THE POLICIES CONTAINED IN THIS HANDBOOK APPLY TO THE
DEGREE COMPLETION PROGRAM.

This edition supersedes all previous editions.

Requests for changes, additions, or corrections should be directed to the Director of the
Degree Completion Program, Washburn Hall, extension 2173.

Electronic Student Handbook Policy: The University has a moral and legal obligation to
inform students of its rules, policies, and guidelines, and to make this information readily available. Student handbook information is available online and may be accessed from any computer that can access the University’s website. The most current version of the handbook may be found on the Gardnerr Webb homepage: www.gardnerr webb.edu. Click on “Academic Programs and Resources,” then “Catalogs and Resources,” and then “Degree Completion Program Student Handbook.”

Please note: Every effort has been made to verify the accuracy of the information contained herein. The University reserves the right to make changes to Student Handbook information as it deems necessary upon proper advance notification to the student body.

Upon request, this publication can be made available in an alternate format.

Please make a request by calling 704.406.2173 or emailing epack@gardner-webb.edu with your request.
# GARDNER-WEBB TRADITIONS

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Welcome to the Gardner-Webb community! A special welcome to new students, and an enthusiastic “welcome back” to those returning. The purpose of this handbook is to provide you with information that will help you make the most of your Gardner-Webb experience.

Several things combine to make that experience special and make Gardner-Webb distinctive among colleges and universities. First, this is a Christian community where all are welcome and where you will find not only the support and opportunity to grow in your faith journey, but also countless opportunities to put faith into action. The ultimate purpose of this University is to advance the Kingdom of God through Christian higher education and to pursue that purpose by living our motto, “Pro Deo et Humanitate”—For God and Humanity. Second, Gardner-Webb strives to be a true partner with you as you pursue your academic, spiritual, personal and career goals. That commitment and the fact that this University is “all about students” lead to the third quality of Gardner-Webb as student-centered. Students are always the focus of what we do.

As president, I want to be part of that commitment. I hope to meet you, to engage you in conversations, and in particular learn about your goals and ambitions and how Gardner-Webb and I can help you achieve them, so please do not hesitate to approach me on campus or contact me. The success of this University is defined by your success.

Again, welcome and best wishes for a great year.

A. Frank Bonner
President
GREETINGS FROM THE DIRECTOR OF THE DEGREE COMPLETION PROGRAM

Dear Students:

You have made an important decision to further your education and pursue the completion of a bachelor’s degree. Gardner-Webb University understands the importance of that decision. For almost four decades, Gardner-Webb University has been dedicated to providing opportunities to adult learners to further their college education. Gardner-Webb University understands that you are not pursuing a degree only for yourselves. You have begun this journey to be an example for your families and communities that higher education is important for a better future.

You have taken the first step with Gardner-Webb University’s Degree Completion Program, and our team will be with you every step of the way! Gardner-Webb University is blessed with experienced, highly credentialed faculty, excellent student success coaches and advisors, and faculty, staff, and administration whose mission is to enhance your educational experience. Everyone at Gardner-Webb wants to be successful.

Returning to college can be challenging. This handbook is prepared to assist you and will introduce you to rules, policies, opportunities and services that are important for students. You are expected to become familiar with this information. Remember there are many people available to assist you, work through difficult moments, discuss academic options and just listen when you need to be heard. We hope you will read this handbook carefully and use it to find the support you need. As a student, you are responsible for your interactions with the University, and this handbook should serve as a guide.

I hope to meet you along your journey’s way. There will be several opportunities for you to visit the main campus in Boiling Springs, NC. As I visit campuses and classrooms, please introduce yourself. I want you to feel as a valued part of the University. You are the primary reason we are here.

Best wishes for a successful year!

Elizabeth Pack, Director of the Degree Completion Program
DEGREE COMPLETION PROGRAM LEADERSHIP

Associate Provost for Extended Campus Programs
Dr. Jeff Rogers

Director of Degree Completion Program
Elizabeth Pack

Director of Partnerships
Dr. Sara Newcomb

COORDINATORS/DIRECTORS

Business
Dr. Earl Godfrey

Criminal Justice
Dr. Bobbie Cox

Elementary Education
Dr. Lane Wesson

Human Services
Dr. Sharon Webb

Library
Mary Roby

Nursing
Dr. Candice Rome

Religious Studies
Dr. Joe Collins

Social Science
Dr. Diane Sykes

DEPARTMENT CHAIRS

Art
Doug Knotts

English
Dr. Jennifer Buckner

Health, Sport, and Physical Education
Dr. Ken Baker

Mathematics
Tammy Hoyle

Music
Dr. Paul Etter

Natural Sciences
Dr. Stefka Eddins

Public Service
Dr. Bobbie Cox

Religious Studies and Philosophy
Dr. Scott Shauf

Social Science
Dr. Joseph Moore

World Languages and Literatures
Dr. Bernhard Martin

SCHOOL DEANS

Godbold School of Business
Mischia Taylor

Hunt School of Nursing
Dr. Nicole Waters

School of Education
Dr. Bruce Boyles, interim

School of Psychology and Counseling
Dr. David Carscaddon
School of Performing and Visual Arts

Dr. Joseph Webb, Interim

**DIGITAL LEARNING ADMINISTRATION**

Director of Digital Learning

Emily Robertson

Learning Management System Administrator

Robert O'Neil

**ENROLLMENT STAFF**

Director of Enrollment for Digital Learning

Michael Utsman

Student Success Coach Team Leader

Kaye Schenk

Student Success Coach

Deb Bridges

Student Success Coach

Jennifer Bowen

Student Success Coach

Freida Phillips

Enrollment Development Team Leader

Sandy Bailes

Enrollment Development Officer

Brian Cotton

Enrollment Development Officer

Jessica Jones

Enrollment Development Officer

Kristina Moore

Enrollment Development Officer

Chris Newcomb

Data Specialist

Elisabeth Cothran

Enrollment Specialist

Nicole Moore
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**SPRING SEMESTER 2018**

Degree Completion Program (DCP) Classes Begin: Jan 10 (Wed)

Martin Luther King, Jr. Holiday: Jan 15 (Mon)

Last Day for Late Registration & Schedule Modification: Jan 17 (Wed)

Last Day to Withdraw with “W”: Feb 7 (Wed)

Advising/Early Registration Begins for Summer/Fall 2018: Mar 1 (Thurs)

Eight-Week Minimester Begins: Mar 7 (Wed)

Last Day for Late Registration and Schedule Modification Minimester: Mar 9 (Fri)

Spring Break: Mar 12-16 (Mon-Fri)

Graduation Application Due for May with Late Fee: Mar 15 (Thurs)

Graduation Applications Accepted for August (Without $125 Late Fee): Mar 21 (Wed)

Last Day to Withdraw from Minimester with “W”: Mar 26 (Mon)

Easter Break: Mar 28-30 (Wed-Fri)

Classes Resume: Apr 2 (Mon)

Last Day to Withdraw with “WP/WF”: Apr 10 (Tues)

Last Day to Withdraw from Minimester with “WP/WF”: Apr 23 (Mon)

Graduation Application Due for August (Without $125 Late Fee): May 2 (Wed)

Last Week of Classes/Final Exams: May 7-10 (M-Th)

Commencement: May 12 (Sat)

**SUMMER SEMESTER 2018**

Degree Completion Program (DCP) Classes Begin: May 29 (Tues)

Last Day for Late Registration & Schedule Modification: June 1 (Fri)

Last Day to Withdraw with “W”: June 6 (Wed)

Graduation Application Due for August with Late Fee: June 14 (Thurs)

July 4th Break: July 2-6 (Mon-Fri)

Last Day to Withdraw with “WP/WF”: July 16 (Mon)

Last Day of Classes/Exams: July 30 (Mon)

Commencement: Aug 4 (Sat)
THE MISSION OF GARDNER-WEBB UNIVERSITY
Gardner-Webb University, a private, Christian, Baptist-related university, provides outstanding undergraduate and graduate education that is strongly grounded in the liberal arts while offering opportunities to prepare for various professions. Fostering meaningful intellectual thought, critical analysis, and spiritual challenge within a diverse community of learning, Gardner-Webb is dedicated to higher education that integrates scholarship with Christian life. By embracing faith and intellectual freedom, balancing conviction with compassion, and inspiring a love of learning, service and leadership, Gardner-Webb prepares its graduates to make significant contributions for God and humanity in an ever-changing global community.

ACADEMIC POLICIES
The primary source for academic policies of Gardner-Webb University is the Academic Catalog. It is your responsibility to familiarize yourself with those policies and understand how they affect your progress toward graduation. Your Success Coach/Advisor can assist you, but ultimately it is your responsibility to comply with all University policies and procedures.

HONOR CODE
Gardner-Webb University students are pledged to uphold honesty and integrity, and truthfulness in all realms of university life. For the Policy of Academic Honesty, see p. 55.

PRIVACY POLICY AND ACCESS TO EDUCATIONAL RECORDS
Gardner-Webb University complies with the Family Educational Rights and Privacy Act of 1974 (FERPA). This Act is designed to protect the privacy of educational records, to establish the right of students to inspect and review their educational records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints the Family Educational Rights and Privacy Act office concerning alleged failures by the institution to comply with the Act.

Institutional policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in Registrar Services. That office also maintains a Directory of Records which lists all student educational records maintained by this institution. Information known as Directory Information will be published unless the student specifically requests Registrar Services to withhold this information. Directory Information is defined as the following: student name, local and permanent address, telephone numbers, date of birth, major(s), dates of attendance, previous educational institutions attended, and degree and awards received.

Questions concerning FERPA may be referred to Registrar Services.

Students may grant permission to University personnel to release information pertaining to academic records, financial aid, and billing to specified individuals by completing the FERPA Release Form located in WebbConnect under Maintain Information. Using this form, students are able to specify up to three individuals to whom information may be released.

ATTENDANCE POLICY
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. As in face-to-face classes, instructors in an online class may stipulate a more stringent attendance policy in the syllabus.

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

ADDING AND DROPPING COURSES
A student’s schedule may be adjusted by adding and dropping courses with the approval of the success coach or faculty advisor during the schedule modification period. Check the Academic Calendar for dates. Courses that are officially dropped by a student do not appear on a student’s transcript. If a student does not officially drop a class but never attends the class, a grade of “@W” will appear on the student’s transcript.

WITHDRAWING FROM A COURSE
After the schedule modification period, any official withdrawal from a class must be done by the student by submitting the Withdrawal Form located in WebbConnect. When a student officially withdraws from a course, a grade of “W” (withdrew) is recorded during the first 40% of the term. After this period, a “WP” (withdrew passing) or “WF” (withdrew failing) is assigned by the instructor based upon an assessment of the student’s work to date in the course. No hours attempted are recorded for “W” and “WP” grades. Check the Academic Calendar for dates. The last day for withdrawing from an individual course is four weeks after mid-term or a date not to exceed 75% of the course. Check the Academic Calendar for dates. After this date only a complete withdrawal from school will be processed. The directions for withdrawing are listed below.

1. Log in to WebbConnect
2. Click Registration
3. Click Withdrawal Information

WITHDRAWAL, SUSPENSION, AND EXPULSION POLICIES
Voluntary termination of enrollment during a semester or summer term is defined as withdrawal. Any student withdrawing from school before the end of a term (up until the last day of classes) is required to complete and submit the online “Withdrawal” form in WebbConnect under Registration, then Withdrawal Information.
Dismissal from school for a specified period of time is defined as suspension. Dismissal from school for an expulsion is permanent. The University reserves the right to suspend or expel any student or students when it believes that such action is in the best interest of the institution and/or the student(s). This action will take place only after careful consideration and consultation with the student or students in question and all other parties with information pertinent to the matter at hand.

Involuntary withdrawals will be processed by the University for any student who receives a disciplinary suspension or expulsion from the University. The involuntary withdrawal will be processed and dated based on the date of the suspension or expulsion.

Students leaving the University for disciplinary reasons will not be eligible for any reduction and will be liable for the entire semester charges.

**MEDICAL WITHDRAWAL POLICIES**

Any registered student who experiences medical trauma or a chronic illness that may prevent completion of the semester may apply for a medical withdrawal from the University. A medical withdrawal is a complete withdrawal from the University (i.e., not from a particular course). A medical withdrawal request is submitted to Registrar Services through the online withdrawal form prior to the beginning of final exams in the same manner as a general withdrawal from the University.

In addition to the online request, the student must also provide a statement from a licensed medical or mental health professional trained in the diagnosis of the student’s medical condition. The statement should verify that the medical condition prevents the student from participating in classes or carrying out course requirements. The statement from the medical or mental health professional must be submitted on official letterhead, addressed to the Gardner-Webb University Registrar, and include the practitioner’s name and title. The statement should indicate that the student is unable to continue in school and include the date at which the student became unable to continue (or the closest possible approximation to the date).

The student will be notified by the Registrar of the decision made by the Medical Withdrawal Committee. If the request is approved, the student will receive a final grade of “W” for each class (except in instances of Academic Dishonesty).

Any adjustment in tuition will be made on a prorated basis. Once granted a withdrawal, students must apply for readmission to the University in order to continue their studies. All program admission requirements, programmatic and degree requirements, departmental student handbook and accreditation requirements at the time of the student’s return will apply.

As with any other readmission, stipulations may apply. The student must provide a statement from the same medical or mental health professional stating that the student is now able to continue studies at the University. This documentation should follow the same format as above.

**CHANGE OF ADDRESS OR MARITAL STATUS**

Any change of a permanent address or marital status must be reported to Registrar Services by following the instructions under Maintain Information in WebbConnect.

**GENERAL CAMPUS AND EVENT PHOTOGRAPHY/VIDEOGRAPHY AND PRIVACY**

As a general rule, it is not necessary to obtain a release for any individual or group photographed on the Gardner-Webb University campus (es) in a public venue or while attending a public event.
This includes all public spaces across campus from exterior walkways, entryways, atriums, sports fields, complexes, outdoor spaces and classrooms. Individuals have a very limited scope of privacy rights when they are in public spaces. Persons can be photographed without their consent except when they have secluded themselves in places where they have a reasonable expectation of privacy (for example, in dressing rooms, restrooms, medical facilities, homes and residence hall rooms).

This guideline is intended to address the typical circumstances in which a question arises regarding the use of student images of photography and/or videography captured at Gardner-Webb or on behalf of the University. Gardner-Webb often uses photographic images of public campus life, events, ceremonies and other activities to advance the mission of the institution. By visiting, registering at, or being employed by Gardner-Webb University and being present in public settings, you authorize the use and reproduction by the University—or anyone authorized by the University—any photographs taken while at GWU, without compensation. All photo files are university property, solely and completely.

All photographs taken with the consent of University Communications & Marketing staff, by a member of the GWU Photo Team (student photographers), or as part of an academic or scholastic project are the property of Gardner-Webb University and may be available for non-commercial use by university students, faculty, and staff, and with prior approval, off-campus media outlets and publications. Images and videos should be credited “Gardner-Webb University” in all print and electronic publications.

ACADEMIC OFFICES AND SERVICES

STUDENT SUCCESS COACH
Student Success Coaches serve as coaches, advisors, and mentors to accepted students from registration to graduation consistent. The Success Coach supports and assists students in successfully clarifying and attaining their personal, professional, and academic goals by providing direct assistance and by serving as a bridge or ombudsperson between the student and faculty, the Registrar Services, the Student Accounts Office, Financial Planning, student support services, and other University resources in order to help students to persist to graduation.

Students in Elementary Education and Nursing are assisted by Student Success Coaches in their first term of enrollment and by faculty advisors in subsequent terms.

Student Success Coach offices are located in Washburn Hall on Main Campus.

REGISTRAR SERVICES
Registrar Services is located on the ground floor of Dover Campus Center and maintains students’ academic records, manages registration for all classes, certifies all transfer work, issues official transcripts, and certifies applications for graduation. Students should consult the Registrar and/or staff for information or assistance concerning academic records, registration, grade reports, scheduling, transfer work, academic regulations and qualifications for graduation. Contact information: (704) 406-4260 (Phone); registrar@gardner-webb.edu (Email).

LIBRARY
DOVER MEMORIAL LIBRARY
Mary Roby, Dean
http://www.gardner-webb.edu/library/
Gardner-Webb’s main library is located on the Boiling Springs, NC campus. DCP faculty and students are encouraged to visit the Dover Memorial Library, use the library website, and contact Library staff by phone or email, as needed. DCP faculty and students may use a variety of resources and research materials through the Dover Library website. These resources include:

- **ONLINE CATALOG** – provides access to our book collection (print and electronic).
- **ONLINE DATABASES** – includes scholarly articles, eBooks and streaming videos available in a wide variety of subject areas.
- **INTERLIBRARY LOAN AND REQUESTING BOOKS** – a process that allows students to check out books from the main collection in the library by having them mailed to a home address and to borrow books from other libraries.
- **TUTORIALS AND GUIDES** – research aids created by the library to help guide students with their research. DCP faculty are entitled to the same privileges and services as main campus faculty. A Gardner-Webb University ID card is required in order to check out library materials. Faculty may contact the library to set up library instruction sessions for classes either at their distance learning site or at the Dover Library.

**IMPORTANT CONTACTS**
Natalie Edwards Bishop, Instruction Librarian and Adult and Distance Education Liaison  
704-406-3274, nebishop@gardner-webb.edu

Mary Roby, Dean of the Library  
704-406-4298, mroby@gardner-webb.edu

Pam Dennis, Reference and Instruction Librarian  
704-406-3051, pdennis@gardner-webb.edu

Kevin Bridges, Interlibrary Loan Assistant  
704-406-3050, kdbridges@gardner-webb.edu

Steve Harrington, Circulation Manager  
704-406-2183, sharrington@gardner-webb.edu

Other libraries near DCP centers include:

Burke County Public Library .................................................................828-437-5638
C.G. O’Kelly Library - Winston-Salem State University ..............................................336-750-2440
Catawba County Public Library ........................................................................704-637-4448
Catawba Valley Community College Library ..............................................828-327-7000 ext. 4229
Central Piedmont Community College Library ..............................................704-330-6885
Dobson Community Library ........................................................................336-386-8208
TUTORING

Face-to-Face Tutoring

LEAP (Learning Enrichment and Assistance Program) is an academic support service that is available to DCP students for whom a visit to Main campus is feasible. Through course-specific peer-tutoring services, LEAP contributes to the tutors’ and tutees’ personal development and academic success. While LEAP is not equipped to offer tutoring assistance for all Gardner-Webb courses (especially in the major), LEAP strives to provide tutoring assistance for highly requested courses found within Gardner-Webb University’s curriculum.

