Again, we welcome you to Gardner-Webb University and trust that our relationship will be mutually beneficial. Please contact me at swhite@gardner-webb.edu or by phone at 704-406-4259 if you have questions.

Yours truly,

Scott White

Director of Human Resources

APPENDIX A

GARDNER-WEBB UNIVERSITY DEPARTMENT TELEPHONE & FAX DIRECTORY

Department	Phone	Fax
<i>Accounts Payable</i>	4284	3989
<i>Alumni Relations</i>	3862	3875
<i>Army/ROTC</i>	4427	2112
<i>Art-School of Performing and Visual Arts</i>	4656	3920
<i>Associate Provosts' Offices</i>	3522	3147
<i>Athletic Department</i>	4340	4739
<i>Athletic training-LYCC</i>	4356	3503
<i>Athletic training-Football Center</i>	3583	3595
<i>Baseball</i>	4421	3208
<i>Basketball-men's</i>	4348	4739
<i>Basketball-Women's</i>	4348	4739
<i>Broyhill Adventure Course</i>	4257	3854
<i>Bulldog Club</i>	4101	4249
<i>Christian Life and Service</i>	4277	3874
<i>Campus Post Office</i>	4274	4329
<i>Campus Shop</i>	4273	3011
<i>Career Development</i>	3815	3504
<i>Church Relations</i>	4256	4249
<i>Communication Studies</i>	4372	3872
<i>Audio Lab</i>	3826	
<i>MAC Computer Lab</i>	3901	
<i>Photo Studio</i>	3825	
<i>Student Publications</i>	3533	
<i>Video Editing Suite</i>	4388	
<i>Computer Lab Services</i>	4647	3540
<i>Counseling Services</i>	4563	3504
<i>Creative Services</i>	4252	3871
<i>Dimensions</i>	4277	3874
<i>Dining Services</i>	4326	3907

<i>English Department</i>	4411	2138
<i>Facility Services</i>	3971	4337
<i>Financial Planning</i>	4243	4102
<i>School of Performing and Visual Arts</i>	4448	3920
<i>Football</i>	3213	3934
<i>Operator</i>	4000	3930
<i>Global Missions Resource Center</i>	4656	4657
<i>DCP Academics</i>	2173	
<i>DCP Admissions</i>	4625	3504
<i>Godbold School of Business</i>	4375	4738
<i>Golf</i>	3986	4739
<i>Graduate Admissions Office</i>	4625	3504
<i>Graduate School Academics</i>	2229	3859
<i>Gardner-Webb-Charlotte</i>	5218	2034
<i>Health, Sport, and Physical Education</i>	4420	3878
<i>Human Resources</i>	3839	3320
<i>Hunt School of Nursing</i>	4360	3919
<i>International Programs</i>	3993	3508
<i>International Students</i>	3258	3854
<i>Intramurals Office</i>	3552	3854
<i>Learning Enrichment and Assistance Program</i>	4394	3921
<i>Library</i>	4290	4623
<i>Library Audio Visual Department</i>	4291	4623
<i>LYCC-Special Events</i>	4340	4739
<i>Mathematics Department</i>	3039	3917
<i>Music-School of Performing and Visual Arts</i>	4448	3920
<i>Natural Sciences Department</i>	3039	3917
<i>Noel Center for Disability Resources</i>	4270	3524
<i>Observatory/Hotline</i>	4434	3917
<i>Payroll Office</i>	4283	3989
<i>Plant Operations</i>	4330	4337
<i>President's Office</i>	4236	4655
<i>Provost</i>	4239	3147
<i>Registrar Services</i>	4260	4261
<i>Religious Studies Department</i>	4460	3013
<i>Residence Education</i>	4300	4302
<i>School of Divinity</i>	4400	3935

