Gardner-Webb University
Undergraduate Student Handbook
2018 – 2019

THE POLICIES CONTAINED IN THIS HANDBOOK APPLY TO THE TRADITIONAL UNDERGRADUATE PROGRAM.

This edition supersedes all previous editions.

Requests for changes, additions, or corrections should be directed to:
Vice President for Student Development and Dean of Students
Tucker Student Center
704-406-2081

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 Gardner-Webb homepage: gardner-webb.edu.
Select Student Life, then 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 704-406-4270 or emailing disabilityservices@gardner-webb.edu.
# TABLE OF CONTENTS

- Introduction to the University ................................................................. 4-11
- Academic Policies and Services .............................................................. 11-12
- Academic Offices and Programs For Undergraduates ....................... 11
- Office of Financial Planning .............................................................. 17
- Business and Finance Services ......................................................... 18
- Student Involvement Policy .............................................................. 19
- Campus Life ..................................................................................... 20
- Quad Activity Policy ........................................................................ 20
- Commuter Student Information ......................................................... 21
- International Student Information .................................................... 22
- GWU Publications ........................................................................ 23
- Gardner-Webb Traditions ................................................................. 24
- Facilities and Services .................................................................... 25
- Technology Services ........................................................................ 29
- Dining Services ................................................................................ 35-38
- University Health Services .............................................................. 39
- Christian Life and Service .............................................................. 40-41
- Student Development Division ......................................................... 42-50
- Student Guidelines, Expectations, and Rights .................................... 50
- Honor Code .................................................................................... 51-55
- Housing and Residence Education Services and Community Standards .... 55
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VP for Advancement

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VP for Marketing

Dr. David Yelton
Associate Provost for the College of Arts and Sciences
Welcome to Gardner-Webb University

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
FALL SEMESTER 2018

Move-in for All New Students (Freshmen and Transfers) in Residence Halls and New Student Orientation.................................................................Aug 17

Check-in for Returning, and Readmit Students Living in a Residence Hall .............................................................................................................Aug 20

Classes Begin for Traditional Undergraduate Program (TUG) .................................................................................................................................Aug 22

Fall Convocation: Last Day for Late Registration and Schedule Modification ..................................................................................................Aug 28

Family Weekend .................................................................................................................................................................................................Sept 14-16

Last Day to Withdraw with “W”............................................................................................................................................................................Oct 3

Homecoming ............................................................................................................................................................................................................Oct 13

Last Day for Graduation Application for December with Late Fee ...........................................................................................................Oct 15

Fall Break Begins After Classes........................................................................................................................................................................Oct 18

Fall Break/No Classes ......................................................................................................................................................................................Oct 22-23

Classes Resume ....................................................................................................................................................................................................Oct 24

Advising/Early Registration Begins .................................................................................................................................................................Oct 26

Thanksgiving Break...............................................................................................................................................................................................Nov 21-23

Classes Resume........................................................................................................................................................................................................Nov 26

Graduation Application Due for May .................................................................................................................................................................Nov 29

Last Day of Classes for Traditional Undergraduate Program ..................................................................................................................Dec 7

Final Exams ..........................................................................................................................................................................................................Dec 10-13

Commencement .......................................................................................................................................................................................................Dec 15
SPRING SEMESTER 2019

New Student Orientation for Traditional Undergraduate Program ................................................................. Jan 7
Residential Students Return ................................................................................................................................. Jan 7
Registration .......................................................................................................................................................... Jan 9-10
Traditional Undergraduate Program Classes Begin ......................................................................................... Jan 9
Last Day for Late Registration and Schedule Modification ................................................................. Jan 15
Last Day to Withdraw with "W" ......................................................................................................................... Feb 20
Spring Vacation Begins After Classes ........................................................................................................... Mar 9
Spring Break for Traditional Undergraduate Programs ............................................................................. Mar 11-15
Last Day for Graduation Application for May with Late Fee ........................................................................ Mar 14
Easter Vacation Begins After Classes ............................................................................................................. April 17
Easter Break ..................................................................................................................................................... April 18-22
Classes Resume for Traditional Undergraduate Program ........................................................................... Apr 23
Last Day of Classes .......................................................................................................................................... May 2
Reading Day ...................................................................................................................................................... May 3
Final Exams for Traditional Undergraduate Programs .................................................................................. May 6-9
Commencement .................................................................................................................................................. May 11
SUMMER SEMESTER 2019