LEAP peer tutoring provides undergraduate students with the opportunity to schedule an individual tutoring appointment with a peer tutor who has previously excelled, or is currently excelling, in the requested course. During the student’s tutoring session, the tutee will receive individual attention in a supportive environment in which he or she has the opportunity to discuss course-specific concepts, review course-specific material, and/or prepare for a course-specific exam or presentation. Peer tutoring is a free service to undergraduate students.

Should you have questions or concerns regarding LEAP, please contact the LEAP Director, Meredith Garrett at mpgarrett@gardner-webb.edu or (704) 406-4562.

To make an appointment through WebbConnect:

1. Log into WebbConnect 2. Click on Academic Support 3. Click on Peer Tutoring Appointment Scheduler 4. Choose a class from the drop-down menu 5. Select a date for your tutoring session 6. Select an available time 7. Click submit

Online Tutoring

If a Degree Completion student is unable to attend a scheduled one-on-one tutoring appointment, or if one-on-one tutoring is not offered for the requested course, a Degree Completion student can access an online tutor via Smarthinking® (a higher education online tutoring company). Degree Completion students have access to a total of four (4) free hours of Smarthinking online tutoring per semester. Degree Completion students can access Smarthinking via WebbConnect or Blackboard.
Follow these steps to get started:

**WebbConnect:**
1) Log in to WebbConnect
2) Click on the Academic Support Folder (under the Quick Launch)
3) Click on the Smarthinking Online Tutoring link
4) This will take you directly to your Smarthinking account

**Blackboard:**
1) Log in to Blackboard (or once you are in Blackboard)
2) Click on any of your current semester course links listed under the MyCourses section
3) Next, locate and click on the Student Support Services folder-located on the navigation menu on the left
4) Click on the Smarthinking Login: Click Here link
5) This will take you directly to your Smarthinking account

**WRITING CENTER**
Gardner-Webb's Writing Center, located Tucker Student Center, Room 237, is staffed by trained student consultants who will help other students with drafting, revision, documentation, or proofreading. Students can make appointments through WebbConnect or walk in during posted hours. Check the Writing Center website for more information, including hours. [http://gardner-webb.edu/writingcenter](http://gardner-webb.edu/writingcenter). Phone: 704-406-4393  Email: writingcenter@gardner-webb.edu

To make an appointment through WebbConnect:
1. Log into WebbConnect
2. Click on Academic Support
3. Click on Writing Center Appointment Scheduler
4. Choose a class from the drop-down menu
5. Select a date for your tutoring session
6. Select an available time
7. Click submit

**NOEL CENTER FOR DISABILITY RESOURCES**
The Noel Center offers accommodations and support services to students with disabilities who provide appropriate documentation. Accommodations are determined individually based on the information in the documentation and consultation with the student. Note taking, interpreting services, assistive technology, orientation and mobility, alternate text, and advising are available. The Center sponsors academic support groups for all disabilities as well as a social group for students on the Autism Spectrum. “Joyful Hands,” the Gardner-Webb sign language choir, is also sponsored by the Center. A mentor program is available for students who wish to be paired with an upper classman who has a similar disability. The Center is housed in Frank Nanney Hall. Cheryl Potter, Associate Dean for the Noel Center for Disability Resources, may be contacted at cpotter@gardner-webb.edu or (704) 406-4271. Cindy Rochester, Assistant Dean for the Noel Center for Disability Resources, may be contacted at crochester@gardner-webb.edu or (704) 406-3549.

**TECHNOLOGY SERVICES**
Gardner-Webb’s Department of Technology Services is located in Suttle Hall. The office is open Monday through Friday from 8:00 a.m. to 5:00 p.m. For assistance, please email detech@gardner-webb.edu or call (704) 406-4647. For Technology Services Policies, see p. 24.

**OFFICE OF FINANCIAL PLANNING**
The Office of Financial Planning assists students with all matters regarding financial aid eligibility through federal, state, local, and institutional sources.

**Helpful Information**
- Location: Room 200 Dover Campus Center
It is necessary to reapply for financial aid each year. The free application for Federal Student Aid (FAFSA) is completed in January or later for the upcoming fall semester. A link to the website, fafsa.gov, is available from the Financial Planning homepage.

You will receive notification from the Financial Planning Office when your award package is complete. You will access your financial aid through WebbConnect, the University’s online portal. You will be taken through the steps to accept your financial aid and process your Stafford loans. WebbConnect also provides information on any outstanding requirements affecting the finalization of your award.

Scholarship recipients must maintain stipulated cumulative institutional Grade Point Averages (GPA) depending upon the particular scholarship. Academic performance will be evaluated at the end of the spring semester each year. Please refer to the Financial Planning Office website concerning this scholarship maintenance and view required GPAs for specific scholarships.

Satisfactory Academic Progress (SAP) is evaluated at the end of each semester. You must make satisfactory academic progress toward the completion of your degree in order to be eligible for aid provided at Gardner-Webb. You can view SAP standards on the Financial Planning website. In general, for undergraduate students, you must earn 67% of hours attempted and cannot exceed 192 earned credit hours. Students with 0-89 hours are required to maintain a GPA consistent with the Registrar’s guidelines to maintain good standing.

STUDENT SERVICES

The University provides a full range of Student Support Services to residential, offsite, and online students.

DEPARTMENT OF COUNSELING CENTER

College is a time of change and adjustment. This may result in anxiety, conflict and uncertainty for many students. The University Counseling Center staff is available to assist students who may be experiencing these and other feelings.

The University Counseling Center is staffed by a team of professionals trained in education and counseling who want to assist you in coping with difficulties and make the most of your opportunities for success.

The University Counseling Center adheres to the code of ethics of the American Counseling Association and operates within a Christian perspective. All services provided are confidential and no information will be given to others without the consent of the individual.

The University Counseling Center provides services to students in a concerned, caring, and confidential setting. Services are provided to assist students in defining and accomplishing personal and academic goals. The services include:

- High quality individual and group counseling to individuals who may be experiencing psychological or behavioral difficulties.
● Programming focused on the developmental needs of college students to maximize the potential of students to benefit from the academic environment and experience.

● Consultation to the institution to make the environment as beneficial to the intellectual, emotional and physical development of students as possible.

WHAT IS COUNSELING?
Counseling is a unique, confidential and collaborative relationship between a trained helper and a person seeking help in which both the skills of the helper and the atmosphere created assist people with learning to relate to themselves and others in healthier ways. Although you may handle many things on your own, sometimes a little outside help or a different and more objective point of view can help you with putting your problems in perspective and handling them more effectively.

Individual, couple, and group counseling is available to help students with personal, academic, and career concerns. Students coming to the Counseling Center are usually seeking more effective and rewarding lives by confronting personal problems, career questions, skill development issues, or value questions. (Counseling is not only for people with problems). Many people, including highly successful ones, find significant benefits in counseling. These benefits include increasing self-awareness, maximizing potential, and making the overall college experience more productive and meaningful.

The Counseling Center assists students in coping with difficulties and making the most of opportunities for academic and personal development. Cindy Wallace is the Director of the University Counseling Center.

CENTER FOR PERSONAL AND PROFESSIONAL DEVELOPMENT
The Center for Personal and Professional Development exists to prepare students for meaningful life and work beyond college by equipping them with personal and professional skills and developing within them a missional mindset to effectively pursue their passions and purpose. Fulfillment of this mission requires a collaborative network of campus partnerships coordinated by the Center to deliver a comprehensive program for holistic student development including self-awareness, self-discipline, personal responsibility, critical thinking, social responsibility, health and wellness, leadership, career exploration and preparation, professional skills, and teamwork.

Make it a priority to utilize the Center throughout your college experience to acquire critical knowledge, skills and prepare for the transition into the world of life and work after college. Micah Martin is the Director of Center for the Personal and Professional Development.

CHRISTIAN LIFE AND SERVICE
The Office of Christian Life and Service advances the Christian and Baptist identity of the University and nurtures students, faculty and staff in the development of a mature Christian faith. Varied opportunities are provided for expressing that faith through service to God and humanity.

The Office of Christian Life and Service is located in the Tucker Student Center. Dr. Tracy Jessup serves as the Vice President for Christian Life and Service and Senior Minister to the University.

PASTORAL CARE
While Gardner-Webb University is committed to excellence in academics, it is equally committed to the spiritual care of students, faculty and staff. The staff of the Office of Christian Life and Service provides pastoral ministry to the Gardner-Webb family including the following:

- Pastoral care to students, faculty, administration, and staff;
- Various experiences in corporate worship;
- Vocational counseling and placement assistance to students interested in church-related vocations;
- Assistance in finding a place of worship, particularly to students who seek a local church with which to affiliate.

**BUSINESS AND FINANCE SERVICES**

**STUDENT ACCOUNTS OFFICE**

Located on the lower level of the Dover Campus Center, members of the Student Accounts Office staff are available to assist students with questions and inquiries regarding financial matters including student charges, billings, payment plans, check cashing, student insurance, etc. Hours are 8:00 a.m. - 5:00 p.m., Monday - Friday. The telephone extension for the Student Accounts Office is (704) 406-4287. You may also visit our website at www.gardner-webb.edu/student-accounts.

**CHARGE REDUCTION POLICY**

Registration in the University is considered a contract binding the student for charges for the entire semester. However, it is the policy of Gardner-Webb University to give pro-rata charge reductions through 60% of the enrollment period in the event a student OFFICIALLY WITHDRAWS FROM SCHOOL. Log into WebbConnect and choose Registration then Withdrawal Information. The withdrawal date is the date this process begins.

Reductions will be computed on total charges for tuition, room and board but not on fees. Students leaving school for disciplinary reasons will not be eligible for a reduction and will be liable for the entire semester’s charges. Students who withdraw from individual classes after the drop/add period will receive no charge reduction.

For purposes of interpreting this policy the pro-rata charge reduction percentage is equal to the number of calendar days (includes weekends) remaining in the semester divided by the number of calendar days in the semester. No charge reduction will be given after the 60% period of enrollment for the semester.

When a student’s charges are reduced, federal, state, institutional and non-institutional aid will be adjusted in accordance with the regulations governing the respective programs. Please contact the University Student Accounts Office for current regulations concerning these programs. Leaving the University without officially withdrawing may result in a student forfeiting all financial aid and, thus, becoming responsible for the entire balance.

**UNIVERSITY POLICE POLICIES AND SERVICES**

**DEPARTMENT OF UNIVERSITY POLICE**

The University Police Department is a multi-functional service agency whose primary purpose is to protect the University community and enforce N.C. State Law. Full-time officers are
professionals who have been certified and sworn by the N.C. Attorney General’s office. Services provided by the department include traffic control, engraving, educational seminars, a 24-hour emergency number, vehicle entry service for “lock-outs,” vehicle “jump-starts,” and escort service on campus. Officers patrol the entire campus on foot, segways, and in marked/unmarked campus police vehicles. The campus is also protected by a camera security system. The department also employs students for job specific responsibilities. The University Police Department is located in the Poston Center. Barry Johnson is Chief of University Police.

A Look at Stats for the years of 2015-2016
The Gardner-Webb University Police Department thoroughly investigates each reported incident. The recorded numbers reflect all reported incidents on campus and off campus. Upon investigation, it is often found that the incidents are not criminal offenses as reported.

<table>
<thead>
<tr>
<th>Incident Type</th>
<th>On-Campus</th>
<th>Non-Campus</th>
<th>Public Property</th>
<th>GWU PD Total</th>
<th>Other Campus Official</th>
<th>Residential Facilities</th>
<th>Other Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Crime</td>
<td>13 14 15</td>
<td>13 14 15</td>
<td>13 14 15</td>
<td>13 14 15</td>
<td>13 14 15</td>
<td>13 14 15</td>
<td>13 14 15</td>
</tr>
<tr>
<td>* Murder</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>* Robbery</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>* Forcible Sex Offense</td>
<td>1 0 2</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>1 0 2</td>
<td>1 0 0</td>
<td>0 2 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>* Non-Forcible Offense</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Burglary</td>
<td>1 14 13</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>11 14 13</td>
<td>10 9 3</td>
<td>1 5 10</td>
<td>0 0 0</td>
</tr>
<tr>
<td>* Motor Vehicle Theft</td>
<td>1 0 1</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>1 0 1</td>
<td>0 0 1</td>
<td>1 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Manslaughter</td>
<td>0 0 0</td>
<td>0 0 0</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>* Arson</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
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</table>


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<th>Incident Type</th>
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<th>Residential Facilities</th>
<th>Other Law Enforcement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Law Violations/Arrest</td>
<td>2 0 4</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>2 0 4</td>
<td>0 0 2</td>
<td>2 0 2</td>
<td>0 0 0</td>
</tr>
<tr>
<td>* Drug Law Violations/Arrest</td>
<td>2 2 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>2 2 0</td>
<td>0 0 0</td>
<td>2 2 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>* Illegal Weapons Violations/Arrest</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Liquor Law Viol./Referred to Administration</td>
<td>19 3 2</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>19 3 2</td>
<td>0 1 2</td>
<td>19 2 0</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Drug Law Vio./Refer. To Disciplinary Action</td>
<td>0 1 2</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 1 2</td>
<td>0 0 0</td>
<td>0 1 2</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Illegal Weapon Violations Referred to Disciplinary Action</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
</tr>
</tbody>
</table>

A complete copy of the annual campus crime report is available upon request at the University Police office.
Campus Safety

Gardner-Webb University has taken significant measures to enhance overall campus safety. A comprehensive plan is in place to address critical incidents in terms of prevention, preparedness, response, and recovery.

The University works very closely with various levels of law enforcement, local town agencies, county, state, and federal emergency management agencies. The following units are in place: the Critical Incident Team (CIP), the Threat Assessment team (TAT), and the Critical Incident Plan review Board. University officials have the capability of locking down one building, a specific area of campus, or the entire campus on a moment’s notice.

Surveillance

Gardner-Webb University reserves the right to use surveillance cameras (hidden or in the open) to monitor the University and public areas.

Local Law Enforcement

Police agencies that have authority in the areas surrounding the campus are on campus when necessary. These agencies include, but are not limited to, the Boiling Springs Police Department, Cleveland County Sheriff’s Office, Shelby Police Department, Alcohol Law Enforcement, North Carolina Highway Patrol, and State Bureau of Investigation.

Arrests

The physical arrest or issuing a citation to a person accused of violating a state law.

Disciplinary Action Referral

The referral of a student who has violated state law or University Policy to the Vice President of Student Development for disciplinary action.

Vehicle Registration

All motorized vehicles operated on Gardner-Webb University property must be registered with the University Police office. Students who do not register their vehicle risk loss of their on-campus parking privileges. Students are required to purchase a registration permit ($50) and display the permit properly at all times. Students may register vehicles online through WebbConnect. Visitors are not required to register their vehicle and should park in marked spaces.

If you do not have a vehicle, you must sign a Vehicle Waiver statement with the University Police office stating that you do not have a vehicle on campus. Should you at any time get a vehicle, you must register it within three business days of it being on campus. Violators may be fined or face a code of conduct violation.

Parking — Between the hours of 6:00 a.m. and 6:00 p.m.

1. Resident and commuter students park in spaces designated by white lines.
2. Faculty/Staff park in spaces designated by red lines.
3. Vehicles registered to students found parking in faculty/staff spots are subject to ticketing and/or towing.
4. No back in parking is permitted.

Between the hours of 6:00 p.m. and 6:00 a.m. drivers may park in any legally marked space regardless of status. Overflow parking areas are located in the Spangler/Myers lots and in the paved area south of the Lutz-Yelton Convocation Center. Handicap spaces are clearly marked
throughout the campus and are available only to those persons who possess and display a valid N.C. Handicap placard.

*All vehicles must be parked in a marked space at all times. The inability to locate a legal or convenient parking space is not a license to park illegally.*

**Students** are required to park their vehicles in areas designated by white lines. Monday through Friday, 6 a.m. - 6 p.m., parking for residents and commuters is restricted to these areas. In the event no legal parking spaces are available, students will be expected to park in overflow areas: Spangler/Myers south lot, LYCC south lot, and swimming pool west lot. Faculty, staff and guest parking is designated by red lines. Several handicap spaces are clearly marked throughout the campus.

**Students whose parents are employed on campus** and wish to park on campus MUST have a valid STUDENT decal properly affixed to their vehicle. Such students are not authorized to park in faculty or staff parking using vehicles that display a Faculty/Staff decal.

**Emergency Vehicles** - Blocking emergency vehicle access will be towed at owner’s expense.

**Handicap Parking Spaces** – Numerous handicap spaces are clearly marked throughout the campus. Violators will be ticketed and/or towed at owner’s expense. Inappropriate use of a “borrowed” handicap permit is subject to a fine.

**Traffic Citations** – The University Police office strictly enforces all N.C. Motor Vehicle Regulations as described in the Chapter 20 of the N.C. General Statutes. Uniform citations and fines will be issued to motorist in violation of these regulations.

Vehicles that receive three (3) or more citations in the same academic semester are subject to immobilization. Students who continuously disregard campus traffic regulations by accumulating as many as five (5) citations in one academic year will subject themselves to immediate loss of the privilege of operating a motor vehicle on campus for the remainder of the academic year.

**Parking Fines**

<table>
<thead>
<tr>
<th>Offense</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Showing no Registration</td>
<td>$130.00</td>
</tr>
<tr>
<td>Reckless Driving</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking in Handicapped Space</td>
<td>$100.00</td>
</tr>
<tr>
<td>Speeding</td>
<td>$50.00</td>
</tr>
<tr>
<td>Improper Parking (No Marked Space)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Improper Parking (Faculty/Staff)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Fire Lane</td>
<td>$100.00</td>
</tr>
<tr>
<td>Improper Display of Parking Permit</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking on Grass</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

**Parking Appeals**

Students receiving parking tickets may appeal their ticket to the Parking Appeals Committee. Appeals should be turned into the Office of Housing and Residence Education within 48 hours of
receiving a parking ticket. Appeal Forms may be obtained in the Office of Housing and Residence Education.

**Reckless Driving and Speeding**
Reckless driving and speeding on the University campus are grounds to have driving privileges revoked.