<i>School of Education</i>	4406	3921
<i>School of Psychology and Counseling</i>	4439	3974
<i>Men's Soccer</i>	3856	3038
<i>Soccer-Women's</i>	4353	3038
<i>Social Science Department</i>	3043	
<i>Softball Office</i>	4351	3248
<i>Sports Information</i>	4355	4739
<i>Student Accounts</i>	4287	3055
<i>Student Development</i>	4373	4302
<i>Student Entertainment Association</i>	4742	3854
<i>Student Government Association</i>	4742	3854
<i>Swimming/Swimming Pool</i>	3860	4739
<i>Technology Services</i>	4647	3540
<i>Telecommunications</i>	4336	4337
<i>Tennis-Men's</i>	4639	4739
<i>Tennis-Women's</i>	4288	4739
<i>Theatre-School of Performing & Visual Arts</i>	4371	3872
<i>Track & Field/Cross Country</i>	3893	3038
<i>Undergraduate Admissions</i>	4498	4488
<i>University Development</i>	4250	4249
<i>University Communications</i>	4637	4338
<i>University Police</i>	4444	3930
<i>V.P. for Administration & Finance</i>	4280	3963
<i>Volleyball</i>	4736	4739
<i>Volunteerism</i>	4257	3854
<i>WGWG Radio</i>	3625	4338
<i>World Languages Department</i>	3035	3315
<i>Wrestling</i>	3321	4739
<i>Writing Center</i>	4393	4739

APPENDIX B NOEL CENTER FOR DISABILITY RESOURCES

Guidelines for Working with Students with Disabilities

The purpose of this handout is to provide general information regarding the provision of accommodations to students who have disabilities.

- The Rehabilitation Act 504 and the Americans with Disabilities Act mandates that students with disabilities be given reasonable accommodations.
- Nothing in the language or intent of these laws interferes with the freedom of an institution of higher education to establish academic requirements and standards. However, reasonable accommodations must be made unless it would alter the essential academic requirements for a course.
- Students with disabilities must meet the regular standards for admission established by the University.
- Students with disabilities must meet specific eligibility requirements in order to receive accommodations and services.
- Confidentiality is extremely important when working with a student with a disability. Some students do not like to be identified as such and choose not to disclose the disability to their peers. Please be careful not to inadvertently identify the student as having a disability. It may be hurtful and embarrassing to the student in addition to placing the university in a position of a liability.
- All syllabi should have a statement similar to the following:

All students needing accommodations to participate fully in all class activities and to fulfill requirements of the class should notify me of the need as soon as possible. Persons must be certified as disabled by the Noel Center for Disability Resources in order to receive accommodations.

- All requests for accommodations must be issued through the Noel Center for Disability Resources.
- The request for services will come in the form of a letter. The Noel Center for Disability Resources Specialist and the student will sign the letter.
- It is the student's responsibility to present his/her professor with this letter outlining the appropriate accommodations.
- The professor will then sign the letter indicating he/she has read and understands the content therein.
- On occasion, the student's Noel Center for Disability Resources Specialist may need to contact a professor to discuss the specific nature of an accommodation. The contact can be made only if the student has signed a Disclosure of Confidentiality Form.
- The Disclosure of Confidentiality Form does not authorize the Noel Center to discuss the specific nature of the disability.
- The impact of a disability on the learning process varies so greatly among individuals, even those with the same disability, that generalizations can seldom be made. It is also important to remember that a student may have multiple disabilities.
- Please refer to the Noel Center for Disability Resources Handbook which will explain in greater detail the policies and procedures of the Noel Center for Disability Resources. It may be accessed by logging on to WebbConnect and going to the Faculty tab. It is listed under handbooks.

The staff of the Noel Center is always available to address your questions and concerns. Please do not hesitate to contact the Noel Center at (704)406-4270.

APPENDIX C CENTER INFORMATION

BURKE CENTER- WESTERN PIEDMONT COMMUNITY COLLEGE FOOTHILLS HIGHER EDUCATION CENTER 2128 S. STERLING STREET, MORGANTON, NC 28655 (828) 448-6140

The Burke Center at Gardner-Webb University started in the late 1970's. Classrooms are multi-media capable. Many amenities for Gardner-Webb University students and faculty include IT technical assistance, access to media labs, faculty office space, common area kiosks, library services, clerical support, and executive classrooms (prior approval required). Ample parking is located in front of the center.

Professors receive login credentials for instructor workstations and Wifi from the Gardner-Webb contact for the center.

For all other facility arrangements and notifications, please refer to the following contact:

Elizabeth Pack

Director, Degree Completion Program

- epack@gardner-webb.edu
- (704)-406-2173 (office)
- (704)974-3975 (cell)

Map and driving directions are available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

**CHARLOTTE CENTER GARDNER-WEBB UNIVERSITY- 8030 ARROWRIDGE BLVD
CHARLOTTE, NC 28273 (704) 941-5216**

Gardner-Webb University has purchased and remodeled a two-story building at I-77 and Exit 3 (Arrowood Road). DCP Classes are held on the second floor. We have built modern classrooms featuring state-of-the-art computers and projectors as well as comfortable student chairs and other amenities. There are also student work stations, break-out areas and small seminar rooms. The building is easily seen from the interstate.