First Term .......................................................... May 23-June 25

Traditional Undergraduate Program Registration ................................................................. May 23
Traditional Undergraduate Program Classes Begin ............................................................. May 23
Traditional Undergraduate Program Last Day for Late Registration/Schedule Modification ........................................................ May 23
Last Day to Withdraw with “W” ............................................................................................. June 5
Last Day of Classes for Traditional Undergraduate Program ............................................... June 25
Traditional Undergraduate Program Exams ............................................................................ June 25

Second Term .......................................................... June 27-July 30

Traditional Undergraduate Program Registration ................................................................. June 27
Traditional Undergraduate Program Classes Begin ............................................................. June 27
Traditional Undergraduate Program Last Day for Late Registration/Schedule Modification ........................................................ June 27
TUG Fourth of July Holiday .................................................................................................... July 4
Last Day to Withdraw “WP/WF” Second Term ..................................................................... July 11
Graduation Application Due for December ......................................................................... July 29
Last Day of Classes for Traditional Undergraduate Program ............................................... July 30
Traditional Undergraduate Program Exams ............................................................................ July 30
Commencement ..................................................................................................................... Aug 3
Alma Mater

Hammett – Hammett

At the foot of the mountain
Is our College; proud she stands,
Serving all who want her service,
Blessing all with outstretched hands

With our hands we will serve thee,
Gardner-Webb, our College fair;
In our love we will uphold thee;
Our wealth we’ll gladly share.

Chorus
Alma Mater, Alma Mater,
We sing our love to thee,
We pledge our hearts in deep devotion
Our love, our faith, eternally.
ABOUT GARDNER-WEBB UNIVERSITY

History
The institution first opened its doors to students in 1907 as a boarding high school operated and supported by the Kings Mountain and Sandy Run Baptist Associations. As a high school, junior college, senior college, and beginning in 1993 as a university, the school has sought to provide quality education in a Christian environment.

A brief chronological history of Gardner-Webb leads to an understanding of the University as it is today and to an appreciation for all that has contributed to its growth and development.

1905 Founded as Boiling Springs High School by the Kings Mountain and Sandy Run Baptist Associations
1907 Opened doors to students as Boiling Springs High School
1928 Became Boiling Springs Junior College
1942 Became Gardner-Webb Junior College; named for former Governor O. Max Gardner and the Webb family of Shelby
1946 Supported by the Baptist State Convention of North Carolina
1971 Became a four-year school
1977 Established programs for the hearing and visually impaired
1978 Began night school program for adults, Degree Completion Program (formerly GOAL)
1980 Began the Graduate Program
1992 Approved the School of Divinity
1993 Became a University (Newly formed Master of Business Administration Program begins)
1995 Established School of Education, featuring national accreditation status for teacher education
2001 Began offering its first doctoral degree, the Doctor of Ministry
2005 Celebrated Centennial
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 AND SERVICES

Undergraduate Program

It is important that you become familiar with the Gardner-Webb Undergraduate Catalog, and it is especially important to your academic success that you read carefully the section entitled “Academic Policies.” Please study the catalog carefully, especially the sections dealing with your major. It is your primary responsibility to familiarize yourself with these policies and understand how they affect your progress toward graduation. Your advisor and others can assist you, but ultimately it is your responsibility if correct policies and procedures are not followed.

Academic Appeals

Academic Advisors in the Advising Center (Tucker Student Center) will assist undergraduate students in Academic Appeals if requested. For guidelines regarding Academic Appeals, refer to the current Academic Catalog.

Class Attendance

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

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

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

Should a student exceed the number of absences in his/her class(es) or cease attending classes at all, he/she may be required to vacate his/her residence hall room. In such instances, the Housing Contract will be canceled.