**Payment of Fees/Fines**
The student is expected to owe no money to the University at the end of each semester. Traffic, library, and disciplinary fines, as well as other financial charges incurred during a semester, must be paid before grades are received, a room is confirmed, a transcript is released, or a diploma is awarded.

**TECHNOLOGY AND ACCEPTABLE USE POLICIES**
The purpose of this policy is to describe the appropriate use and security of University Technological assets, associated responsibilities, and rights of all Users employing these resources. All Users of University Technology assets are expected to be familiar with each policy contained here within and the consequences of violation as listed below. This policy supersedes all previous Gardner-Webb University Computer Usage Policies.

Violation of these contained policies may result in the immediate suspension of computer account and network access pending investigation resolution. Depending on frequency and/or severity, the offender may lose all computer account and network access in addition to facing the appropriate University judicial review. The penalties may include suspension or dismissal from the University and/or criminal prosecution where warranted.

**NETWORK SECURITY AND PRIVACY POLICIES:**
1. Unauthorized attempts to gain privileged access or access to any account or system not belonging to you on any University system are expressly prohibited.

2. Creation of any program, Web form, and/or any other mechanism designed to gain privileged account information is prohibited without the written permission of the Provost and Associate Vice President for Technology Services.

3. Computer and network accounts are assigned to each individual uniquely and are considered confidential in nature. Individual accounts cannot be transferred to or used by another person. Given that access allows the User to retrieve personal information of the individual assigned the account, sharing of accounts and/or passwords is not permitted.

4. Each User is personally responsible for the proper use of his/her account including all activity associated with his/her account. All illicit activity that can be traced to a User account will result in immediate termination of the account until the investigation is complete. Users who do not safeguard their usernames and passwords may lose their access permanently, subject to the appropriate University judicial review.

5. Each system owner is responsible for the security of all systems he/she connects to the campus network (WEBBNET). Any system determined to cause network degradation and/or attacks other systems as a result of malicious software, e.g., viruses, worms, Trojans, will be removed from the network immediately and without notification until the system has been made secure.

6. No University-owned or private system attached to the WEBBNET may be used as a vehicle to gain unauthorized access to any other system whether on or off campus.
7. Anyone believing that a possible security lapse has occurred on any University technological resource or network MUST report it immediately to the respective department chairperson/manager and to Technology Services. The system and/or computer associated with the lapse should not be used until the problem has been investigated and cleared by the system administrator.

8. All Users must be aware that Gardner-Webb system administrators conduct periodic security checks of University systems and networks. Additionally, outside agencies are annually contracted to assess and challenge the University systems and network security to ensure a safe operating environment. As a result of the analysis, Users may be required to change their passwords during their next log-in process where an easily guessed password has been employed.

9. User files on a University server/system are kept as private as possible. Any attempts to access and/or read another person’s protected files will be treated with the utmost seriousness. System administrators will not override any file protections unless deemed absolutely necessary in the performance of their duties, and will treat the contents of those files as private and confidential information at all times. System administrators must make every effort to communicate with the owner of the files in the event any file protection is overridden.

**NETWORK AND COMPUTING USAGE POLICIES:**

1. No University system or network may be employed in a manner or purpose that violates University statutes/regulations/policies and/or federal, state or local laws.

2. Any activity, malicious or otherwise, resulting in obstructing the operation and work activities that employ University technological resources will not be tolerated. Activities include, but are not limited to, consuming gratuitously large amounts of system resources (disk space, CPU time, network bandwidth), and/or crashing University servers or individual machines.

3. Use or access of any University system by outside persons or agencies requires written permission from the Provost Office and Technology Services to include payment of fees to the University and appropriate software vendors where applicable.

4. Use of University technological resources, systems, and networks for commercial purposes is strictly prohibited except where explicitly approved by the Provost. Such prohibited use includes, but is not limited to, development of programs for commercial profit, data processing or computations for commercial use, and preparation/presentation of for-profit advertising material. Posting of published works, workshops, presentations, etc., related to a faculty member’s area of teaching are exempt from this prohibition.

5. Frivolous, disruptive, and/or inconsiderate conduct, including the viewing of pornographic material, in any University computer lab, multi-media, or other room which employs technology is not permitted.

6. No University computing facility may be used for participating in computer gaming outside of academic requirements.

7. Copying, storing, displaying, or distributing copyrighted material using University systems and/or networks without express permission of the copyright owner, except as otherwise allowed under copyright legislation, is strictly prohibited. Under the Digital Millennium Copyright Act of 1998, repeat copyright infringements by a User can result in termination of the User’s access to University systems and networks. Statutory damages for copyright infringements range from $750 to $30,000 per infringement with willful infringements carrying potential damages up to $30,000.
$150,000 plus attorney fees.

8. Tampering, reconfiguring, removing equipment, or physically accessing University network/computing resources and/or wiring without express permission by Technology Services or Plant Operations is strictly prohibited. Such action will be considered vandalism and/or theft and will be prosecuted to the fullest extent of University policy and criminal law.

**EMAIL USAGE POLICIES**

1. Gardner-Webb University has established email as a primary vehicle for official communications with enrolled students and current faculty/staff.

2. Every enrolled student, and current faculty and staff member has an official Gardner-Webb University email address established and assigned by Technology Services. **All University communications sent via email will be sent to this address. Faculty members will use the official University email address to communicate with students registered in their classes. Additionally, all administrative offices using email to correspond with enrolled students will do so via this address.**

3. **Students are expected to check their official email address on a frequent and consistent basis in order to stay current with University communications. A student’s failure to receive and read University communications delivered to his/her email address in a timely manner does not absolve the student from knowing and complying with the content and instructions of such communications.**

4. Students are allowed to forward their email from their official University email address to another provider, but do so at their own risk. Gardner-Webb is not responsible for the handling of email of other service providers. Having email forwarded does not absolve students from knowing and complying with the content of communications sent to their official University email address.

5. No email may be sent or forwarded through a University system or network for purposes that violate University statutes and/or regulations and constitutes an illegal or criminal action.

6. Electronic mail is considered private, confidential information and will be kept as private as possible. Attempts to read another person’s email will be treated with the utmost seriousness. No University employee or system administrator will read any mail unless deemed absolutely necessary in accordance with specific job requirements or by judicial subpoena. The University makes every effort to respect email privacy and adhere to state and federal statutes governing email confidentiality. However, the University reserves the right to investigate virus and illicit activity that can be introduced through email systems. Additionally, if requested by the person assigned to the email account, Technology Services may enter the specific email account to assist with problem identification and resolution.

7. Users should be aware that deletion of electronic information will not erase such information from the system storage until overwritten with other data. This can result in the information residing in the University’s network either on various back-up systems/media until such time as the information is overwritten.

8. Nuisance email or other online messages such as chain letters, obscene, harassing, and/or other unwelcome messages are prohibited.
9. Unsolicited email messages to multiple Users are prohibited unless explicitly used for University instruction and/or business purposes. Exceptions are granted by the appropriate University authority.

10. All messages must show accurately from where and from whom the message originated, except in cases where anonymous messages are invited.

11. Gardner-Webb reserves the right to refuse mail and other communications from outside hosts that send unsolicited, mass or commercial messages, or messages that appear to contain virus and/or illicit material. The University will refuse, filter and/or disregard such messages.

GARDNER-WEBB ELECTRONIC ACADEMIC CODE
This principle applies to works of all authors and publishers in all media. Respect for intellectual creativity and work is vital to academic discourse and enterprise. It encompasses respect for the right to acknowledgment, the right to privacy, and rights to determine the form, manner, and terms of publication and distribution.

Due to the volatility and ease of reproduction of electronic information, respect for the work and personal expression of others is especially critical in computing environments. Violations of authorial integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations may lead to serious consequences as deemed appropriate by respective University judicial review panels.

USER RESPONSIBILITIES
Users of University technological resources, systems, and/or networks are responsible for what they do on the network. Any illicit activity will be taken very seriously. Each User must maintain a current version of antivirus software and stay current with any operating system patch releases. The University employs software to ensure that all computers accessing the network are compliant with this requirement, forcing Users to update to the current applicable versions before allowing them to connect to the University network.

Users must respect and adhere to all University policies and federal, state, and local laws to include, but not limited to, copyrights, intellectual property rights, and confidential information access. It is a violation of Gardner-Webb policy to copy, distribute, share, download or update any copyrighted material without the express permission of the copyright owner. Users must respect network access and bandwidth requirements. Any User determined to be consuming excessive bandwidth that negatively impacts the performance of University systems, users, and/or networks may be disconnected from the network without warning.

WEBBNET AND INTERNET USE POLICY
The University reserves the right to take whatever precautions are deemed necessary to ensure the integrity of our computer system that may include stipulations and requirements of all computer users (students, faculty, and staff). This may include, but is not limited to, specific programs and updates that impact the entire network. Gardner-Webb University also reserves the right to alter the WEBBNET usage policy as needed to preserve the well-being of the computer network.

USE FOR ANY OTHER PURPOSE IS NOT ACCEPTABLE!
Only students, faculty, staff, and other authorized individuals may use university-owned or operated computing resources. Users will exercise responsible, ethical behavior when using these resources. Users will also refrain from using computing resources to view, print, or access in any manner, material that may be offensive to others. Failure to exercise ethical behavior will result in appropriate disciplinary action, including the possible revoking of the right to use WEBBNET. Gardner-Webb University will NOT be liable for the actions of anyone connecting to the Internet through the University WEBBNET. All users assume full responsibility for their actions.

WEBBCONNECT
WebbConnect is a secure site that allows students, faculty, and staff access to academic information via the Internet. Students can access WebbConnect by clicking the WebbConnect icon on many of the University web pages including the homepage, www.gardner-webb.edu. From WebbConnect, you can:

- Access online and web-enhanced courses
- Access your Gardner-Webb email
- View your unofficial transcript
- Print/Display your class schedule/attendance
- Register for classes including drop/add
- Check registration status
- View/update personal information
- Check your Dimensions schedule
- View campus announcements
- Opt-in for informational & emergency text messages
- Access Financial Aid information and forms
- View/print your Gardner-Webb billing statement
- Submit a Work Order
- Access Student Complaint Form

USERNAME & PASSWORD
Your username and password will be made available to you by Technology Services upon acceptance to the University. DO NOT SHARE YOUR LOG-IN INFORMATION WITH ANYONE! Sharing your username and password will grant others access to your permanent academic and personal information. To change your password, login to WebbConnect and click on the Change Password link under Maintain Information.

WIRELESS NETWORK
The GWU wireless network provides wireless access to WEBBNET, the Internet, and email in the students’ living facilities, academic buildings, and administrative buildings. Residence halls, apartments, and suites are exclusively wireless. To take advantage of the wireless network, your computer should have a wireless-enabled Ethernet card installed that provides 802.11ac
connectivity. Other devices such as smartphones, tablets, and gaming consoles that are wireless-enabled may also be used to access the network.

MUSIC DOWNLOADING
Copying, storing, using, or distributing copyrighted material, including music, via University systems or networks without the express permission of the copyright owner, except as otherwise allowed under the copyright law, is prohibited. Users in violation of this policy may have their network privileges and connectivity revoked. Purchasing music through a legalized service, such as iTunes, is permitted.

STUDENT COMPUTERS/LABS
Gardner-Webb is dedicated to providing its students with the most up-to-date computers and software programs. In addition, GWU operates six (6) computer labs on our Boiling Springs campus, one (1) at our Statesville campus and one (1) at our Charlotte campus.

Belk-Ellis Computer Lab is located on the main floor of the Dover Memorial Library. The lab is equipped with the latest in multimedia technology, with full Internet and email access. This lab is not an open lab but may be reserved by faculty and staff through Meeting Room Manager.

Elliot Computer Lab is located in room 305 on the third floor of Elliot Hall and primarily serves the Divinity, Psychology, and Religion programs. The lab has 33 computers with full internet and email access, Microsoft Office Professional, POM/QM, Read/Write Gold, Zoomtext, and SPSS statistics software available for student use.

Communications Lab primarily supports the growing Communications program. As the only Macintosh lab, it has 21 iMac computers installed with Adobe CS and Microsoft Office as the main software offerings with full internet and email capability. The Mac lab is located in room 118 in the Communications Studies Hall.

Craig Lab is located in room 208 on the second floor of Craig Hall and primarily serves as a technology tool for the Education and Department of English Language and Literature. This lab has 25 computers configured with various programs supporting student writing and the teacher education program. Software in the lab includes Microsoft Office Professional, POM/QM, SPSS, Read/Write Gold, and Zoomtext. Additionally, the lab has full Internet and email access available to students.

Hamrick Hall houses the lab that supports the Godbold School of Business, the MBA programs and MACC programs. The lab is located on the first floor of Hamrick Hall in room 107. Software used in the lab includes Microsoft Office Professional, POM/QM, and SPSS statistical software. Read/Write Gold and Zoomtext programs are also available. The lab is available to classes only and is not open for general use.

Withrow Hall Lab, located in room 116, functions primarily in support of Mathematics, Computer Science, and Natural Science majors and includes full Internet and email access. Special programs include Microsoft Office Professional, C++, InterDev, Visual Basic, Java, POM/QM, SPSS, Read/Write Gold, and Zoomtext.

The most up-to-date schedules for each open lab can be viewed by logging into WebbConnect and clicking on Academic Support > Campus Computer Labs.
TELEPHONES/COMMUNICATIONS

Long Distance Service – Should a student desire to make long distance calls using wired phones on campus, he/she must use a calling card. Placing or receiving calls or using any communications technology which incurs a charge to the University are strictly prohibited and will be considered a violation of student conduct and prosecuted accordingly. Students may contact the Telecommunications Office with any questions. The Telecommunications Office can be reached by email at telecommunications@gardner-webb.edu or by phone at extension 4330.

INTELLECTUAL PROPERTY POLICY

1. Purpose.
   A. The purpose of the Intellectual Property Policy (“policy”) of Gardner-Webb University (“the University”) is to foster an environment that encourages the generation of new knowledge by faculty, staff, and students; to help facilitate transfer of useful inventions and writings to society; and to motivate the development and dissemination of intellectual property.
   B. The policy is based upon the following principles relating to faculty, staff and students to the University.
      1. Intellectual property is created by individuals, or by groups of individuals, who are entitled to choose the course of disclosure.
      2. There exists a historical tradition allowing authors to retain ownership of intellectual property rights from textbooks and works of art.
      3. The University is the support of the whole campus community, and is thereby entitled to share in financial rewards.

2. Definitions. As used in this policy, the following definitions will apply:
   A. Intellectual Property includes any patentable invention, any copyrightable subject matter, or trade secret. It also includes works of art, and inventions or creations that might normally be developed on a proprietary basis.
   B. University means Gardner-Webb University.
   C. Student means any full-time or part-time graduate or undergraduate student, regardless of whether the student receives financial aid from the University or from outside sources. It is the responsibility of students who are also employees of other outside entities to resolve any conflicts between this policy and provisions of agreements with their employers prior to beginning any undertaking at the University that will involve the development of intellectual property.
   D. Faculty means members of the University’s faculty as defined in the Faculty Handbook, plus instructors, special faculty appointments, and part-time faculty.
   E. Staff means any employee of the University other than students and faculty as defined above. If a student is also a part-time University employee, the student is considered as staff with regard to intellectual property developed as a result of his employment, and as a student with regard to other intellectual property. A full-time non-faculty employee who is also taking one or more courses is considered to be staff. Visitors to the University who make substantial use of University resources are considered as staff with respect to any intellectual property arising from such use.
F. Creator means any person or persons who create an item of intellectual property.

G. Net proceeds to the University means all proceeds received by the University on intellectual property that it assigns, sells or licenses, minus any application, litigation, interference, or marketing costs directly attributable to the intellectual property being licensed.

H. Net proceeds to the creator means all proceeds received by the creator from intellectual property owned by the creator that the creator sells, assigns or licenses, less the costs of application, legal protection, or litigation, interference, travel and other marketing costs directly attributable to the intellectual property being exploited. Such net proceeds do not include compensation legitimately received by the creator for consulting services or interest or other return on invested labor or capital.

I. Substantial use of University facilities means extensive un-reimbursed use of major University laboratory, studio or computational facilities, or human resources. The use of these facilities must be important to the creation of the intellectual property; merely incidental use of a facility does not constitute substantial use, nor does extensive use of a facility commonly available to all faculty or professional staff (such as libraries and offices), nor does extensive use of a specialized facility for routine tasks. Use will be considered "extensive" and facilities will be considered "major" if similar use of similar facilities would cost the creator more than $1,000.00 if purchased or leased in the public market. Creators wishing to directly reimburse the University for the use of its facilities must make arrangements to do so before the level of facilities usage for a particular intellectual property becomes substantial. (This provision is not intended to override any other department or University policy concerning reimbursement for facilities usage.)

J. Online Courses. An online course refers to an academic course or a portion of an academic course that is delivered through electronic means, typically through a learning management system like Blackboard. In the context of intellectual property, the online course refers to all aspects of the course produced by the creator, as distinct from those portions of the course that are provided by the learning management system or are part of the electronic delivery of the course, which typically are made available to the institution and the creator through licensing. Components of the online course produced by the creator may include, but are not limited to, lectures, videos, graphics, bibliographies (or weблиographies), learning outcomes and course outlines.

3. Ownership Provisions and Procedures. In order of precedence, and unless otherwise provided by law, ownership of intellectual property shall be as follows:

A. Externally Sponsored Work.
   1. Intellectual property created as a result of work conducted under an agreement between an external sponsor and the University that specifies the ownership of such intellectual property shall be owned as specified in said agreement.
   2. The Provost of the University will inform each person whose intellectual property rights are limited by an externally sponsored contract of the intellectual property provisions of that contract in advance of the beginning of the work.

B. Internally Sponsored Work
   1. When the University provides funds or facilities for a particular project to the extent of substantial use, it may also choose to designate itself as sponsor of that work,
subject to the provisions of Paragraph 4.F. The University may declare itself the
owner of intellectual property resulting from the work. In such cases the University
must specify in advance the disposition of any intellectual property rights arising
from the project.

2. The Provost of the University will inform each person whose intellectual property
rights are limited by internally sponsored work of the intellectual property
ownership rights specified by the University as to that work in advance of the
beginning of the work.