There are 6 classrooms, 3 seminar rooms, one computer lab, and ample space for students to mingle and work in groups. Access to the internet is provided through the Gardner-Webb University campus system and the logon password is "DAWGS." Most classrooms provide computer workstations and multimedia for instructor use.

Ample parking is provided in both the north and south lots. A total of 88 spaces are available in these lots. The south entrance is accessible for wheelchairs and an elevator can be used by students to get to the second floor. Students may also park in the Wendy's Corporate lot south of the building. Several fast-food restaurants are nearby including Wendy's, Jack in the Box, Starbucks, Sonic, and Ruby Tuesday. There is a break room on the first floor with a refrigerator and a microwave.

Notice-Building Access: The facility is secured and access is only allowed by electronic card scan. Cards are issued by Gardner-Webb. You must have an activated card to gain entry.

If an immediate need arises while in class, on-site personnel are available to assist.

Contacts:

Sheldon Gathers

Director, Charlotte Center

- (704) 941-5217 (office)
- sgathers1@gardner-webb.edu

Belinda McDonald

Evening Assistant, Charlotte Center

- (704) 941-5216 (office)
- bmcdonal@gardner-webb.edu

Map and Driving Directions available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

**CATAWBA CENTER- CATAWBA VALLEY COMMUNITY COLLEGE – EAST CAMPUS
2760 HWY 70 SE HICKORY, NC 28602 (828) 327-7000**

HMHEC (Hickory Metro Higher Ed Center) was established in 2003 as a partnership between Catawba Valley Community College and several area universities. HMHEC is a center where colleges and universities provide undergraduate degree-completion and graduate degree programs through off-campus programs for students in the Hickory, NC area. The center is located on East Campus of CVCC.

Gardner-Webb University began its partnership with CVCC and the Hickory Metro Higher Ed Center in 2013. Many amenities for Gardner-Webb University students and faculty include IT technical assistance, access to media lab, office space, common area kiosks, library services and clerical support. A parking decal is required and is obtained at the Information Desk. There is no fee for the decal.

Professors access instructor workstations by pressing Enter on the computer keyboards. Wifi network name is “CVCC-Guest”. No password is required.

If you have an immediate need while on the CVCC East campus, speak to the office personnel on site or call 828-327-7000.

Note: Outside doors lock at 9:30 pm. If reentry is needed after 9:30 pm call CVCC switchboard (828) 327-7000 and press 0 for operator. Parking lot lights remain on until 10:30 pm.

For all other facility arrangements and notifications, please refer to the following contact:

Elizabeth Pack

Director, Degree Completion Program

- (704)-406-2173 (office)
- (704)974-3975 (cell)
- epack@gardner-webb.edu

Map and Driving Directions are available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

FORSYTH CENTER- FORSYTH TECHNICAL COMMUNITY COLLEGE
2100 Silas Creek Parkway, NC 27103 (336) 734-7738

Since 1983, Gardner-Webb University has offered the DCP in Winston-Salem at various locations. 2013 marked a partnership with Forsyth Technical Community College.

DCP classes primarily meet in the Oak Grove Center. Instructor workstations boot to the desktop. No login or password is required. The wireless network is accessed by selecting network name "FT-Guest". No password is required.

Parking decals for faculty and students are assigned to professors each semester for distribution to students. Faculty can park in any student or guest designated parking space.

For all other facility arrangements and notifications, please refer to the following contact:

Elizabeth Pack

Director, Degree Completion Program

- (704)-406-2173 (office)
- (704)974-3975 (cell)
- epack@gardner-webb.edu

Map and Driving Directions are available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

GARDNER-WEBB UNIVERSITY- MAIN CAMPUS 110 SOUTH MAIN STREET P.O. Box 997 BOILING SPRINGS, NC 28017 (866) 498-(4625)

Located 50 miles west of Charlotte in the Piedmont area of Western North Carolina, the main campus of 200 beautiful acres is located in Boiling Springs, NC. Gardner-Webb University has experienced remarkable growth, perseverance, and maturity. The institution began as a boarding high school and later became a junior college. Today Gardner-Webb is a thriving regional university with growing master's and doctoral programs.