WITHDRAWAL POLICIES

WITHDRAWAL, SUSPENSION, AND EXPULSION POLICIES

Voluntary termination of enrollment during the course of a semester or summer term is defined as withdrawal. 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.

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 “Complete Withdrawal Form” from the Registrar Services page.

Involuntary withdrawals will be processed by the University for any student that 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.

**ACADEMIC HONOR CODE**

Gardner-Webb University students are pledged to uphold honesty and integrity, and truthfulness in all realms of university life. “Students are not to lie, cheat or steal nor tolerate those who do.” For information on the policy for academic honesty, please see page 51 of the current student handbook.

**HOUSING POLICY AS RELATED TO ACADEMIC LOAD**

Undergraduate students must be enrolled on a full-time basis (12 credit hours) to qualify to live in University Housing. Undergraduate students residing in University Housing who reduce their academic load to less than 12 hours will not be permitted to remain in University Housing without completing a Full-Time Status Waiver application and it being approved by Housing and Residence Education. The Housing Contract term is in effect for the academic year (fall-spring). Students residing in Housing and Residence Education facilities during the Summer must be enrolled in Gardner-Webb University classes each Summer session.

**ACADEMIC ADVISING**

Undergraduate student advising in the traditional program is coordinated through the Academic Advising Center. The Advising Center is designed to coordinate the following:

- ✔ New student registration
- ✔ New transfer student advising
- ✔ Advising for students with undecided majors
- ✔ Declarations of major and minor fields of study
- ✔ Advisor assignments and changes
- ✔ Faculty advisor training and evaluation

The primary responsibility of academic advising rests on the student, with guidance from the faculty in the academic department of each student’s chosen field of study. Professionals in the Academic Advising Center are available to assist in academic “at-risk” situations, retention efforts, and consultation regarding student learning issues.

Undergraduate advising is under the supervision of the Associate Provost for Student Success, Dr. C. Doug Bryan. Undergraduate student advising in the traditional program is directed by Carmen Butler, Associate Dean of Undergraduate Advising. Their office is located on the third floor of the Tucker Student Center.
The Academic Advising Center is an integral part of the division of Student Success. The Advising Center provides assistance in academic planning and the selection of majors and minors. Services provided by the Advising Center include first semester registration of all new students (freshmen and transfer), academic reporting, assignment of advisors, and academic counseling for students seeking to maintain or achieve a specific grade point average. The Academic Advising Center also provides advisement services in the absence of the primary advisor.

Upon entering Gardner-Webb University, the student is assigned an advisor and is encouraged to view the advising relationship as a partnership for success. First-year students seeking a bachelor’s degree are enrolled in a First-Year program course (UNIV 101 or UNIV 111). A traditional first-year student is one that is entering college within a one to three-year span after graduating from a high school program. An advanced first-year student (i.e., early college high school) is one who has completed high school- and college-level studies concurrently. All first-year students are required to take UNIV 111/101 regardless of AP credit or advanced first-year status in their first semester of enrollment at Gardner-Webb University. Students with more than fifteen hours of transfer work (from non-AP credit or dual enrollment credit) are not required to take UNIV 111/101.

Students are eligible to declare a major after completing this course. After an official declaration has been processed, the student will be assigned to a faculty advisor in the department of their chosen field of study.

Transfer students not taking the First-Year Program course will be assigned an advisor in the Academic Advising Center until the declaration process is complete. Transfer students are encouraged to officially declare a major before or during their first semester of study at Gardner-Webb University. Academic Advising is located in the Student Success Center, third floor of the Tucker Center.

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. Lou Ann Scates serves as Registrar.

ADDING AND DROPPING COURSES
A student’s schedule may be adjusted by adding and dropping courses with the approval of the academic 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.

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

HONOR STUDENT ASSOCIATION
The purpose of HSA is to encourage an atmosphere of challenging learning through advanced classes, special trips, community volunteer efforts, guest speakers, and special academic opportunities. The HSA provides student-initiated advice and counsel to the Honors Program. All incoming members of the Honors Program are members of the HSA. Continued membership is dependent on academic performance and involvement. HSA members are also members of the National Collegiate Honors Council, the Southern Regional Honors Council, and the North Carolina Honors Association. Dr. Tom Jones is the program advisor.