C. Individual Agreements

1. Provisions: Intellectual property which is the subject of a specific agreement
between the University and the creator(s) thereof shall be owned as provided in
said agreement. Such agreements by the University and the faculty are encouraged.

2. Except where limited by external sponsorship agreements, creators and the
University may negotiate individual agreements to govern ownership of intellectual
property regardless of the applicability of any other provision of this policy.

D. Intellectual Property Created Within Scope of Employment

Intellectual property created by University employees who were employed specifically to
produce a particular intellectual property shall be owned by the University if said
intellectual property was created within the normal scope of their employment.

4. Other Ownership Provisions. Where no other provisions of this policy apply, ownership of
intellectual property created at the University shall be determined as follows:

A. The creator retains all rights to the following types of intellectual property, without
limitation: books (including textbooks), educational courseware and software, articles,
non-fiction, novels, poems, musical works, dramatic works including any accompanying
music, pantomimes and choreographic works, pictorial, graphic and sculptural works,
motion pictures and other similar audio-visual works, and sound recordings, regardless of
the level of use of University facilities. This provision does not include computer software
(other than educational courseware) or databases.

B. Computer software, other than educational software, and databases are characterized by
their capacity to perform tasks. Because of their utilitarian nature, ownership rights with
respect thereto are governed by Paragraphs 4.D and 4.E below.

C. The creator owns all intellectual property created without substantial use of University
facilities, including intellectual property rights in computer software and databases.

D. The creator owns all intellectual property contained within an online course produced by
the creator, consistent with paragraph A-C above. The University retains shared ownership
of course titles, course descriptions, course outlines, and learning outcomes and may reuse,
revise or assign these objects without acquiring the permission of the creator.

E. The creator originally owns intellectual property created with substantial use of University
facilities or with University funding, but no external or internal sponsorship, and retains
said ownership of said property subject to the following:

1. The University shall receive 25% of the net proceeds to the creator above $1,000.00; and
2. The University shall receive a perpetual, non-exclusive, non-transferable, royalty-free license for non-commercial use of said intellectual property. In the case of software, this license includes access by specified University personnel to the source listings, and the University shall require each person to whom a disclosure is made to execute in advance a binding confidentiality agreement in favor of and enforceable by the creator. If the intellectual property is created solely by a student or students, the creator is exempt from the obligation to pay to the University a fraction of his net proceeds, but not from the provision of this paragraph for a non-exclusive license to the University.

3. If the creator develops an intellectual property that is covered by this provision, the creator must make full and fair disclosure to the University of all such sources of compensation relating to that intellectual property.

F. The University originally owns intellectual property created with substantial use of University facilities and directly arising from work sponsored under an agreement between an external sponsor and the University, or from work for which the University has declared itself a sponsor, but for which neither the external sponsor nor the University have specified the ownership of resulting intellectual property, in which case the creator shall receive 50% of the net proceeds to the University.

G. No faculty or staff of the University shall take from a student personal assignment of intellectual property created by a student. The intellectual property rights of students are governed by this policy, and it is the duty of University faculty and staff to see that the intellectual property rights of students are protected in accordance with this policy.

5. General Provisions.

A. The creator of any intellectual property that is or might be owned by the University under this policy is required to make reasonably prompt written disclosure of the work to the University’s Provost, and to execute any document deemed necessary to perfect legal rights in the University and enable the University to file patent applications and applications for copyright registration when appropriate. This disclosure to the provost should be made at the time when legal protection for the creation is contemplated, and it must be made before the intellectual property is sold, used for profit, or disclosed to the public. Whenever legal protection for intellectual property is anticipated, all persons engaged in such creative activity are encouraged to keep regular records.

B. The University’s share of any proceeds under this policy will be used to reimburse the University for its expenses for commercial development of intellectual property. Any additional return to the University will be used to further the academic purposes of all the disciplines of the entire University.


A. This policy constitutes an understanding which is binding on the University and on the faculty, staff, and students as a condition for participating in research programs at the University or for the use of University funds or facilities.

B. Any question of interpretation or claim arising out of or relating to this policy, or dispute as to ownership rights of intellectual property under this policy, will be settled by the following procedure:
1. The issue must first be submitted to the Institutional Review Board in the form of a letter setting forth the grievance or issue to be resolved. The Institutional Review Board will review the matter and then advise the parties of its decision within 60 days of submission of the letter.

2. If any of the parties to the dispute are not satisfied with the committee's decision, the party may seek binding arbitration in Charlotte, North Carolina, and in accordance with the Rules of the American Arbitration Association then in effect. Judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The arbitrator(s) will give some weight to the decision of the Institutional Review Board in reaching a decision. The losing party of the arbitration hearing will pay for all costs of the arbitration unless the arbitrator(s) specifies otherwise.

GARDNER-WEBB TRADITIONS

DCP STUDENT CAMPUS DAY
Gardner-Webb University invites students, family members, and guests of Gardner-Webb University’s Degree Completion Program to a day of fun and entertainment, and chance to mingle with DCP faculty and staff on a Saturday during the fall semester.

SENIOR PINNING
A yearly tradition each spring, DCP Seniors invite their families to come and be part of this special ceremony. Students are encouraged to visit with their classmates, parents and professors.

HOMECOMING
A tradition at many schools, colleges, and universities, Homecoming is a distinctive event at Gardner-Webb. Each fall, on a home football game weekend, students, teachers, staff and friends return to catch up on the changes, renew friendships and check out the current group of students. Special events such as an exciting game of football, a dance, alumni reunions, banquets, and athletics galore (golf, tennis, soccer, baseball, basketball, volleyball) all happen on this weekend.

FESTIVAL OF LIGHTS
During the Christmas season at Gardner-Webb, we call upon others in the community to join us in ushering in Advent and anticipating Christmas. Our traditional celebration, featuring the University choirs, is held in late November or early December and is called Festival of Lights.
Identification Cards
Students who wish to obtain a Gardner-Webb University Student ID Card***, please e-mail Teresa Harp at tharp@gardner-webb.edu with the following information:

Name ID Number Mailing Address Campus (ex. Charlotte Campus)

Gardner-Webb off-campus ID cards are designed without a photo. As ID requests are received, they are processed immediately and mailed to students.

Photo ID cards may be obtained from the University Police Office location in the Poston Center on the main Gardner-Webb campus. There is no charge for the initial ID card; however, replacements can be purchased for $10. There is a $5 replacement fee or damaged cards. A portion of the damaged card must be submitted for it to be considered damaged.

*** Students who attend Gardner-Webb University at Charlotte are required to have an ID card to gain access to the building. ***

*** Students who attend Mitchell Community College and Surry Community College are required to have an ID to check out library materials. ***

*** Students who attend Richmond Community College are required to have a Gardner-Webb ID card for security purposes. Gardner-Webb has a process in place with the Richmond center to produce the necessary ID. ***

MAIN CAMPUS

TOBACCO-FREE CAMPUS

A. Purpose
The purpose of this policy is to provide guidelines for the implementation and maintenance of a tobacco-free campus at Gardner-Webb University.

B. Philosophy
Gardner-Webb University has a long history of enhancing quality of life for students, faculty, staff, and visitors. Gardner-Webb serves as a center for intellectual development in Cleveland County, NC and the surrounding communities. As a leader in higher education, Gardner-Webb has an obligation to not only develop minds, but to promote health-enhancing behaviors and to provide an environment that enables improved health status. “For years, there has been evidence that reducing tobacco usage can greatly decrease frequency of cancer, stroke, heart and lung disorders and several additional health related conditions. By implementing the Tobacco-Free Campus Policy, Gardner-Webb University is seeking to enhance the health of our students, faculty, staff and visitors to our campus.”

In this process, Gardner-Webb University does not seek to force or require cessation of tobacco product use by its students, faculty, or staff. Gardner-Webb University seeks to uphold the personal rights and decision-making processes of all persons involved and resolves to provide educational interventions and cessation assistance for those individuals seeking assistance.

C. Definition of Terms

1. Tobacco Products: Includes but is not limited to cigarettes, cigars, pipes, electronic cigarettes, chewing tobacco and snuff.
2. Tobacco Use: Includes smoking, chewing, dipping or any other use of tobacco products.
3. Students: Includes but is not limited to full-time day students, residential students, part-time students, commuter students, graduate students, DCP students and other special students.
4. Campus: Includes any and all University owned, leased, or maintained property including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds. This includes University owned, rented, or leased vehicles. This policy also applies to personal vehicles parked on University property. The tobacco-free policy applies to all rental properties leased from the University. Gardner-Webb locations away from the main campus are expected to voluntarily comply with the University's tobacco-free policy.

D. Policy Statement (THIS POLICY SUPERSEDES ALL PREVIOUS TOBACCO POLICIES)

1. Effective August 6, 2007, Gardner-Webb University is a tobacco-free campus. Tobacco use on campus is prohibited.
2. This policy applies to trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.
3. Sale of tobacco products on campus is prohibited.
4. The free distribution of tobacco products on campus is prohibited.
5. All tobacco advertising in public spaces, such as billboard and signage, is prohibited.
6. Tobacco advertisements are prohibited in University publications.

E. Policy Implementation

1. It is the hope of Gardner-Webb University that students, employees, and visitors will recognize the value of this policy and voluntarily comply. Implementation and enforcement of this policy are the shared responsibility of the entire University community. The process of achieving a tobacco-free environment will take time and patience. Gardner-Webb University believes that for this policy to be effective, a self-enforcing culture needs to be the norm. Therefore, all members of the University community will be asked to courteously and tactfully inform persons of the Tobacco-Free Campus Policy.
2. “Great Choices ~ Healthy Futures” Please Enjoy our Tobacco-Free Campus! Signs will be posted at each pedestrian and vehicular entrance. Every building will display a plaque or decal stating the aforementioned message. All University owned/leased vehicles will also display the decal. The Tobacco-Free Campus Policy applies whether or not signs are posted.
3. All University Handbooks, Policy Manuals, Catalogs, Online listings and other policy related literature will include the Tobacco-Free Campus Policy.

4. Managers/Supervisors/Department Chairs/Deans/Associate Provosts will be responsible for orienting employees to the Tobacco-Free Campus Policy.

5. The Office of Human Resources personnel will inform prospective employees of the Tobacco-Free Campus Policy.

6. Any contracts for use or lease of University property or facilities will clearly state the Tobacco-Free Campus Policy.

7. The Offices of Respective Student Admissions personnel will inform prospective students of the Tobacco-Free Campus Policy.

8. This policy does not compel students, faculty, or staff to quit using tobacco products; however, if anyone desires to quit, Gardner-Webb University will support this positive behavioral change effort through the provision of cessation resources and educational interventions.

9. Members of the Gardner-Webb University community are asked to be considerate, respectful and responsible neighbors to the Boiling Springs community. If using tobacco products on the Town of Boiling Springs property adjacent to University property, please safely and properly dispose of tobacco waste products.

F. Policy Compliance


The success of this policy is dependent upon the courtesy, respect, and cooperation of all administrators, faculty, staff, and students not only to comply, but to continue to encourage the compliance of others. If verbal reminders are unsuccessful, and an individual knowingly continues to violate the Tobacco-Free Campus Policy, please report the individual to the appropriate administrative office for review and disciplinary action.

2. Consequences of Non-Compliance

A. Students

Students are expected to comply with all stated University policies. Non-compliance of the Tobacco-Free Campus Policy should be reported to the University’s Student Conduct Office in Student Development. Non-compliance will require action through the University’s current judicial procedures. In addition to written documentation of non-compliance in the student’s disciplinary file, possible sanctions include, but may not be limited to a verbal warning, a $25.00 fine, 3 hours of community litter control service, or completion of a tobacco educational intervention. Proceeds from fines collected will be utilized to enhance tobacco cessation programs.

B. Staff

As an employer, Gardner-Webb University has the right to limit the use of tobacco products on its property. Those employees who use tobacco products do not have the right to violate this policy. An employee who fails to comply with the Tobacco-Free Campus Policy will first receive verbal warning from his/her direct supervisor. In the event of a second violation of policy, the employee’s supervisor will place written documentation in the employee’s performance file to be utilized during the University’s annual employee performance
evaluation process. Non-compliance should be reported to the employee’s supervisor. Many cessation or other educational intervention resources are available for use by employees and may be recommended or required by the employee’s supervisor.

C. Faculty

As an employer, Gardner-Webb University has the right to limit the use of tobacco products on its property. Those faculty members who use tobacco products do not have the right to violate this policy. A faculty member who fails to comply with the Tobacco-Free Campus Policy will first receive verbal warning from the faculty member’s associate provost. In the event of a second policy violation, the faculty member’s associate provost will place written documentation in the faculty member’s performance file to be utilized during the University's annual faculty evaluation process. Non-compliance of any faculty member should be reported to the faculty member’s associate provost. Many cessation or other educational intervention resources are available for use by faculty members and may be recommended or required by the appropriate associate provost.

D. Personnel Renting/Using Grounds or Facilities/Outside Contractors

Gardner-Webb University has the right to limit the use of tobacco products on its property. Personnel renting/using the grounds/facilities or Outside Contractors do not have the right to violate this policy. Contract agreements with such personnel may be terminated or not renewed. Fines may be assessed.

E. Visitors/Others

Information cards will be available to all faculty, staff, and students to give to visitors who are observed using tobacco products on campus property. Providing these cards gives a friendly reminder and promotes policy compliance.

G. Assessment

1. The Gardner-Webb University Tobacco-Free Campus Policy and the approach to encouraging compliance should be reevaluated annually by a designated committee.

2. Assessment Data Collection: Data is periodically collected for the following.
   a. Tobacco Usage Rates
   b. Written Citation Information and Frequency
   c. Educational Intervention Selection and Success Rates
   d. Call Line Frequency Rates (if available)

CAMPUS SHOP

The Campus Shop is located on the ground level of Tucker Student Center and is open 8:30 a.m. - 5:00 p.m. Monday through Thursday and Friday 8:30 a.m. – 4:30 p.m. The store sells textbooks and supplies required by the academic programs, and assists students in purchasing class rings. In addition, Gardner-Webb University apparel, imprinted gift items, candy, and other miscellaneous items are sold. Checks are accepted for the amount of purchase and MasterCard, Discover, and Visa credit cards may also be used.
EMERGENCY TELEPHONE
When calling for emergency response from a campus telephone, always call 9-911. The Cleveland County Communications Center will contact the University Police. For less urgent calls or to contact officers direct 24 hours a day, dial ext. 4444 from any campus phone or 704-406-4444. Both 911 and 704-406-4444 are TTY accessible. A courtesy phone is located at the following locations:

- Bost-Suttle Wellness Center (east side)
- Outside of Poston Center
- Outside each residence hall
- South side of LYCC
- Inside the walking track in LYCC (red phone)
- Fine Arts Building (Gardner Hall) (northwest side)
- All apartment buildings with exception of G, I, and J.
- Lake Hollifield

HOUSEKEEPING SERVICES
The Housekeeping program is managed by Facilities Management. The purpose of this department is to maintain a clean, healthy environment for all students, faculty, staff and visitors. This department has the responsibility to maintain over 1,000,000 sq. ft. of floor space in 50 buildings. Any concerns with services should be reported to extension 704-406-4269 or bspeer@gardner-webb.edu.

INFORMATION CENTER
The Information Centers are located at the University Police Department in the Poston Center and the front entrance of the Dover Campus Center. Campus information is available Monday through Friday from 8:00 a.m. until 5:00 p.m. The offices are staffed during all special events and may be reached at (704) 406-4444 or (704) 406-4000.

LOST AND FOUND
Lost or presumed stolen articles should be reported to the Office Manager at the Poston Center by dialing "4444" from a campus phone or (704) 406-4444 from off campus. Articles that have been found should be brought to the Poston Center.

QUAD ACTIVITY POLICY
University policy prohibits activities on the quad that could endanger the wellbeing of bystanders, disabled persons, and/or facilities, i.e. hitting a baseball and/or softball with a bat. Persons utilizing the quad are strongly encouraged to exercise good judgment in terms of what type of activities take place. Any activity held on the quad should be consistent with the overall mission of the University.

STRANDED VEHICLES
Students or visitors on campus who find themselves in need of vehicle service should call the University Police Office, 704-406-4444. Emergency supplies such as an air tank, jumper cables, gas can, a device for unlocking automobile doors and assorted tools are available. University Police will not be responsible for damage to a vehicle while performing the unlocked service.

“BULLDOG” ESCORT
The University Police operates an escort service aimed at pedestrian safety on campus. The Bulldog Escort Service can be requested 24 hours a day by dialing 4444 from any phone or 704 406-4444 from off-campus and or cellular phones.

UNIVERSITY PHYSICAL DEVELOPMENT COMPLEX
This complex is a major resource for students regarding student activities, wellness, and physical education courses. The facility consists of the following areas:

➢ Suttle Wellness Center (fitness equipment and free weights). Guests may enter the facility when accompanied by a student, faculty, or staff member. Guests must pay a $5 fee to use the Suttle Wellness Center.
➢ Bost Gymnasium
➢ Swimming Pool
➢ Aerobics Studio
➢ Campus Recreation Department
➢ Classrooms
➢ Office Suite for the Department of Health Sport, and Physical Education.

Students, faculty, and staff are encouraged to use this facility as a means of achieving overall physical well-being and participating in recreational activities. This facility can only be accessed by swiping your GWU ID Card. For Wellness Center and Swimming Pool hours of operation, consult the University website.

CAMPUS POSTINGS
All public notices, posters, etc., must be approved by the Office of Student Activities prior to posting.

Posting Flyers and Banners on Campus
All public notices, posters, etc., must be approved by the Office of Student Activities prior to posting. The staff will stamp the flyer with the approval of logo. Posters and/or flyers are allowed at designated posting areas only. The Office of Student Activities, along with other University staff, reserves the right to remove postings in violation of the University policy which may be found in the Clubs and Organizations Handbook. Organizations or individuals violating the posting and banners policy may be assessed a fine and/or be required to pay for repair and/or removal costs.

➢ Where you can post: all bulletin boards in Dover Campus Center and Tucker Student Center.
➢ Where you can't post: windows, doors, walls, trees, painted surfaces.
➢ Posting in Residence Halls must be approved by the Graduate Resident Director.
SERVICE ANIMALS

Policy

Gardner-Webb University is committed to providing reasonable accommodations to persons with disabilities who require the assistance of service animals.