DCP classes meet in various locations on the main campus. Below is a building guide. An interactive campus map can be found on the university website under 'Tools and Resources.'

BST – Bost Gym HAM – Hamrick Hall CHP – Dover Chapel LND – Lindsay Hall CRG – Craig Hall LYC – Lutz-Yelton Convocation Center CSH – Communication Studies Hall FNH– Frank Nanney Hall DCC – Dover Campus Center WTH – Withrow Hall ELL – Elliot Hall

If you have an immediate need to arise while you are in class, call University Police at 704-406-4444. The security office is located in the Poston Center.

For all other facility arrangements and notifications, please refer to the following contact:

Dr. Sara Newcomb

Director of Partnerships

- (704) 406-2174 (office)
- (704) 974-3683 (cell)
- snewcomb@gardner-webb.edu

Map and Driving Directions available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

**GASTON CENTER- GASTON COLLEGE 201 HIGHWAY 321 SOUTH DALLAS, NC
28034 (704) 922-6297**

There has been a DCP center in Gaston County since the inception of the Degree Completion Program in 1978. Since 1995 DCP has held classes at Gaston College. During the late '90's, Gaston College advocated for a University Center to be part of their campus and invited Gardner-Webb as one of the colleges to offer a bachelor degree completion program in their area.

Over the years DCP classes have met in several locations, but currently they meet in the Lena Sue Beam building. Each classroom is equipped with a computer workstation, projector and screen for instructor use. There are several computer labs that can be reserved for occasional class use. Contact the Gardner-Webb representative to make arrangements to use a Gaston computer lab.

Professors access instructor workstations by using login/password: gcnet/gasxton. Wifi is accessed by using login/password: gaston/earlycollege. Lab computers and wireless network in all other building locations, use the following login/password: gwuser/bulldogs.

If you have an immediate need while on the Gaston College campus, please contact their security office at (704) 922-6480.

For all other facility arrangements and notifications, please refer to the following contact:

Dr. Sara Newcomb

Director of Partnerships

- (704) 406-2174 (office)
- (704) 974-3683 (cell)
- snewcomb@gardner-webb.edu

Map and Driving Directions are available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

**IREDELL CENTER- MITCHELL COMMUNITY COLLEGE 500 W. BROAD STREET
STATESVILLE, NC 28677 (704) 878-3200**

Mitchell Community College is located in downtown Statesville. Classes are held on the first floor of the Main Building on the "Circle". Classrooms are equipped with faculty computer workstation, media projection, internet access. Wifi is available. Computer labs are located in the Huskins Library that can be reserved for occasional use. Contact the Gardner-Webb representative to make arrangements. There is a Gardner-Webb staff office located on the second floor of the Main Building. If you have an immediate need while at Mitchell Community College, you may contact Amy Money at 704-878-3264 (until 5:00 pm), or the Security Office at 704-978-5444. Security can also be contacted from any classroom phone at extension 5555.

Professors access instructor workstations by using login/password: mcccprojector/mcccprojector. Professors receive login credentials for Wifi from the Gardner-Webb center Director.

For all other facility arrangements and notifications, please refer to the following contact:

Elizabeth Pack

Director, Degree Completion Program

- (704) 406-2173 (office)
- (704) 974-3975 (cell)
- epack@gardner-webb.edu

Map and Driving Directions are available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

**ISOTHERMAL CENTER- ISOTHERMAL COMMUNITY COLLEGE P.O. BOX 804 286
ICC LOOP ROAD SPINDALE, NC 28160 (828) 286-3636**

DGP classes have been offered in Rutherford County since the late 1970's. Rutherford County is second only to Cleveland County in the number of Gardner-Webb University graduates.

Classes are held in the Lifelong Learning Center (LLC) on the Isothermal Campus, primarily on the second floor. Classrooms are equipped with computer workstations, media projection and internet access. There are two computer labs that can be reserved for occasional use. Contact the Gardner-Webb director to make arrangements. Classroom assignments will be posted by the regional director each semester before classes begin.

If you have an immediate need while at Isothermal Community College, please contact Kathy Ackerman at (828) 286-3636, extension 306 (until 8:00 pm), or the security office at (828) 289-1393.