OFFICE OF RETENTION
As a member of the Student Success Division, the Office of Retention assists with helping students thrive in academic, spiritual, social, and financial areas. If you are facing an obstacle in any of these areas, you may contact the Office of Retention by telephone at 704-406-2385, email at erozelle@gardner-webb.edu, or in person. The office is located on the third floor of the Tucker Student Center inside the Student Success Suite.
DIMENSIONS
Dimensions is a weekly series of programs designed to nurture persons spiritually, intellectually and culturally in the context of Christian faith and to promote a sense of community. Satisfactory attendance is a graduation requirement as described in the Undergraduate Catalog. Programs are usually held on Tuesday mornings at 9:25 in the Paul Porter Arena or the Tucker Student Center. The schedule of programs is published at the beginning of each semester. Outstanding Christian leaders, including nationally-known speakers, musicians, sports figures, University faculty, staff, and SGA officers, provide the program.

IMPORTANT THINGS TO REMEMBER

1. Students must attend at least 10 programs per semester to receive credit.
2. Each student is administratively enrolled for the appropriate Dimensions section during each semester of full-time enrollment at Gardner-Webb University or until a minimum of two credit hours has been earned. (Four semesters of attendance are required in order to earn the two credit hours.)
3. Students are to arrive at Dimensions no later than 9:30 a.m. to receive attendance credit.
4. Students must use their ID card to receive credit for Dimensions programs. Credit for attendance will not be given without an ID. Students who scan an ID card other than their own will be charged with Academic Dishonesty.
5. Students are responsible for knowing the number of programs they have attended. A master attendance record will be maintained in the Office of Christian Life and Service.
6. Students wishing to challenge their attendance record must do so within 30 days after final grades have been posted.

For additional information on the Dimensions program guidelines, please refer to the Undergraduate Academic Catalog or the Christian Life and Service website, http://gardner-webb.edu/christian-life-and-service/dimensions. If you have further questions, please contact Teresa Davis, Administrative Assistant to the Office of Christian Life and Service, at (704) 406-4277 or tdavis@gardner-webb.edu.

CHANGE OF ADDRESS OR MARITAL STATUS
Students are requested to contact Registrar Services at 704-406-4260 in the event of any change of name or address.

EDUCATIONAL RECORDS
The Family Educational Rights and Privacy Act of 1974 (commonly referred as FERPA or the Buckley Amendment) require post-secondary institutions to guarantee students’ basic rights regarding their educational records. The Act was designed to protect the confidentiality of student records, guarantee student access to certain records, regulate disclosure of information from the records, provide students with the opportunity to correct or amend records and add explanatory statements, and ensure annual notification to students of their pursuant rights.

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. Using this form, students are able to specify up to three individuals to whom information may be released.

Student records are considered to be non-public and are maintained by full-time staff of the University who are employed for that purpose: Director of Admissions/Financial Planning, Registrar, Director of Counseling, Director of Housing and Residence Education, and Vice President of Student Development.

RELEASE OF INFORMATION
In accordance with The Family Educational Rights and Privacy Act of 1974, Gardner-Webb has designated the following categories of releasable information about students:

Personal Information
Specific data or information, which may include admissions, enrollment, financial aid, disciplinary, residence, personal information, social security number, counseling records, and/or other personally identifiable information (exception for professional notes kept apart from student’s official records, files) will be released to agencies acting for or under contract with the University, and/or University officials, which may include, but are not limited to, the President, Vice Presidents, Provost, Associate/Assistant Provosts, Deans and appropriate Department Heads/Directors with a legitimate “need to know.”