Service Dogs

The Americans with Disabilities Amendment Act of 2010 defines a service animal as a dog trained to do work or perform tasks for the benefit of an individual with a disability. These tasks include but are not limited to: guiding individuals with impaired vision, alerting individuals with hearing loss to intruders or sounds, aiding persons with mobility impairments, seizure disorders, or to retrieve dropped items.

Service Dogs in Training

A dog being trained to be a service dog has the same rights as a fully trained dog when accompanied by a trainer. They must follow all relevant provisions of this policy.

RESPONSIBILITY OF PERSONS WITH SERVICE DOGS

Care and Supervision: The care and supervision of the dog is the sole responsibility of the individual who uses the dog’s service. The person must maintain control of the dog at all times. The person is also responsible for ensuring the clean up or all dog waste, and when appropriate, toilet the dog in areas designated by the University.

Vaccination: The dog must be immunized against diseases, according to North Carolina law. Dogs must have current vaccinations against rabies, distemper, and parvovirus and must wear a rabies vaccination tag.

License tag: All service dogs will wear a license tag as required by local laws.

Leashing: The dog must be on a leash at all times except where the dog needs to perform a task requiring it to travel beyond the length of constraint or where the person is physically unable to maintain a dog on a leash due to a disability.

Disruptive Behavior: A dog may be removed if its behavior is unruly or disruptive as to disrupt the educational environment. If such behavior persists, the owner may be prohibited from bringing the dog on campus until the owner takes significant and effective steps to correct the dog’s behavioral problems.

Damage: The owner of a service dog is financially responsible for any damage to persons or property caused by their dog.

Request for Policy Modification: A student requesting a modification to the above policies should meet with the Associate Dean of the Noel Center. All modifications are determined on a case by case basis.

Grievance: Procedure In the event of a grievance about a disability determination, appropriateness of an accommodation or service quality, the person should confer with the Associate Dean of the Noel Center for Disability Resources. If no agreement can be reached, the student may appeal the decision following the grievance procedure outlined in the Gardner-Webb University catalog.

Requirements of Faculty, Staff, and Students
● Allow a service dog to accompany its owner at all times and in all places on campus except where they are specifically prohibited.
● Do not touch or pet a service dog unless invited to do so.
● Do not feed a service dog.
● Do not deliberately startle a service dog.
● Do not separate or attempt to separate an owner from his or her service dog.
● Do not inquire for details about a person’s disability. This is a private matter and the person may be uncomfortable discussing it.

Please contact the Noel Program for Disabilities, ext. 4270, for more information on this policy.

WASHBURN HALL
Washburn Hall houses the Degree Completion Program and Graduate Admissions offices.

MEMORIAL DRIVE
Gayle Bolt Price School of Graduate Studies, Degree Completion Program Administration, Radio Station, University Communications and Marketing, Creative Services, and Studio 150 are located on Memorial Drive.

DOVER CHAPEL
The John R. Dover, Jr. Memorial Chapel stands at the formal entrance to the University as a symbol of Gardner-Webb’s deep and historic commitment to learning based on Christian principles and values. The main sanctuary seats over 200 and is used for weekly worship, prayer, concerts, recitals, and other events. The sanctuary is open each day during the regular academic year from 8 a.m. until 11 p.m. (unless previously reserved through the Office of Campus Ministry). The Chapel also houses a Prayer Room which is available to student, faculty and staff 24/7.

WGWG (UNIVERSITY RADIO STATION) – WGWG.ORG
As a contribution to the community it serves, Gardner-Webb owns and operates the University radio station. WGWG began as a radio club in 1961, and over the years it transitioned into FM radio and eventually into Internet streaming and on-demand programming. WGWG offers a variety of music and shows including student produced content and Gardner-Webb athletics. Additional opportunities are available for students working behind the scenes and on the air. Listen live on WGWG.org or on your mobile device with the Tune-in Radio app. On demand programming is available at soundcloud.com/wgwgdotorg. You can also find WGWG on Facebook at www.facebook.com/wgwgradio and Twitter at @wgwgdotorg.

DOVER CAMPUS CENTER
The following are located within the Dover Campus Center (DCC): the Offices of Undergraduate Admissions, Financial Planning, Board of Advisors Conference Room, the student cafeteria, Bailey Faculty Dining room, Ritch Banquet Hall, the Freedom Hall Veteran’s Lounge, ROTC program and office classroom, Registrar Services, Student Accounts, and Chick-fil-A.

THE OFFICE OF ALUMNI RELATIONS
Serves a constituency of more than 19,000 alumni, continuing the tradition of excellence and pride among GWU graduates and serves as a lifelong connection to the University. Alumni Relations provides opportunities for students, graduates and friends of the University including educational opportunities, local and regional special events, and campus events such as Homecoming. The Office of Alumni Relations is located in the Goode House, on the corner of Main Street and Stadium Drive. Call (704) 406-3862 or visit online for more information.

**THE TUCKER STUDENT CENTER**
Tucker Student Center houses the Campus Shop, Campus Post Office, Student Activities, Community Engagement, Vice President of Student Development, Dean of Students, Housing and Residence Education, Career Development, Vice President for Christian Life & Service & Senior Minister, Campus Ministries, Center for Christian Ethics and Social Responsibility, Student Leadership Development, SGA, International Programs, Academic Development Center, Associate Provost for Academic Development, Traditional Undergraduate Academic Advising, Counseling Center, First Year Programs, Learning Enrichment and Assistance Programs, Writing Center, Assistant Vice President for Title IX Compliance, and several restaurants -- WOW Café American Grill & Wingery, SubConnection and Mein Bowl as well as the Broad River Coffee Shop and Simply to Go.

**BELL TOWER**
The Hollifield Carillon, dedicated in April 1997, has quickly become a focal point for campus. Nearly 60 feet tall, the tower houses 48 bells and overlooks Lake Hollifield. In addition to majestic, hourly chimes and varied selections that ring out across campus daily, the carillon is also played for special events and concerts. It has been hailed by architecture and technology experts as the most modern, unique structure of its kind in America.

**POSTON CENTER**
The University operates a Reception Center to welcome guests and disseminate information about the University and campus events. It also serves as a location for University Police. A student may wish to have a guest who is unfamiliar with the campus meet him/her at the Poston Center. The hours of operation are Monday- Friday, 8:00 a.m. - 5:00 p.m. The office is closed on Saturday and Sunday, but officers are always on duty and may be reached by dialing 704-406-4444.

**LAKE HOLLIFIELD**
The Lake Hollifield Complex located on the southwest portion of the campus is a focal point for the entire University community. Due to the generosity of Hughy and Wyndolyn Hollifield, a walking trail encircling the lake, benches, and swings surround the lake for everyone’s enjoyment. No swimming, boating, skateboarding are permitted.

**VENDING MACHINES**
Many soft drink and refreshment machines are located strategically around the campus. In the event money is taken by a machine, please email vending@gardner-webb.edu.

**TENNIS COURTS**
There are numerous lighted courts available for student use until 11 p.m. daily. The courts may be used whenever classes, tennis teams, or intramural programming does not have them scheduled.

**THE MILLENNIUM PLAYHOUSE**

(CSH 100) The “Mill” is a unique performance hall designed to provide traditional, thrust and in-the-round theatrical and musical concert venues with seating for about 150. The facility is optimized for dinner theatre events. The space also provides wide-screen film and video with Dolby 5.1 sound. In addition to classes in dance, speech, acting and directing, a variety of musical, literary, film and theatre events are scheduled in the “Mill” each year. The Millennium Playhouse is managed by the Department of Communication Studies.

**BLANTON AUDITORIUM**

Located in Hamrick Hall, the Blanton Auditorium serves as a medium-size, music performance auditorium seating 310. Numerous music concerts sponsored by the Department of Fine Arts, such as the Distinguished Artist Series Concerts, Guest Artist, Faculty Recitals and Student recitals, are regularly held in this acoustically superior facility. Dressing rooms, sound and light control booth, and the latest digital sound and video components are also available.

**LUTZ-YELTON CONVOCATION CENTER (LYCC)**

Located on the south perimeter of campus is a convocation center that contains three separate functional areas:

- **The Kathleen Dover Theatre**
  The theater is a multi-functional facility that seats 555. Throughout the year, various events are scheduled such as the GWU music performance group concerts, student entertainment activities, and GWU Theater productions.

- **The Wright Concourse**
  The Concourse is the main entrance area to the convocation center. The room is large enough to have receptions, class registration and other events. Above the main concourse is a general purpose meeting area called the Abernethy Bulldog Suite. It is used frequently during basketball season for pre-game and halftime activities for athletic boosters.

- **The Paul Porter Arena**
  The Arena, ground level, includes athletic team dressing rooms, classrooms, athletic training facilities, racquetball courts and a gymnasium with a student seating area. The upper level includes 4500 seats for basketball and other large events, concession areas, restrooms and a walking/jogging area.

- **Racquetball Courts**
  The bottom level of Lutz-Yelton Convocation Center houses two handball/racquetball courts. These are open to students, faculty, and staff when not in use by classes. They are available on a first come, first serve basis.

- **Indoor Walking/Jogging Track**
  A lighted, air-conditioned indoor walking/jogging track is located on the upper level of
Lutz-Yelton Convocation Center. This is for use by Gardner-Webb students, faculty and staff as well as authorized community individuals and groups. Eight and one-quarter laps equal one mile. This area is open daily from 6:00 a.m. to 10:00 p.m. except during conflicting university academic or athletic functions.

**ADVENTURE RECREATION**
The Broyhill Adventure Course is a unique outdoor adventure complex that offers a series of experiential challenges designed to enhance team building and personal growth for Gardner-Webb University students, faculty, staff and community groups. Using a combination of high and low ropes activities, participants experience climbing and problem solving metaphors for life whereby communication skills are improved, self-esteem is enhanced, problem solving techniques are applied and cooperation in group and team situations is further developed. The Broyhill Adventure course practices a “Challenge by Choice” philosophy which allows participants to choose a comfortable level of involvement. Programs are flexible and can be designed to meet a specific group’s needs.

**DISC GOLF COURSE**
Gardner-Webb University has an 18-hole Disc golf Course which begins at the back of Nanney Residence Hall. The course is open to students and the public free of charge. Discs may be checked out and maps obtained in the Tucker Student Center Student Activities Office.

**TUCKER STUDENT CENTER CLIMBING WALL**
The Tucker Student Center houses a state of the art, indoor climbing wall featuring 740 sq. ft. of climbing terrain. It provides another outlet for climbers and non-climbers alike to work out, challenge themselves, and experience a sense of adventure in a safe environment. Programming includes times for instructional classes/camps, competitions, birthday parties, reserved times, and recreational climbing for fun.

**DINING OPTIONS**
The University is pleased to offer Chick-fil-A in the basement of the Dover Campus Center. Also, located in the Tucker Student Center are several dining options such as the Sub Connection, Mein Bowl, the WOW Café, Broad River Coffee Company, and Simply to Go. Hours of operation are found under Dining Choices on the Dining Services webpage under Student Life.

**CATERING**
The catering department of Sodexo Food Services may be contacted for special catering needs by calling the catering office at 704-406-3266.

**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 multimedia capable. Many amenities are available to you including IT technical assistance, access to media labs, common area kiosks, and library services. Ample parking is located in front of the center. No parking decal is required. Your professors provide you with computer and wireless
network credentials (login and password) each semester. Gardner-Webb student ID is required to access library materials.

If you have an immediate need while at the WPCC Foothills Higher Education Center, speak to the office personnel on site or call 828-448-6707.

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)

**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 the East Campus of CVCC.

Gardner-Webb University began its partnership with CVCC and the Hickory Metro Higher Ed Center in 2013. Many amenities are available to you including IT technical assistance, access to media lab, common area kiosks, and library services. Ample parking is located in front of the center. A parking decal is required and is obtained at the Information Desk. There is no fee for the decal. You can access the wireless network by selecting 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**
- epack@gardner-webb.edu
  - (704)-406-2173 (office)
  - (704)974-3975 (cell)

**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 workstations, 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 GWU 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 GWU. You must have an activated card to gain entry. If an immediate need arises while in class, on-site personnel are available to assist.

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

FORSYTH CENTER
FORSYTH TECHNICAL COMMUNITY COLLEGE, 2100 Silas Creek Parkway, Winston-Salem, NC 27103 (336) 734-7234
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 generally meet in the Oak Grove Center on the main campus. A parking decal is required. Your professors provide you the decal. You can park in any student or guest designated parking space. To access the wireless network, select network name “FT-Guest”.

If you have an immediate need while on the FTCC main campus, speak to the Information Desk personnel on site or call 336-723-0371.

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)
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 on Gaston College’s campus, but currently they meet in the Lena Sue Beam building. To access computers in the Lena Sue Beam classrooms use the following login/password: gcnet/gasxton. To access the wireless network in the Lena Sue Beam building, use the following login/password: gaston/earlycollege. Computer labs are accessible during normal operating hours. To access Lab computers and wireless network in all other building locations, use the following login/password: gwuser/bulldogs.

No parking decal or Gardner-Webb student ID are required.

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

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”. Computer labs are located in the Huskins Library that are accessible during normal operating hours. There is a Gardner-Webb staff office located on the second floor of the Main Building. Computer and Wifi access (login and password) are given to students by professors each semester.

No parking decal is required. Gardner-Webb student ID is required to access library materials.

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.

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)

ISOTHERMAL CENTER
ISOTHERMAL COMMUNITY COLLEGE P.O. BOX 804 286 ICC LOOP ROAD
SPINDALE, NC 28160 (828) 286-3636
DCP classes have been offered in Rutherford County since the late 1970’s. Rutherford County is second only to Cleveland County in the number of GWU graduates. Classes are held in the Lifelong Learning Center (LLC) on the Isothermal Campus, primarily on the second floor. No parking decal or Gardner-Webb student ID is required.

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.

Note: Outer doors auto lock at 9:00 pm.
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

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**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.

Classes are held primarily on the second floor of Building 200. No parking decal or Gardner-Webb student ID is required.

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.

Note: 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

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**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. This location not only accommodates students in Richmond County, but also students from Moore County and South Carolina.
Classes meet in two buildings on the Richmond center campus; Lindsey-Petris and Lee. Each classroom has a phone. Lift the handset and press '0' to be connected to appropriate center 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 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

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

The Surry center began in 1981 at the community college and continues to operate as one of Gardner-Webb’s premier locations. 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. GWU is the only four-year college with a strong presence in the area.

Classes are normally held in the “C” and “H” buildings. To access computers and wireless network, use the following login/password: gwstudent/Goal2014. The wireless network name is SCCpublic. A parking decal is required and can be obtained from the Security Office. Parking is available in any white, outlined space. Gardner-Webb student ID is not required.

A nice grill/cafeteria is available on the first floor of “C” building.

If you have an immediate need to arise while you are in class, see Kasey Martin, Evening Director, in the administration building or call (336) 386-3468, or call the Switchboard at (336) 386-8121.

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)

**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 is also in close proximity to the Surry Campus allowing additional flexibility in course selection.
Classes are generally held in Hayes Hall. A student ID is required to check out library materials. No parking decal is required. Vending machines are located in Hayes and Thompson Halls.

If you have an immediate need to arise while you are in class, call the Campus Security office at (336) 838-6275 or from any campus wall phone at extension 6275.

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)

SCHOOL CLOSINGS
Classes may be cancelled due to inclement weather. Students are strongly encouraged to sign up for the inclement weather or emergency notification system at the local facility where their class is meeting. For a widespread weather event the toll-free number to call for closings is 1-877-GWUSNOW (498-7669), 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).

STUDENT GUIDELINES, EXPECTATIONS, AND RIGHTS
Gardner-Webb University is a community of students, faculty and staff who are dedicated to learning and personal development in a Christian environment. As in any community, certain standards of conduct are necessary to protect the safety, rights, health and general well-being of all members of the community. The University strives to promote concern for the good of the entire group as opposed to selfish individualism. Each person whether student, faculty or staff voluntarily joins the University community and thus is expected to abide by rules and regulations that have been adopted to insure reasonable standards of conduct. The Code of Student Conduct describes conduct which the University does not tolerate. By enrolling in the University, each student agrees to abide by University rules, regulations and expectations. The Board of Trustees has approved minimum penalties for certain prohibited behaviors. The University assures fundamental fairness to any student accused of involvement in prohibited behavior. The Student Handbook describes the Code of Student Conduct and the judicial process used in the event that a student becomes involved in prohibited behavior. The Handbook is available online and may be accessed at www.gardner-webb.edu. Click on Academic Programs and Resources, Catalogs and Resources, and then DCP Student Handbook. Students attending DCP centers other than the main campus in Boiling Springs, NC are subject to the student guidelines, expectations and policies of the particular center.

UNIVERSITY VALUE SYSTEM
The University seeks to provide learning of distinction in the liberal arts and in professional studies within a caring community based upon Christian principles and values.

1. The Judeo-Christian faith is the primary source for our values.
2. We are committed to Christian values that create an academic community that is orderly, caring, and just.
3. We believe every person is a person of worth.
4. We appreciate and respect cultural backgrounds different from our own.
5. We have an understanding of different attitudes and opinions.
6. We do not tolerate any form of harassment, hazing, lewd or indecent behavior, or inappropriate sexual activity.
7. We value personal responsibility and recognize the individual’s need for physical, intellectual, spiritual, social and emotional wholeness.
8. We value the full development of every student in terms of a confident and constructive self-image, a commitment to self-discipline, and responsible self-expression.
9. We value a campus community that encourages personal growth and academic development in an atmosphere of positive Christian influence.
10. We value the rights and privileges of owning and using property, both personal and of the University, and the benefits of preservation and maintenance of property and of our natural resources.
11. We value privileges and responsibilities as members of the University academic community and as citizens of the world community.
12. As an institution based upon Christian principles and values, Gardner-Webb University respects the worth and dignity of all persons and does not condone behavior contrary to those principles and values.

The term “discipline” is a derivative of the word “disciple,” which means “a learner.” Discipline by its very nature is meant to be redemptive, corrective, and positive, not necessarily punitive. Student Development educators believe the disciplinary process should be viewed as a valuable teaching and learning process. An important aspect of Christian higher education is “value education.” As a character-building school, the University strongly believes that it really does matter how one lives his or her life.