For all other facility arrangements and notifications, please refer to the following contact:

Dr. Sara Newcomb

Director of Partnerships

- (704) 406-2174 (office)
- (704) 974-3683 (cell)
- snewcomb@gardner-webb.edu

Map and Driving Directions available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

MONTGOMERY CENTER- MONTGOMERY COMMUNITY COLLEGE 1011 PAGE STREET, TROY, NC 27371 (910) 576-6222

In 1983 DCP began offering programs in Business and Criminal Justice at the Montgomery Campus. Classes are held at Montgomery Community College and offer degree completion in all of the DCP majors. Since the 1990's, the Degree Completion Program at the Montgomery Campus has continued to thrive and grow.

DCP classes are held primarily on the second floor of Building 200. Each classroom on the second floor is equipped with computer/multimedia workstations for instructor use. A copier is accessible with a Gardner-Webb University assigned code. See the information desk to get the correct code. If you have an immediate need while on the Montgomery Community College campus, please contact the Information Desk at (910) 576-6222 to be connected to the evening operations personnel.

Montgomery Community College is a tobacco-free campus. For all other facility arrangements and notifications, please refer to the following contact:

Dr. Sara Newcomb

Director of Partnerships

- ☐ (704) 406-2174 (office)
- ☐ (704) 974-3683 (cell)
- snewcomb@gardner-webb.edu

Map and Driving Directions available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

RICHMOND CENTER- RICHMOND COMMUNITY COLLEGE 1042 W. HAMLET AVENUE P.O. Box 1189 HAMLET, NC 28345 (910) 410-1910

DCP began offering classes in Richmond County in 1985 at Richmond Community College in Hamlet, NC. The Richmond Center currently offers degree completion in 5 of the 8 DCP programs of study. This location not only accommodates students in Richmond County, but also students from Moore County and South Carolina. The Richmond campus enrolls 40-50 DCP students each semester.

Classes meet in two buildings on the Richmond center campus; Lindsey-Petris and Lee. Each classroom is equipped with computer, document camera, DVD/VCR player, and overhead projector. Each classroom has a phone. Lift the handset and press '0' to be connected to appropriate personnel.

A parking sticker is required and is free. Contact Trisha Lunceford at (910) 410-1910. The Faculty lot is the designated parking area for Gardner-Webb University faculty.

Photo ID is required to be worn while on the Richmond center campus. Gardner-Webb has a process in place with the center to produce the necessary ID for DCP faculty. Trisha Lunceford at the Richmond center will distribute ID's during the first week of classes.

For all other facility arrangements and notifications, please refer to the following contact:

Dr. Sara Newcomb

Director of Partnerships

- (704) 406-2174 (office)
- (704) 974-3683 (cell)
- snewcomb@gardner-webb.edu

Map and Driving Directions available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

**SURRY CENTER- SURRY COMMUNITY COLLEGE P.O. BOX 304 DOBSON, NC 27017
(336) 386-8121**

DCP's Surry Campus began in 1981 at the community college and continues to operate as one of Gardner-Webb's premier locations. With enrollment between 90-100 students every semester, Surry has also consistently been one of DCP's strongest centers. With close proximity to the northern end of the state, the program accommodates students from Virginia. It is near the Wilkes campus, offering additional flexibility in the selection of courses. Gardner-Webb University is the only four-year college with a strong presence in the area.

Classes are normally held in the "C" building with most rooms containing a computer/projector system. A nice grill/cafeteria is available on the first floor of "C" building. Faculty can park in any student parking space.

Professors access instructor workstations by using login/password: gwstudent/Goal 2014 . Wifi is accessed by selecting network name: "SCCpublic". No password is required.

If you have an immediate need to arise while you are in class, see Kasey Martin, SCC Evening Director, in the administration building, or call (336) 386-3468.

For all other facility arrangements and notifications, please refer to the following contact:

Elizabeth Pack

Director, Degree Completion Program

- (704)-406-2173 (office)
- (704)974-3975 (cell)
- epack@gardner-webb.edu

Map and Driving Directions are available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

WILKES CENTER- WILKES COMMUNITY COLLEGE P.O. BOX 120 128 SOUTH COLLEGIATE DRIVE (336) 838-6100

DCP's Wilkes Campus began in 1985 to offer degree completion to students in the western and northern regions of the state. The Wilkes Campus currently offers 5 of the 8 DCP degree completion majors. The Wilkes Campus is also in close proximity to the Surry Campus allowing additional flexibility in course selection. The campus consistently maintains over fifty students in enrollment each semester.

Classes are generally held in Hayes and Lowes Halls. Most classrooms have computer/projector systems available. Professors access instructor workstations by using login and password: WCCStudent. Wifi is accessed by selecting network name: "WCCguest". No password is required.

If you have an immediate need to arise while you are in class, call the WCC Campus Security office from any campus wall phone at 6275.

For all other facility arrangements and notifications, please refer to the following contact:

Elizabeth Pack

Director, Degree Completion Program

- ☐ (704)-406-2173 (office)
- ☐ (704)974-3975 (cell)
- epack@gardner-webb.edu

Map and Driving Directions are available at www.gardner-webb.edu/dcp. PLEASE DO NOT CHANGE CLASSROOMS WITHOUT PRIOR APPROVAL FROM CONTACTS LISTED ABOVE. Thank You.

**APPENDIX D
FORMS**

**ACADEMIC DISHONESTY REPORT
(Undergraduate Programs)**

A. Indicate whether this Report involves an Official Warning or Formal charges

OFFICIAL WARNING

I, the undersigned, have discussed with my instructor the nature of an infraction of the academic Dishonesty Policy. Based on this discussion I understand that I will receive an Official Warning which will become a part of my confidential disciplinary file. There may also be additional sanctions if issued a WARNING. I also understand that it may be used as evidence should charges of academic dishonesty be filed against me in the future. Student and Instructor sign and date on the lines provided.

FORMAL CHARGES

I, the undersigned, have been charged with academic dishonesty and have discussed the charge(s) with my instructor.

Specific charge: [Plagiarism or Cheating] (Circle one)

B. Based upon this discussion, I plead: [check one of the following]

Responsible. I realize that by entering this plea I do hereby waive all rights to contest these charges. I understand that if this is determined to be a second or third offense, I will be required to go before the Academic Honor Court for a hearing and possible additional sanctions.

By pleading responsible I accept the following sanctions(s):

- Grade reduction on assignment;
- "0" on assignment;
- Grade reduction for course;
- Course failure for academic dishonesty (FX);
- Other

Not Responsible. I realize that by entering this plea I must file, in writing and within one week, my intention to contest these charges. This statement must also include the grounds for contesting the charges (inadequate or inaccurate evidence, unfair treatment) and should describe as fully as possible the student's view of the incident. The statement should be directed to the VP & Dean of Student Development or, for DCP students, the Director of the Degree Completion Program.

NOTE: "University Policy regarding repeating courses is not applicable in a situation where an "F" was assigned because of academic dishonesty (FX). An "FX" that is assigned as a penalty for academic dishonesty will remain a part of the academic transcript. It cannot be removed by a course repeat and will be factored in the grade point average." Gardner-Webb University Undergraduate Catalog and Student Handbook (TUG) or Degree Completion Student Handbook (DCP).

Student's Name:[Please print] _____

Signature: _____

Instructor's Name:[Please print] _____

Signature: _____

Witness: _____

(not required when an Official warning is issued)

Date: _____

Student: _____

ID#: _____

Instructor: _____

Course: _____

Date of Infraction: _____

Specific charge [Plagiarism / Cheating]: _____

In the space provided below, and/or on attached sheet(s), please describe as thoroughly as possible the nature of the infraction, how you discovered the infraction, and what evidence (including the names of eyewitnesses) you have located supporting your charges. Be certain to include your assessment of the severity of the infraction and the importance (percentage of course grade, etc.) of the assignment in which you believe dishonesty occurred. Because this statement may be reviewed by the Academic Judicial Board it should be as detailed and accurate as possible. Both pages of the ACADEMIC DISHONESTY REPORT, with all signatures, must be forwarded to the Office of the Vice President of Student Development for TUG students or for DCP students, the Director of the Degree Completion Program within one week of the date on the form.

FOR OFFICE OF STUDENT DEVELOPMENT USE ONLY

Warning First Offense Second Offense Third Offense

GARDNER-WEBB UNIVERSITY

Test Proctor Application Form

In order to assist students who cannot attend a face-to-face exam and to ensure academic integrity, this form is provided to allow the student to take an exam remotely while at the same time complying with all academic standards.

The student and proctor must complete the enclosed form.