**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.

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 initiate a conference 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 Degree Completion Program 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 the Degree Completion Program (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 the Degree Completion Program (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 the Degree Completion Program (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 the Degree Completion Program (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 the Degree Completion Program (DCP) determines that this is the student’s second incident.

In either case, the Vice President of Student Development (for TUG cases), or Director of the Degree Completion Program (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:

<table>
<thead>
<tr>
<th>Member</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty representative (Chair)</td>
<td>Faculty member appointed by Chair of Faculty.</td>
</tr>
<tr>
<td>President of Alpha Chi</td>
<td>Vice-President of Alpha Chi</td>
</tr>
<tr>
<td>Student elected from SGA from among its membership.</td>
<td>Alternate SGA member elected at time that representative is elected.</td>
</tr>
<tr>
<td>Vice President of Student Development</td>
<td></td>
</tr>
<tr>
<td>Associate Provost for Arts &amp; Sciences</td>
<td></td>
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</tbody>
</table>
The DCP Academic Honor Court is composed of the following members or their alternate in case of a conflict of interest:

<table>
<thead>
<tr>
<th>Member</th>
<th>Alternate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty representative - Chair</td>
<td>Faculty member appointed by Chair of Faculty.</td>
</tr>
<tr>
<td>Member of Alpha Sigma Lambda selected by the Chair of the Honor Court</td>
<td>Member of Alpha Sigma Lambda selected by the Chair of the Honor Court</td>
</tr>
<tr>
<td>Student representative to the Degree Completion Council</td>
<td>Alternate student representative to the Degree Completion Council</td>
</tr>
<tr>
<td>Director of the Degree Completion Program</td>
<td></td>
</tr>
<tr>
<td>Associate Provost for Arts &amp; Sciences</td>
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</tbody>
</table>

In the case of a contested charge, the Academic Honor Court will convene for a hearing in person, by phone, or by video conference. 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 Director of the Degree Completion Program 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 Code of Student Conduct that follows describes activities and behavior that are not congruent with the Gardner-Webb university mission. The Board of Trustees has approved minimum penalties for some of the prohibited behaviors. It is hoped that students will view the prohibited behaviors as reasonable, which can be avoided with reasonable or little effort. Furthermore, by voluntarily enrolling at Gardner-Webb University, it is understood that the student accepts and agrees to abide by university rules, regulations and expectations. DCP students attending centers other than Main campus are subject to the center's code of conduct procedures.

UNIVERSITY STUDENT CONDUCT PROCEDURES
The courts require fair and reasonable procedures regarding student discipline at private institutions of higher education. Thus, as a private institution, Gardner-Webb University adheres to fair procedures in terms of student conduct process. The relationship between students and private institutions is contractual and not constitutional. Due process is applicable to public institutions. Within the scope of fair procedures, the law requires the University to . . .

1. Establish policies
2. Have policies in writing
3. Make policies accessible to students
4. Adhere to those policies

The University reserves the right to respond to information regarding policy or procedure violations regardless of the source of the information which may include but is not limited to official university reports, information from students/staff/faculty, police reports, internet sites (i.e., Facebook, Myspace, Blogs, etc.), or other electronic communications.

CODE OF STUDENT CONDUCT
Student Conduct Mission Statement and Goals
Gardner-Webb University strives to create and maintain a Student Conduct system to ensure the community standards as set forth in the Code of Student Conduct. Student responsibility and integrity are at the heart of this educational, growth-based process.

Goals
2. to address student misconduct,
3. to enhance the learning and development of students through educational conversations,
4. to ensure student rights,
5. to prepare students for “real world” experiences,
6. to treat students in a fair and consistent manner, and
7. to create an educational atmosphere.
The **Code of Student Conduct** addresses behavior that is unacceptable and prohibited within University community life. Some (not all) of these behaviors are identified in the Violations section below.

**GOOD SAMARITAN POLICY**

Gardner-Webb University’s Good Samaritan Policy is intended to encourage students to seek immediate medical assistance for themselves and others without fear of penalty. Our primary concern is the health and safety of our students. We urge students to not only take care of their own well-being, but to behave in an equally responsible way with their peers.

There may be times when safety concerns arise from a student’s excessive drinking or drug use, and in those situations, students should not hesitate to call for emergency assistance (911). Under the Good Samaritan Policy, neither the student in distress nor the student seeking assistance will ordinarily be subject to disciplinary action for possession, provision, or consumption of illegal drugs or alcohol.

This policy refers to isolated incidents only, and does not excuse or protect those who flagrantly or repeatedly violate University Policies, nor does it exclude disciplinary action arising from violations of other University Policy. However, Gardner-Webb University will consider the positive impact of reporting an incident as well as the health and safety needs of the involved student/s when determining the appropriate course of action.

This policy cannot protect students from action taken by law enforcement personnel, but it is consistent with a law enacted by North Carolina in April 2013 that provides limited criminal immunity from prosecution to a witness or victim of a drug or alcohol overdose who seeks medical assistance to save the life of an overdose victim. For more information about this law, please see [http://www.ncga.state.nc.us/Sessions/2013/Bills/Senate/HTmL/S20v7.html](http://www.ncga.state.nc.us/Sessions/2013/Bills/Senate/HTmL/S20v7.html).

**VIOLATIONS**

*Accessory/Accessory after the Fact* - Being a party to, witness to, or having knowledge of, any policy violation that is occurring or has occurred without reporting such violations immediately to the proper authorities.

*Aggravated Assault* - An assault in which there is an intent/attempt to inflict serious injury that may involve the use of a weapon.

*Aiding/Abetting* - Aiding, abetting or conspiring with another person to become involved in prohibited behavior.

*Alcohol/Drugs* - (a.) Possessing, consuming, being inebriated (drunk), creating a disturbance/concern due to alcohol consumption, driving while impaired, selling or distributing of alcoholic beverages or illegal drugs on campus; Students found in the presence of alcohol will be charged with accessory to an alcohol violation. (b.) Non-alcoholic beer is not permitted on campus.

*Assault* - An act or movement that conveys an intention to use force of violence or physical injury to another person.

*Being in the Presence of* – Being in a residential facility where any Code of Student Conduct violation is taking place—especially alcohol/drugs.
Building Security - Intentionally propping entrance and exit doors open or wedging items in the doors to keep them open. Deliberately damaging or causing destruction to entrance and exit doors that may lead to endangering the safety and security of students.

Campus Parking Permit Misuse - Each currently enrolled student who will be parking a vehicle on campus is required to purchase a campus parking permit from University Police. It needs to be visible in the appropriate location on the student’s vehicle. Making copies, selling parking passes or acquiring them from illegal means is strictly forbidden.

Contempt - Willful disregard or disobedience of directive issued out of student conduct process (i.e., sanctions or University regulations).

Copyright Infringement - The unauthorized reproduction and distribution of copyrighted media (music, video, etc.). This includes sharing items on peer to peer networks like Ares, BitTorrent, Gnutella, LimeWire, and Morpheus, etc.

Demonstrations - The gathering of a group of students for the purpose of a demonstration that is not orderly or peaceful and which interferes with the academic process or normal operation of the University.

Disorderly Conduct - Any disorderly behavior.

Disrespect - Failure to cooperate in a civil manner with a University official in the performance of his/her duties.

Explosives and Fireworks Policy - Possession and/or discharge of any form of an explosive device and/or fireworks on property owned, used, or operated by the University is a violation of University policy. This prohibition also includes any University sponsored curricular or extracurricular activities regardless of location.

Failure to Comply - Failure to respond to a person in authority or failure to respond to a directive from an employee of the University.

Failure to respond to a call-in - Without missing an academic class, students are to respond to call-ins by University officials in a timely manner. A call-in can be in the form of verbal and/or written communication.

Fire/Arson - Starting a fire or attempting to start a fire in a University building or on University property; arson; activities in which fire is used without prior approval.

Fire/Safety - (a.) Intentionally and without cause activating a university fire alarm system through a detection device or pull station; (b.) Tampering or disabling a University fire detection/alarm system; (c.) Failure to evacuate a building or area after an alarm, signal or directive from a University official; (d.) Safety Equipment - misusing fire prevention or safety equipment; (e.) False Reporting - intentional false reporting of a bomb, fire, or any other emergency (N.C. Statute: N.C. Fire 503.2.2, Code Vol. 5).

Firearms/Weapons Policy – To possess or carry, whether openly or concealed, any fire arm or weapon on property owned, used or operated by the University is a violation of the North Carolina State Law and University Policy. This prohibition also includes any University-sponsored curricular or extracurricular activities regardless of location.

The only exceptions to this policy are for law enforcement and military personnel carrying out their official duties and for weapons used in the conduct of ceremonial or educational activities authorized by the president or designee.
The definition of firearms and weapons includes, but is not limited to: paintball guns, air soft guns, BB guns, any form of pellet gun, water guns, toy guns, any form of replica of a gun, any item that can discharge projectiles, knives, clubs, or other instruments intended for use in personal combat.

If you are in doubt about any specific aspect of this policy, contact University Police for clarification. Lack of understanding does not justify violation of this policy.

Gambling – Any form of illegal gambling is prohibited. In addition to applicable state and federal laws, gambling is considered to be a violation of the Campus Code of Conduct. Sanctions will be determined on a case-by-case basis. Students seeking assistance for possible addiction to gambling are urged to contact the University Counseling Center. Assessment, referral, and individual therapy are available. University counseling services are offered at no additional expense; however, services rendered by off campus health care providers are at the expense of the student.

Guest Policy – The resident accepts responsibility for the behavior of his/her visitors and guests. You must inform your guests of the rules and regulations of the University and they must follow these rules while on campus.

Hazing - Playing abusive or ridiculous tricks on students, faculty or staff, to frighten, scold, beat, harass or subject one to personal indignity (N.C. Statute: 14:35).

ID Card Misuse - Each currently enrolled student is required to have a current student Identification card and it must be in his/her possession at all times while on University property. A student must present his/her ID when requested to do so by an authorized University official or any authorized civil official. Lending an ID card or ID card number or using another student’s ID card number is strictly forbidden and is considered an act of falsification. The ID card is the property of the University and must be surrendered upon withdrawal from the University for any reason. Students should not leave IDs in a common or public area that is accessible for other students to use.

Illicit Relations – Relationships that are not congruent within the University Mission.

Inappropriate Behavior – Behaviors that are not congruent within the University Mission.

Inappropriate Use of Technology/Cyber Bullying – Technology used in any form to harm, harass, embarrass, ridicule, stalk, impersonate, disclose personal information, etc. of a student, faculty, staff member, and university facilities/grounds in a deliberate, repeated, or hostile manner. Examples include but are not limited to Facebook, Twitter, text message, blog, email, Instagram, and other websites.

Intimidation (also called Cowing) – Intentional behavior that “would cause a person of ordinary sensibilities” fear of injury or harm. It is not necessary to prove that behavior was so violent as to cause terror or that the victim was actually frightened.

Littering - Any form of littering.

Lying/Fraud - Furnishing false information with intention of deceiving.

Motor Vehicle Regulations - Offending motor vehicle rules and regulations.

North Carolina Statutes - Violation of state law(s).

Obscene, Lewd, Indecent Media Exhibition - The use, display, possession or exhibition of pornographic movies, video tapes, records, cassettes, posters, magazines, CD’s, or other media. Includes use of computer access to pornographic sites.
Paraphernalia/Prohibited Items – Items that are deemed beyond that of a Residence Education violation which could result in the endangering of the safety of students, the stability of the University facilities, or the stability of the University community.

Reckless Behavior - Reckless behavior that threatens safety and security.

Residence Hall/Campus Access - Students are prohibited from lending their room keys or GWU student ID card to other students and/or guests.

Sexual Assault - Any forced sexual activity that is against a person's will. The force may come in the form of actual physical force or it may be mental and emotional pressure, coercion or manipulation.

Sexual Harassment/Sexual Misconduct - Any form of unwanted sexual behavior, such as physical contact, verbal comments or suggestions, requests for sexual favors and the like. See Sexual Misconduct and Harassment Policy.

Stealing/Theft - Unauthorized taking of property or being in possession of stolen property.

Tampering - Any tampering, misuse, unauthorized access, or illegal use of telephone, telephone cable, computer, cable TV, or other systems/technology is prohibited. Also, inappropriate use of email/data processing and information systems technology is prohibited. Students are prohibited from entering equipment/custodial rooms or from accessing any electrical equipment panel for any reason.

Trespassing – Any wrongful entry upon campus property or off-site facilities.

Unauthorized Entry - Breaking and/or unauthorized entry into any campus facility or unauthorized area. This includes going into Lake Hollifield.

Vandalism - Damage to personal property and the damage to, destruction or defacement of property in general. Destruction of University property.

Verbal Abuse or Harassment - Insulting, taunting or threatening communication; defaming of character; indecent language, verbal assaults; derogatory, sexist or racist remarks; or any behavior that puts another member of the University community or guest in a state of fear or anxiety.

PLEASE NOTE: The University reserves the right to adjudicate student conduct matters by means of an administrative process rather than the standard conduct procedure during such times as when the University is not operating under normal conditions, (i.e., before classes start at the beginning of semesters, during vacation periods, during examination periods, during any summer session, and the time period between the last exam and graduation). Although the administrative characteristics of the conduct process will be altered, the accused student retains the right to appeal any disciplinary action taken administratively one level beyond the hearing officer.

All students found in the presence of a violation will be charged with a corresponding code of student conduct violation.

Policies apply to the Gardner-Webb community through the entire calendar year.

MINIMUM SANCTIONS
The Board of Trustees at Gardner-Webb has set minimum sanctions for involvement in some prohibited behaviors. Whenever a minimum sanction is not prescribed for a prohibited behavior,
the hearing officer determines the sanction. The student should understand that minimum sanctions are not automatic and a hearing officer has the authority to adjust the sanction under extreme circumstances. A disciplinary warning may serve as a minimum sanction for all violations of the Code of Student Conduct.

Fire/Safety
(Failure to evacuate, pulling a fire alarm, false reporting)
- 1st offense–disciplinary probation or warning, $75 fine
- 2nd offense–restitution and suspension

Fire/Safety
(Disarming/tampering or covering up a university fire alarm system)
- 1st offense–removal from campus housing/disciplinary probation
- 2nd offense–suspension

Building Security/Safety
- 1st offense– $75 & warning to probation
- 2nd offense–$150 fine & disciplinary probation to suspension

Alcohol Consumption and/or Possession
1st offense - Sanction will include:
- Pay up to a $200 fine within 5 business days of notification*
- Letter sent to Work Study Supervisor and/or Academic Advisor, Athletic Coach, VP of Athletics
- Online Alcohol/Drug Education Course
- Sanction may include: Disciplinary Warning; 12 Hours of Community Service**

2nd offense - Sanction will include:
- Pay up to a $300 fine within 5 business days of notification*
- Letter sent to Work Study Supervisor and/or Academic Advisor, Athletic Coach, VP of Athletics
- Alcohol Assessment through the Counseling Center and any follow up at the Counselor's discretion
- Sanction may include: Disciplinary Probation for 1 year; 25 hours of Community Service**;

3rd offense - Suspension from Housing

Alcohol - Being in the Presence of Alcohol
1st offense - Sanction will include:
- Pay up to a $200 fine within 5 business days of notification*
- Letter sent to Work Study Supervisor and/or Academic Advisor, Athletic Coach, VP of Athletics
- Online Alcohol/Drug Education Course
- Sanction may include: Disciplinary Warning; 12 Hours of Community Service**

2nd offense - Sanction will include:
- Pay up to a $300 fine within 5 business days of notification*
- Letter sent to Work Study Supervisor and/or Academic Advisor, Athletic Coach, VP of Athletics
- Alcohol Assessment through the Counseling Center and any follow up at the Counselor's discretion
- Sanction may include: Disciplinary Probation for 1 year; 25 hours of Community Service**;

3rd offense - Suspension from Housing
Alcohol - Distribution of Alcohol to a Minor
1st offense - suspension from the University

Drug Possession and/or Use
1st offense - Sanction may include:
- $300 fine within 5 business days of notification*
- Letter sent to Work Study Supervisor and/or Academic Advisor, Athletic Coach, VP of Athletics
- Online Drug Education Course
- Disciplinary Probation

2nd offense - Suspension from the University***

Drug Distribution
1st offense – Expulsion from the University

Stealing
1st offense - $75 fine, restitution, disciplinary probation
2nd offense - suspension from the University***

Vandalism
Minimum sanction $75.00 fine, restitution and online education module.

*The amount of the fine is at the discretion of the Hearing Officer. The fine will be automatically charged to the student’s account.

**The decision to give a student Community Service is at the discretion of the Hearing Officer.

***Once a student is suspended, their disciplinary letter will state that if they desire to be readmitted into the University and are found in violation of a Code, then they will be expelled.

DISCIPLINARY SANCTIONS
A student who engages in prohibited behavior is subject to one, or a combination of the following: (Student Development reserves the right to mark transcripts for suspension/expulsion).

Abeyance - Fines held in abeyance are not to be paid unless another violation of University policy occurs.

Case Open - A case may remain open in the event that the hearing officer believes that additional evidence may develop or that such an outcome is in the best interest of the student(s).

Community Service - An appropriate and reasonable number of hours of specified service within the University or the community may be assigned at the discretion of the hearing officer.

Disciplinary Warning - Official written warning that continuation or repetition of inappropriate behavior may result in more severe sanctions.

Educational Sanction – A sanction that emphasizes the need to correct inappropriate behavior and encourage the student to learn from the experience may be in the form of writing a paper, required counseling, alcohol and/or drug evaluation, tasks or series of tasks that are educational in nature and/or serve to benefit a group or community at large, or some other form.

Expulsion - Dismissal from the University without the privilege of applying for readmission.

Fine - Fines may be imposed at the discretion of the hearing officer. Failure to pay a fine by a
deadline will subject oneself to additional sanctions. Fines are to be paid to the University Business office.

*Interim Suspension* - Whenever there is evidence to suspect that a student's behavior on or off campus is a clear and present threat to the health, safety and welfare of the faculty, staff, students, or guests, the student may be suspended on an interim basis until a campus hearing can be arranged. A student on an interim suspension may be restricted from the University in its entirety or from a particular program, activity, or building.

*Loss of Privilege* – Depending upon the nature of an offense, a student may forfeit the privilege of (1) parking on campus; (2) visitation in University housing; (3) cancellation of housing contract; (4) removal from a particular room, floor, or residential facility; (5) participation in certain co-curricular activities; (6) representing the University in an official capacity; (7) or as appropriate to the violation.

*Probation* - Disciplinary Probation is an official written warning for a specified period of time that informs a student that his/her continued enrollment is in jeopardy. Violation of a prohibited behavior while on Disciplinary Probation will subject oneself to immediate suspension from the University.

*Reprimand* – A written statement of disapproval prepared by a University Official and delivered to the student. A copy is to be placed in the student’s disciplinary file.

*Restitution* - This sanction requires a student to reimburse or otherwise compensate another for damage or loss of property resulting from a student’s misconduct.

*Suspension* - Immediate dismissal from the University for a specified period of time during which the student’s presence on the University campus is prohibited without written permission from an appropriate University official.

*Student Conduct Outcome Letters* – In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA) addressing University Officials considered in the category of “need to know,” the University reserves the right to inform in writing the following people and or offices of the outcome of student conduct hearings/action.

- The accused student
- The accused student’s appeal advisor
- The accused student’s academic advisor
- The accused student’s disciplinary file
- Office of Housing and Residence Education
- Director of Counseling Center
- University Police
- Registrar's Office
- Vice President for Administration
- Vice President for Athletics
- Athletic Coaches
- Work Study Supervisors
- Director of Student Activities, Campus Recreation and New Student Orientation
- Vice President and/Dean of Student Development

**WITHDRAWALS DUE TO SUSPENSION AND/OR EXPULSION**

Dismissal for a specific period of time is defined as suspension. Dismissal for an expulsion is permanent. The University reserves the right to suspend or expel any student or students when it believes that such action is in the best interest of the institution and/or the student(s). This action
will take place only after careful consideration and consultation with all parties with information pertinent to the matter at hand.

Disciplinary withdrawals will be processed by the University for any student who receives a disciplinary suspension or expulsion from the University. The disciplinary withdrawal will be processed and dated based on the date of the suspension or expulsion.

Students leaving the University for disciplinary reasons will not be eligible for any reduction of financial charges and will be liable for the entire semester’s charges.

**SEARCHES AND SEIZURES**
It is the desire of the University to respect the student's right to privacy without arbitrary and capricious invasion.

Searches of and seizures from a student’s vehicle, or person must be approved by an appropriate University official.

Searches by civil authorities are governed by state and federal statutes which differ from Gardner-Webb University guidelines.

**INvoltMENT OF OUTSIDE LEGAL COUNSEL**
Once the involvement of outside legal counsel is enlisted, University policy prohibits further communication from University officials. Official communication from the University is then expressed only through and by the University’s legal counsel.

**STUDENT RIGHTS**
A student charged with participating in a violation of the Code of Student Conduct is granted the following in order to ensure fundamental fairness in the student conduct process.

A. **Notice.** The student has the right to be informed in writing that they have been documented for violating a Student Code of Conduct Policy(s). A letter is sent to the student’s campus post office box or an electronic letter is sent to the student’s school email address.

B. **Procedures.** The student has the right to be informed orally or in writing of the student conduct procedures.

C. **Right to an Appeal Advisor.** An accused student has the right to be represented by an Appeal Advisor of his/her choice during a disciplinary hearing. An Appeal Advisor must be a current member of the faculty or staff or a currently-enrolled student.

NOTE: An Appeal Advisor may not be any person (faculty, staff or student) who is involved in any manner or form of the disciplinary situation in question, i.e. another student who has been charged in the same incident.

Legal counsel and/or relatives are not permitted to attend these informal sessions.

D. **Evidence.** The student has the right to have dismissed from consideration evidence that resulted from confessions obtained by coercion or deceit and objects or documents obtained as a result of an illegal search.
E. **Right to call witnesses.** The student has the right to present witnesses from the University to speak on his/her defense. NOTE: the number of character witnesses is limited to no more than three (3).

F. **Right to question accuser(s).** The accused student has the right to question individuals bringing the specific charges.

    Note: Students reporting academic dishonesty are expected to be willing to be questioned by the accused student. Having knowledge of academic dishonesty and being unwilling to address such is considered to be a violation of the Honor Code.

G. **Hearing.** The student has the right to respond to charges. If a student fails to appear for a scheduled hearing, the hearing may be held in his/her absence. If a student is found responsible in absentia the verdict is non-appealable.

H. **Written report.** The student has a right to a letter reporting the result of the hearing.

I. **Appeals.** The student has the right to appeal a decision by the hearing officer for any of the following reasons:

    a. irregularity in proceedings;
    b. punishment inconsistent with the nature of offense;
    c. additional evidence not available at the hearing.

*When a student pleads “responsible” to a Code of Student Conduct Violation, as stated in the Student Handbook, the student does not have the right to appeal the decision.*

*Please note: Appeals must be turned into the appropriate office within 24-hours of verbal and/or written notification of the sanction.*

**STUDENT CONDUCT HEARING PROCEDURES**

As a private institution, the University adheres to fundamental fairness or fair procedures in terms of the Student Conduct process.

After notification the student will determine whether he/she is responsible for the charge(s) and respond accordingly.

The following persons are designated as hearing officers: Director of the Degree Completion Program. The Director of the Degree Completion Program and/or the Provost reserve the right to appoint a Chief Hearing Officer for the University.

The hearing officer has the right to add charges based on information presented during the hearing.

**HEARING PROCEDURES**

Student Conduct cases of alleged student misconduct will be “heard” by the Chief Hearing Officer of the University.

After a report is filed with the DCP Academics Office, the student is made aware of the specifics of the report, their student rights, and then he/she will provide a response of responsible or not responsible to the charge at hand.

Upon completion of the administrative intake, a specific time and location for the hearing is provided electronically to the student. Upon completion of the hearing, the Hearing Officer will
formulate a decision. Afterward a letter will be sent electronically from the Chief Hearing Officer informing the student of the outcome. In addition, the letter will outline specific sanctions and the University appeals process, if necessary. If a student fails to appear for the hearing, the case will be heard in the student’s absence and decision/sanction rendered.

Note: Cases involving alleged victims may be administered by a Hearing Officer to ensure privacy as well as cases heard near or around academic breaks or when it is deemed in the best interest of the student and the University.

APPEALS
A student may appeal a decision by the Hearing Officer. The only time a student may not appeal a decision is when the student pleads responsible and the minimum penalty is assessed or a responsible verdict in absentia is non-appealable. The student must decide and submit a written appeal electronically through Maxient Conduct Software within 24 hours of written notification of the sanction if they wish to appeal. An appeal can be made for any of the following reasons:

1. Irregularity in proceedings
2. Punishment inconsistent with the nature of the offense
3. Additional evidence not available at the hearing

Disciplinary action taken by the Director of the Degree Completion Program, or his/her designee is appealable to the University Appeal Board. The University Appeal Board consists of three students, two faculty members, and two staff members. The reason for the appeal is distributed to the University Appeal Board. By a simple majority vote, the University Appeal Board may vote not to hear an appeal and, thereby, uphold the original decision and sanction. In the event the University Appeal Board votes to hear the appeal, the Board reserves the right to decrease or increase the sanction at its discretion. The decision of the Appeal Board is final.

Expungement Policy (the opportunity to cleanse or erase one’s student disciplinary record). The University's Student Conduct process holds students accountable for their actions and encourages students to accept the consequences of their actions; however, it is not the intent or desire of the University to negatively impact a student’s future in terms of employment or graduate school prospects. Therefore, the University provides an opportunity for expungement in some circumstances. The Director of the Degree Completion Program oversees the expungement process. All requests and inquiries regarding expungement of Student Conduct records should be submitted to the Director of the Degree Completion Program. The actions taken by the Director of the Degree Completion Program.

CRITERIA FOR EXPUNGEMENT
The campus disciplinary action must not be the result of a serious campus code violation (e.g. sexual assault, weapons, illegal drug distribution, etc.).

Student requesting expungement must have completed at least 90 academic hours.

One full academic semester must have elapsed since the initial charge and sanction against the student.

There must be no other pending disciplinary action at the time of request.
There must be no outstanding financial obligations to the University (e.g. Business Office, Library, Financial Planning Office, University Police, Residence Education Office, or any other university office).

**Expungement may be denied, but not restricted to the following:**

1. Initial campus disciplinary action was taken as a result of criminal related offense.
2. No appreciable amount of time has elapsed to indicate change in initial behavior or attitude of student.
3. Student(s) not enrolled for consecutive semesters, thereby limiting observance of campus behavior and attitude.

**ALCOHOL AND DRUG ABUSE POLICY**

Gardner-Webb is an alcohol and drug-free campus. This information is provided to all students, faculty and staff to provide a comprehensive overview of the health risks and legal implications related to alcohol and other drug use and to serve as a reference for on and off campus resources.

**PHILOSOPHY**

Gardner-Webb is a private, coeducational university affiliated with the Baptist State Convention of North Carolina. Its purpose is to provide learning of distinction in the liberal arts and in professional studies within a caring community based on Christian principles and values. Students, faculty and staff are part of a community of learning, and Gardner-Webb seeks to prepare and encourage students to make meaningful contributions to the global community in which we live. To this end, the university strives to develop students intellectually, spiritually, socially and physically.

**UNIVERSITY POLICIES AND SANCTIONS**

The policies listed below apply to the Gardner-Webb campus and all university-sponsored events at off campus locations. Administrators, alumni, faculty, guests, staff, and students must adhere to all applicable federal, state, and local law and University regulations related to the sale and use of alcoholic beverages and drugs. Any person found in possession of felony drugs, or manufacturing or selling of alcoholic beverages or drugs on the university campus or at college sponsored events will be referred to University Police for prosecution. Any student or employee convicted of violation of state and local law may be subject to suspension from the University.

Gardner-Webb University supports and is fully committed to the concept of a drug and alcohol-free campus community. In order to comply with the Drug-Free Schools and Communities Act Amendments of 1989, Gardner-Webb publishes the following and makes it available to each student and to all employees.

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances such as, but not limited to, the following:

- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish, etc.)
- Synthetic Cannabinoids (Synthetic Marijuana)
- Stimulants (cocaine, diet pills, etc.)
- Depressants (tranquilizers, etc.)
Alcohol is prohibited by students, employees, and guests on Gardner-Webb University’s property or as any part of the University’s activities. As a condition of enrollment, Gardner-Webb University students will abide by these terms.

Gardner-Webb will impose disciplinary sanctions on students and employees who violate the terms of paragraph one. Upon conviction, the appropriate disciplinary action, up to and including expulsion from the University and/or satisfactory participation in a drug and alcohol abuse assistance or rehabilitation program approved for such purpose by a Federal, State, or local health, law enforcement, or other appropriate agency will be taken. More specific penalties are outlined in the following publications: Gardner-Webb University Student Handbook, Gardner-Webb University Special Studies Bulletin, Gardner-Webb University Graduate Catalog and Gardner-Webb Personnel Policies Manual. Violations may also be referred to the appropriate civil authorities for prosecution under local, state, and federal law.

Local, state, and federal laws prohibit the unlawful possession, and distribution of illicit drugs and alcohol. The applicable legal sanctions for various offenses are listed in the North Carolina Criminal Law and Procedure book, a reference copy maintained in the University Police Office. A booklet describing the health risks associated with the illicit drugs and abuse of alcohol is made available to all students and employees. Additional information and individual counseling is available through the University’s Counseling Center in Tucker Student Center. If necessary and at the student/employee’s expense, referral can be made to an outside agency. Violation of subsection (a1) of this section shall be an infraction and shall not be considered a moving violation for purposes of G.S.20-16 (c) The law prohibiting passengers in a motor vehicle from possessing an open container of alcoholic beverage in the passenger area of a motor vehicle.

EFFECTS OF ALCOHOL

Surveys of college students indicate that the drug of choice is alcohol. Student problems associated with alcohol use are many and have an adverse effect on the educational process. These problems include physical injuries, loss of personal relationships, unwanted/regretted sex, vandalism, poor grades, alcoholism and disciplinary problems.

Alcohol consumption causes a number of marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increase the incidence of a variety of aggressive acts, including spouse and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person’s ability to learn and remember information. Very high doses cause respiratory depression and death. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol can lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal symptoms, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life-threatening. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver.
Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics. (Taken from: Federal Register. Vol. 55, No. 159. Thursday, August 16, 1990: (Rules and Regulations.)

**HEALTH RISK OF PSYCHOACTIVE DRUGS**

All psychoactive drugs (including alcohol) can produce negative health risks associated with long-term chronic use. In addition, all these drugs can pose serious risks such as abnormal growth, brain damage, and birth defects for the fetus of a drug-using female. The following is a list of some of the possible health risks:

**Stimulants** Anxiety, agitation, malnutrition, high blood pressure, irregular heartbeat, chronic sleeplessness, stimulant paranoia, death as a result of an overdose.

**Narcotics** Anxiety, mood swings, nausea, mental confusion, constipation, respiratory depression, coma or death as a result of an overdose.

**Sedatives/Hypnotics** CNS depression, impaired thinking, staggering gait, visual disturbances, dyskinesia, and death as a result of overdose.

**Alcohol** CNS depression, impaired judgment; mental confusion, gastrointestinal irritation, liver damage, malnutrition, high blood pressure, irreversible brain damage, heart disease, pancreatitis, lowered immunities, coma and death from overdose.

**Marijuana** Mental confusion and disorientation, anxiety, a motivational syndrome, lung damage and cancer, alterations in brain function and morphology, hormonal and reproductive system abnormalities.

**Inhalants** Nausea, headaches, perceptual distortions, impaired judgement irregular heartbeat, Sudden Death Syndrome (SDS), weight loss, damage to the bone marrow, lungs, liver and kidneys.

**Cocaine** Anxiety, insomnia, paranoia, weight loss, perforation of the nasal septum, hypertension, seizures, cardiac failure, death as a result of an overdose.

**Hallucinogens** Visual distortions, increased heart rate and blood pressure, a motivational syndrome, psychotic episodes, panic disorders, flashbacks.

**SIGNS AND SYMPTOMS**

If you notice some of the following “Red Flag” behaviors, and they are consistent and exaggerated, then you may suspect substance abuse.

**School Performance**

**SOCIAL**

- Exaggerated/sudden grade changes
- Unusual change in peer group
- Excessive absences
- Loneliness/isolation/withdrawal
- Disciplinary problems
- Legal difficulties (DWI, etc.)
• Dropping of curricular activities
• Disregard for family

BEHAVIOR
• Unusual defensiveness exaggerated mood swings
• Memory loss/hyperactivity/restlessness/anxiety
• Depression
• Paranoia
• Apathy
• Fatigue
• Inappropriate laughter

PHYSICAL
• Red, puffy, or glassy eyes
• Unusual perspiration
• Nosebleeds Tremors/shaking
• Sudden weight change
• Vomiting
• Loss of motor coordination, (staggering, slurred speech)

RESOURCES AND STUDENT ASSISTANCE
Gardner-Webb is a community, and all members of the community are responsible for maintaining order and discipline in the college community. Our personnel and the institution's commitment are made manifest by the following services.

Information
The Counseling Center provides current information on alcohol and other drugs, including topics of addiction, self-assessment and help, consequences of drug use, and drug facts. Counselors are available for consultation with any person.

This information is made available through brochures, journals, books, videos, and cassette tapes, posters and newsletters to faculty/staff and students.

Counseling/Referral
The University maintains close affiliation with Partners Behavioral Health and Carolinas Health Care (Cleveland Regional Medical Center), where persons may be referred for assessment and/or treatment. In addition, referrals may be made to local providers.
Self-Help Resources - Alcoholics Anonymous / Adult Children of Alcoholics / Al-Anon

AA is an informal international fellowship of people who join because they cannot control their use of alcohol. Their purpose is to stay sober and help others who want to achieve sobriety. They do not actively recruit new members, but newcomers are always welcome. They meet and talk about their alcohol problems and how to stay sober. Al-Anon is a fellowship that offers support for family and friends of alcoholics whether the alcoholic wants help or even admits he or she has a drinking problem. Comfort and understanding is given through a mutual exchange of experiences, strength and hope. Phone: (704) 484-1000.

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>II</td>
<td>Cocaine 500-4999 grams mixture</td>
<td>First Offense: Not less than 5 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life.</td>
<td>Cocaine 5 kilograms or more mixture</td>
<td>First Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, not less than 20 yrs. or more than life.</td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base 28-279 grams mixture</td>
<td>Fine of not more than $5 million if an individual, $25 million if not an individual. Second Offense: Not less than 10 yrs. and not more than life.</td>
<td>Cocaine Base 280 grams or more mixture Fentanyl 400 grams or more mixture Fentanyl Analogue 100 grams or more mixture</td>
<td>Fine of not more than $10 million if an individual, $50 million if not an individual. Second Offense: Not less than 20 yrs., and not more than life.</td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl 40-399 grams mixture</td>
<td>Fine of not more than $5 million if an individual, $25 million if not an individual.</td>
<td>Heroin 1 kilogram or more mixture LSD 10 grams or more mixture Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue 10-99 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Heroin 1 kilogram or more mixture LSD 10 grams or more mixture Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
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<tr>
<td>I</td>
<td>Heroin 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
</tr>
<tr>
<td>I</td>
<td>LSD 1-9 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine 5-49 grams pure or or 50-500 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
</tr>
<tr>
<td>II</td>
<td>PCP 10-99 grams pure or 100-999 grams mixture</td>
<td>Second Offense: Not less than 10 yrs. and not more than life. If death or serious bodily injury, life imprisonment. Fine of not more than $8 million if an individual, $50 million if not an individual.</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
<td>Methamphetamine 50 grams or more pure or 500 grams or more mixture PCP 100 grams or more pure or 1 kilogram or more mixture</td>
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</tbody>
</table>
### Federal trafficking penalties for marijuana, hashish and hashish oil, Schedule I Substances

<table>
<thead>
<tr>
<th>Substance</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marijuana 1,000 kilograms or more marijuana mixture or 1,000 or more marijuana plants</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than Life. Fine not more than $10 million if an individual, $50 million if other than an individual.</td>
<td>Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $20 million if an individual, $75 million if other than an individual.</td>
</tr>
<tr>
<td>Marijuana 100 to 999 kilograms marijuana mixture or 100 to 999 marijuana plants</td>
<td>Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than $5 million if an individual, $25 million if other than an individual.</td>
<td>Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than $8 million if an individual, $50 million if other than an individual.</td>
</tr>
</tbody>
</table>

The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a term of life imprisonment without release and a fine up to $8 million (if an individual) and $20 million (if not an individual).
NORTH CAROLINA PENALTIES FOR THE ILLEGAL POSSESSION AND TRAFFICKING OF CONTROLLED SUBSTANCES

The North Carolina Controlled Substances Act (G.S. 90-86) may be found in the North Carolina Criminal Law And Procedure book or on the Internet at http://www.ncga.state.nc.us/enactedlegislation/statutes/pdf/byarticle/chapter_90/article_5.pdf

Similar to the Federal Controlled Substance Act (1970), the North Carolina Controlled Substances Act (G.S. 90-86) defines controlled substances and places them into one of six categories called “schedules.” The placement of a controlled substance into a schedule is determined by a set of defined criteria that evaluate the substance’s potential for abuse, medical use, and safety or dependence liabilities. Minimum punishments for violations may also be found in the Act.