- Both the student and the proctor must complete their respective areas and sign and date in the proper areas.
- The student’s and proctor’s signatures signify they have read, understand, and agree to comply with the test administration rules.
- The person acting as the proctor is in a position of trust. Only those persons who meet and can document their qualifications will be approved.
- Upon completion, the student should mail, fax, or attach to email, the completed application plus any required documentation to the professor of the course administering the exam in a stamped/addressed envelope provided by the student.
- The proctor application will be reviewed by the Assistant Provost. The student will be informed if their request has been approved or denied.
- Applications which are incomplete or do not meet the proctor qualifications will be returned to the student.
- On receipt and approval of the proctor application, the exam(s) will be transmitted to the approved proctor with instructions.

Student Information:

Name of Student: _____

Student ID#: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Day Telephone Number: _____

E-mail Address: _____

**Please state the reason(s) why you will not be able to attend the face-to- face exam. **

Professor’s Name: _____

Course Name and Number: _____

Mailing Address: _____

E-mail Address: _____ Fax Number: _____

Proctor Information

Name of Proctor: _____

Physical Address: _____

City: _____ State: _____ Zip: _____

Day Telephone Number: _____

E-mail Address: _____

Job Title of Profession: _____

Work Address: _____

Relationship to Student: _____

The proctor must meet one of the following qualifications and signify by initialing in the appropriate area.

_____ A. A member of the faculty or staff of any accredited institution of higher education.

_____ B. A high school or elementary school teacher, counselor, librarian, or administrator.

_____ C. A local or regional librarian or a member of the clergy.

_____ D. A Human Resources manager, a training manager, supervisor (but not immediate supervisor).

_____ E. Some other person the instructor deems to be appropriate.

Family, friends, or other students in the same academic program are not acceptable.

Examination Rules:

1.) Examination materials will only be mailed or e-mailed to educational institutions, libraries, businesses, or church addresses.

Address to mail the examination to:

Organization Name: _____

Attention of: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Or email address to email the exam: _____

2) The exam must remain in the possession of the proctor until test time.

3) The proctor must be present while the student is taking the exam.

4) No assistance allowed.

5) Once started, the examination must be completed. If the student stops before completing the exam, the exam must be given to the proctor and mailed to the professor's address at the end of this form.

6) The exam may not be copied under any circumstance. Copying the exam will be deemed academic dishonesty and will be prosecuted according to university rules. In addition to other university penalties, academic dishonesty results in an automatic "F" in the course.

7) When the student has completed the exam, the proctor will secure the exam, complete the proctor certification form accompanying the exam, and mail to the professor's address at the end of this form.

TESTING AGREEMENT:

Student

I certify that I have read the above terms and conditions and agree to abide by them. I understand that violation of these terms will detrimentally affect my grade and may constitute academic dishonesty.

Student's Signature: _____

Date: _____

Proctor

I certify that I have read the above terms and conditions and agree to abide by them. I am qualified to be a proctor according to the above qualifications and understand my position of trust. I understand that violation of these terms will detrimentally affect the student's grade and may cause the student to become involved in academic dishonesty proceedings.

Proctor's Signature: _____

Date: _____

Return to: Gardner-Webb University
 Degree Completion Program
 PO Box 7243
 Boiling Springs NC 28017

Travel Expense Report

{Please print **legibly** all information on this form}
 {Submit the **original** Expense Report for reimbursement}

DUE DATE:

Home Address:

PLEASE DO NOT LEAVE THIS BLANK

Legal Name: _____ **Department:** Degree Completion Program
Course Name and Number: **PLEASE PUT CRN# AND COURSE NAME HERE** **GWU ID # (REQUIRED):** **PLEASE DO NOT LEAVE THIS BLANK**

DO NOT USE SOCIAL SECURITY NUMBER										
DATE (one line for each date of travel)	DAILY ITINERARY FROM TO		# OF MILES Roundtrip	MILEAGE Mileage x .32 (if approved)	PARKING FEES & TOLLS	LODGING	MEALS (\$7.00 if approved)	PHONE/FAX	MISC.	DAILY TOTAL
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* Receipts must be attached for all expenses except meals
 * The meal limit is \$7.00 per meal, including tips
 * List mileage in **WHOLE numbers only (rounding as needed)**
 * List round trip mileage on ONE line only

Explanation of Miscellaneous Expense:

Total Expense: TOTAL HERE

Signature: _____ **Date:** _____ **Approval:** _____ **Date:** _____

Account number(s) to be charged to : _____