The Schedules, Controlled Substances and Penalties for Possession chart below describes the schedule system, gives examples of drugs in each schedule and outlines the minimum punishment for possession of any amount of the substance. The punishments for illegally trafficking controlled substances are much more severe than those for possession. The Illegal Trafficking Penalties chart on the adjoining page will describe the minimum amount of controlled substance that one must possess in to be charged with trafficking.

Schedules, Controlled Substances and Penalties for Possession

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Substances</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule I</strong>&lt;br&gt;Has a high potential for abuse. Has no medical use. Has a lack of accepted safety.</td>
<td>Heroin&lt;br&gt;Ecstasy&lt;br&gt;GHB&lt;br&gt;Methaqualone&lt;br&gt;Peyote&lt;br&gt;Opiates (and others)</td>
<td>Class I Felony&lt;br&gt;4-5 Months</td>
<td></td>
</tr>
<tr>
<td><strong>Schedule II</strong>&lt;br&gt;Has a high potential for abuse. Has accepted medical use with severe restrictions. Abuse may lead to physical or psychological dependence.</td>
<td>Cocaine&lt;br&gt;Raw Opium&lt;br&gt;Opium Extracts, Fluid and Powder Codeine&lt;br&gt;Hydrocodone&lt;br&gt;Morphine&lt;br&gt;Methadone&lt;br&gt;Methamphetamine&lt;br&gt;Ritalin (and others)</td>
<td>Class 1 Misdemeanor&lt;br&gt;45 Days in Jail</td>
<td>Class I Felony&lt;br&gt;4-5 Months</td>
</tr>
<tr>
<td><strong>Schedule III</strong>&lt;br&gt;Has potential for abuse, but less than Schedule I or II substances. Has an accepted medical use. Abuse may lead to limited dependence.</td>
<td>Ketamine&lt;br&gt;Anabolic Steroids&lt;br&gt;Some Barbiturates (and others)</td>
<td>Class 1 Misdemeanor&lt;br&gt;45 Days in Jail</td>
<td>Class I Felony&lt;br&gt;4-5 Months</td>
</tr>
<tr>
<td><strong>Schedule IV</strong>&lt;br&gt;Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.</td>
<td>Valium Xanax Rohypnol&lt;br&gt;Darvon Clonazepam Barbital (and others)</td>
<td>Class 1 Misdemeanor&lt;br&gt;45 Days in Jail</td>
<td>Class I Felony&lt;br&gt;4-5 Months</td>
</tr>
<tr>
<td>Schedule V</td>
<td>Over the counter cough medicines with codeine (and others)</td>
<td>First Offense Class 2 Misdemeanor 30 Days in Jail</td>
<td>Second Offense Class 1 Misdemeanor 45 Days in Jail</td>
</tr>
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</tr>
<tr>
<td>Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Schedule VI</td>
<td>Marijuana Hashish Hashish Oil</td>
<td>First Offense Class 3 Misdemeanor 10 Days in Jail or Suspended Sentence</td>
<td>Second Offense Class 2 Misdemeanor 30 Days in Jail</td>
</tr>
<tr>
<td>Has a low potential for abuse. Has no accepted medical use. Abuse may lead to limited dependence</td>
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<th>Illegal Trafficking Penalties</th>
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<td><strong>Marijuana</strong></td>
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<td>10 - 49 lbs.</td>
<td>Class H Felony</td>
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<tr>
<td>25 – 30 Months</td>
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<tr>
<td>50 - 1,999 lbs.</td>
<td>Class G Felony</td>
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<tr>
<td>35 – 42 Months</td>
<td></td>
</tr>
<tr>
<td>2,000 - 9,999 lbs.</td>
<td>Class F Felony</td>
</tr>
<tr>
<td>70 – 84 Months</td>
<td></td>
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<tr>
<td>10,000 lbs. or more</td>
<td>Class D Felony</td>
</tr>
<tr>
<td>175 – 219 Months</td>
<td></td>
</tr>
<tr>
<td><strong>Heroin</strong></td>
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<tr>
<td>4 – 13 grams</td>
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<tr>
<td>14 – 27 grams</td>
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<tr>
<td>90 – 117 Months</td>
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<tr>
<td>28 grams or more</td>
<td>Class C Felony</td>
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<td>225 – 279 Months</td>
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<tr>
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<td>28 – 199 grams</td>
<td>Class G Felony</td>
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<td>35 – 42 Months</td>
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<tr>
<td>200 – 399 grams</td>
<td>Class F Felony</td>
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<td>70 – 87 Months</td>
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<td>400 grams or more</td>
<td>Class D Felony</td>
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<td>175 – 219 Months</td>
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<tr>
<td><strong>Methamphetamines</strong></td>
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<td>200 – 399 grams</td>
<td>Class E Felony</td>
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<td>90 – 117 Months</td>
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<tr>
<td>400 grams or more</td>
<td>Class C Felony</td>
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<tr>
<td>225 – 279 Months</td>
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NOTICE OF NONDISCRIMINATION REGARDING SEXUAL HARASSMENT AND SEXUAL ASSAULT

A complete listing of resources, policies, definitions and procedures on how to file both formal and informal 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 the regulations 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 sexual harassment and sexual misconduct) is referred to throughout this document as the Title IX Coordinator. The Title IX 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 within their respective areas

Dr. Doug Bryan, Associate Provost for Academic Development
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

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 Mrs. Annie Freeman,
Assistant Vice President for Undergraduate Admissions
Dover Campus Center
704-406-4491
afreeman@gardner-webb.edu

Complaints related to degree completion and graduate students or personnel
Ms. Elizabeth Pack, Director of the Degree Completion Program
Washburn Hall
704-406-2173
epack@gardner-webb.edu
LIST OF TITLE IX (SEXUAL HARASSMENT AND SEXUAL ASSAULT) CAMPUS, LOCAL, STATE AND NATIONAL RESOURCES

UNIVERSITY RESOURCES
SART (Sexual Assault Response Team)
Please contact University Police at 704-406-4444 who will contact a 24/7 counselor on call.

Campus Counseling Center
Cindy Wallace
704-406-4103 cwallace@gardner-webb.edu
On Call # 704-300-1910

University Police
Chief Barry Johnson
704-406-4440 bjohnson@gardner-webb.edu

Vice President for Student Development and Dean of Students
Sarah Currie
704-406-2081 scurrie@gardner-webb.edu

Housing and Residence Education
John Johnson
704-406-4303 jrjohnson@gardner-webb.edu

CLEVELAND COUNTY RESOURCES
Cleveland County Abuse Prevention Council
24-HOUR CRISIS LINE 704-481-0043

Boiling Springs, NC Police Department
http://www.boilingspringsnc.net
704-434-9691

Shelby, NC Police Department
Non-emergency 704-484-6845
EMERGENCY 9-1-1

Cleveland County Sheriff’s Office
http://www.clevelandcounty.com/sheriffs_office
704-484-4888

Cleveland County District Attorney’s Office—Victims’ Rights
http://www.ncdistrictattorney.org/27B/victims_rights.htm
704-476-7810

STATE AND NATIONAL RESOURCES
North Carolina sexual Assault Response Team
http://www.nccasa.org

North Carolina Department of Public Safety
https://www.ncdps.gov

RANIN-Rape and Incest National Network—is the nation’s largest anti-sexual violence organization and was named one of “America’s 100 Best Charities” by Worth magazine.
RAINN created and operates the National Sexual Assault Hotline (800.656.HOPE) in partnership with more than 1,100 local sexual assault service providers across the country and operates the DoD Safe Helpline for the Department of Defense. www.rainn.org 1-800-656-4673

SAVAN-Statewide Automated Victim Assistance and Notification. SAVAN is a free, anonymous, computer-based telephone program that provides victims of crime with two important services: information and notification. The SAVAN program is designed to provide you with a quick, easy access to offender information and to alert you when an offender’s custody status changes. www.ncsavan.org

National Sexual Assault Hotline
1-800-656-hope (4673)

National Domestic Violence Hotline
1-800-799-7233
STUDENT GRIEVANCE POLICY

Any student who believes he/she has been discriminated against by a member of the faculty, by an employee of the University, or by a fellow student is encouraged to file a complaint. If a student believes he/she has been discriminated against in accordance with policies and practices listed under Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, or section 504 of the Vocational Rehabilitation Act of 1973, he or she may make a claim that his or her rights have been denied. Claims or grievances should be filed with the appropriate University official.

Notice of Nondiscrimination Regarding Sexual Harassment and Sexual Assault

PLEASE NOTE: A complete listing of resources, polices, 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 pf 1083. Require that each recipient of federal financial assistance, such as Gardner-Webb University, distribute this Notice of Nondiscrimination. Gardner-Webb University does not discriminate of the basic 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

Procedure  
Complaints should be filed in accordance with the procedure appropriate to the specific type of grievances. For grievances not covered by a specific policy (e.g. “non-harassment policy”), students may use the following general procedure.

Complaints should be presented orally to the appropriate University officials described above. If an informal discussion of the matter is not satisfactory, a written statement of the complaint will be requested. A written statement should contain the following:

A. The exact nature and details of the grievance.  
B. The date, time, and place of the grievance. 
C. The names of witnesses or persons who have knowledge of the grievance. 
D. Any available written documentation or evidence that is relevant to the grievance.
The University official who receives the written complaint will investigate the complaint and take whatever action is deemed necessary and appropriate and will respond to the student in a timely manner. If a student has followed the grievance policy process and remains dissatisfied with the response to the complaint, the student may appeal to the Educational Policies and Standards Committee for academic matters and to the University Appeal Board for non-academic matters. Decisions by the Educational Policies and Standards Committee and the University Appeal Board are subject to review by the Provost. The Provost may take whatever action he deems necessary and appropriate. The Provost’s conclusions and actions regarding the complaint are final.

An electronic Student Complaint Form can be found on WebbConnect.

If discrimination is established, the University will take appropriate corrective and remedial actions and steps will be taken to prevent recurrence of any discrimination.

The above procedure does not prevent or substitute for a student’s right to file a complaint with the Federal Office of Civil Rights. A student who believes he/she has been discriminated against by the University based upon violation of the ADA and its amendments and/or Section 504 can file a complaint with the Department of Education Office of Civil Rights.

The Office of Civil Rights
US Department of Education
400 Maryland Ave, SW
Washington, DC 20202
Telephone: 202-245-8300
Fax: 202-245-8301; TTD: 887-521-2172
Email: OCR.DC@ed.gov

Grievances Related to Discrimination
If a student believes he/she has been discriminated against because of race, gender, religion, color, national or ethnic origin, age, disability, or military service, the student should contact the University’s Title IX Coordinator who has been identified on the previous pages. In the case of harassment, the complaint should be made in accordance with the University’s Non-Harassment Policy as stated in the current student handbook. If a student is not sure how to file a complaint, the Provost and Executive Vice President will assist the student.

Procedure
Complaints should be filed in accordance with the procedure appropriate to the specific type of grievances. For grievances not covered by a specific policy (e.g. “non-harassment policy”), students may use the following general procedure.

Complaints should be presented orally to the appropriate University officials described above. If an informal discussion of the matter is not satisfactory, a written statement of the complaint will be requested. A written statement should contain the following:

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An electronic Student Complaint Form can be found on WebbConnect.

**POLICY FOR RESPONDING TO THREATENING STUDENT BEHAVIOR**

Gardner-Webb University recognizes that some students may face pressures coping with university life that could result in disruptive and/or threatening behaviors. To this end, Gardner-Webb strives to create a climate where students are welcome to talk to counselors about personal problems and where referrals to mental health professionals are not stigmatized. This policy establishes the University protocols for responding to threatening student behaviors.

**I. Referrals**

A. Threatening Behaviors

For purposes of this policy, threatening behaviors refer to student behaviors that may be life threatening including but not limited to: suicide threats; suicide attempts; verbal threats; physical threats or unstable behavior.

B. Emergency

Any student, faculty, or staff who observes a student engaging in threatening behaviors that pose an imminent threat to live is obligated to immediately contact University Police for emergency assistance (704-406-4444 on Main campus) or call 911.

C. Non-Emergency

Any student, faculty, or staff who observes a student engaging in threatening behaviors that is not life threatening should contact and inform the Director of the Degree Completion Program and the Director of the Counseling Center.

1. The Director of the Counseling Center or counseling staff member will meet with the referred student and make a decision as to whether or not a counseling services referral is needed. The Director of the Degree Completion Program will be notified of the decision.

2. Counseling services referrals may consist of:

   a) An emergency evaluation at an off-campus facility
   b) An evaluation for an off-campus appointment with a psychiatrist or psychologist.
   c) Counseling sessions with a university counselor.
   d) Other appropriate treatment.

**II. Notification**
The Director of the Degree Completion Program and/or the Director of the Counseling Center will generate a letter to a student who is referred for threatening behavior that will include the following:

1. Reference to the incident in which the student engaged in threatening behavior.
2. Any required psychological evaluations.
3. Requirements for return to campus.

III. Emergency Hospitalizations

A. Transportation

Local police or an ambulance will transport a student who engages in life threatening behavior to the local hospital.

B. Hospitalization

If a student is admitted to the local hospital:

1. A university counselor will go to the hospital to make contact with the student.
2. A university counselor may also provide counseling support services to the hospitalized student’s roommate or others who were present or affected by the incident.
3. The hospitalized student will be asked to sign a Release of Information form to permit the hospital to share medical information with the University and to contact the Counseling Center when discharge is expected.
4. The hospitalized student will be asked to contact his/her family member(s). If the hospitalized student is unwilling or unable, Director of the Degree Completion Program (or designee) will contact the hospitalized student’s family member(s) to notify them of the incident.

C. Further Assessment and Treatment

The hospitalized student is responsible for informing his/her professors of the medical-related absences. The Counseling Center will assist a student in contacting professors of the medical-related absences if needed.

D. Discharge

Prior to discharge, the Director of Counseling Services must be notified by medical personnel of the hospitalized student’s status, including a confirmation as to whether or not the student is able to return to campus, live on campus and recommendations for any follow-up treatment. The hospitalized student will be advised of the campus procedure and documentation required to return to classes.

IV. Conditions for Return to Gardner-Webb University

After being separated from the campus for threatening behavior, students must complete the following conditions to be cleared to return to classes:

A. Meet with the Director of the Degree Completion Program and Director of the Counseling Center to submit documentation from a mental health professional confirming whether or not: the student is no longer a threat to him/her or others;
can safely participate in his/her academic program and/or resume independent living in a residence hall.

B. Schedule an appointment with a mental healthcare provider and make an immediate appointment with a university counselor or make an off-campus appointment with a psychologist for continued counseling support.

CAMPUS CRISIS COMMUNICATION

The campus crisis communication plan includes, but is not limited to, the following:

- Emergency computer message pop-up
- University email
- Campus-wide emergency call boxes
- Code Blue Emergency Outdoor Poles
- Emergency text message
- Outdoor warning system (OWS)
- Residence Hall Staff
- University homepage
- University Police website
- University Radio Station WGWG (wgwg.org)
- WebbNet TV

The information shared above is intentionally non-specific and very general. A limited number of University officials on a need-to-know basis have the fullest knowledge of specific details. The primary purpose of this information is basically to assure students, parents, faculty and staff that the University takes safety seriously and is reviewing our Emergency response and crisis Communication Plan on a regular basis. While an individual’s overall safety cannot be guaranteed, the University is making every effort to maximize its ability to minimize loss of life and property. Personal safety is a shared responsibility. There is a sense in which safety is the responsibility of every member of this academic community. For additional information, you may view the Emergency Response Guide at www.gardner-webb.edu/Assets/gardnerwebb/shared/files/student-life/emergency-resposne-guide.pdf.
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School of Performing and Visual Arts 4448 3920
Operator 4000 3930
Global Missions Resource Center 4656 4657
Godbold School of Business 4375 4738
Graduate Admissions Office 4723 3895
Graduate School Academics 3020 3859
Graduate School of Business 4375 2281
Gardner-Webb-Charlotte 5218 2034
Health, Sport, and Physical Education 4420 3878
Human Resources 3839 3320
Hunt School of Nursing 4360 3919
International Programs 3993 3508
Intramurals Office 3552 3854
Learning Enrichment and Assistance Program 4394 3921
Library 4290 4623
LYCC-Special Events 4340 4739
Mathematics Department 3039 3917
Music-School of Performing and Visual Arts 4448 3920
Natural Sciences Department 3039 3917
Noel Center for Disability Resources 4270 3524
Observatory/Hotline 4434 3917
Payroll Office 4283 3989
Plant Operations 4330 4337
President’s Office 4236 4655
Provost 4239 3147
Registrar Services 4260 4261
Religious Studies Department 4460 3013
School of Divinity 4400 3935
School of Education 4406 3921
School of Psychology and Counseling  4439  3974
Social Science Department  3043
Sports Information  4355  4739
Student Accounts  4287  3055
Swimming/Swimming Pool  3860  4739
Technology Services  4647  3540
Telecommunications  4336  4337
Theatre-School of Performing & Visual Arts  4371  3872
University Development  4250  4249
University Communications  4637  4338
University Police  4444  3930
V.P. for Administration & Finance  4280  3963
Volunteerism  4257  3854
WGWG Radio  3625  4338
World Languages Department  3035  3315
Writing Center  4393  4739
Appendix

CAMPUS MAPS
SURRY COMMUNITY COLLEGE
Dobson, North Carolina