Privacy Waiver
Students who wish to allow parents, employers or anyone else to have access to their student records must complete a FERPA Privacy Waiver. Faculty and University personnel are not permitted to discuss the contents of these records with anyone other than the student unless a waiver has been filed by the student. The FERPA privacy waiver can be completed and filed online through WebbConnect. For more information, contact Registrar Services.
Directory Information
Directory information will be released without the student’s consent unless the student requests, in writing, that it be withheld. Directory information categories are: name, address, telephone listing, date and place of birth, major field of study, classification by year, parents’ names and addresses, number of hours in which enrolled, marital status, nationality, rank in class, participation in officially registered activities and sports, weight and height of members of athletic teams, dates of attendance (including matriculation and withdrawal dates).

General Campus and Event Photography/Videography
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.

Use of University Photographs
All photographs taken with the consent of University Communications and 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.

QUESTIONNAIRES
A student (or a group of students) who wishes to send a questionnaire not related to an academic program to students, faculty or staff of an educational institution or a business enterprise must receive approval from the Dean of Students.

SOLICITATION
Permission from the Dean of Students is needed by any student, group of students or student organization to solicit funds or sell products to anyone inside or outside the University. The Director of Housing and Residence Education must give permission to solicit funds or sell products in the residence halls prior to approval from the Dean of Students. Please note: Any student, group of students, organization or club found soliciting funds and/or selling products without prior approval will be subject to a fine.

Off-campus solicitors and/or vendors must have prior written approval by either the Vice President for Administration and Finance or his/her designee or the Vice President of Student Development or his/her designee. Violators of this policy are considered to be trespassing and are subject to removal and/or arrest.

SELECTIVE SERVICE REGISTRATION
With few exceptions, all male U.S. citizens and male aliens residing in the U.S. and its territories must register within the period starting 30 days before, and ending 30 days after, their 18th birthday. To register, pick up a registration form at the nearest U.S. Post Office, complete and sign it, and hand it to a postal clerk. You should receive a registration acknowledgment from Selective Service within 90 days. For additional information, you may call 1-708-688-6888.

LIBRARY
The Dover Memorial Library’s purpose is to support the academic program and serve the entire University community. The 45,000 sq.ft., three-story structure has ample seating and an excellent staff. With more than 200,000 books and videos and over 100 databases, the Library provides the vital resources to support the academic pursuits of students and faculty. The library staff strives to create an open and inviting atmosphere where students can study, research and work on group projects. On the main floor, you will find a group study room where talking is permitted, four vending machines, and 18 computers for student use. Food and drink are permitted in the library, but no food deliveries are allowed. There is no limit on the number of items you may borrow, but you must present your GWU ID in order to check out materials. Check your library account and renew online through the library webpage: www.gardner-webb.edu/library. Turn your cell phone to silent or vibrate and take your call in the front foyer or in the stairwell in order to avoid disturbing your fellow students.

Regular Semester Hours:
- Monday-Thursday: 7:30 a.m. – 2:00 a.m.
- Friday: 7:30 a.m. – 10:00 p.m.
- Saturday: 10:00 a.m. – 10:00 p.m.
- Sunday: 3:00 p.m. – 2:00 a.m.

(Variations in these hours are posted on the library website.)

gardner-webb.edu
THE LEARNING ENRICHMENT AND ASSISTANCE PROGRAM (LEAP)
LEAP (Learning Enrichment and Assistance Program) is an academic support service connected to Gardner-Webb University’s Undergraduate Student Success Center. LEAP’s flagship service is course-specific Peer Tutoring. Through our course-specific tutoring services, we hope to contribute to the tutors’ and tutees’ personal development and academic success. While LEAP is not equipped to offer tutoring assistance for all Gardner-Webb courses, we strive to provide tutoring assistance for highly-requested courses found within Gardner-Webb University’s curriculum. LEAP is one of the many student resources Gardner-Webb University offers undergraduate students in need of academic assistance.

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.

LEAP is open to student input and needs as we seek to provide the best tutoring services possible. Our policies and responsibilities are developed to benefit the student-learning process. Should you have questions or concerns regarding LEAP, please contact Jessica Herndon at leap@gardner-webb.edu or (704) 406-2297.

WRITING CENTER
Gardner-Webb’s Writing Center, located in Tucker Student Center, 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

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 upperclassman 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.

INTERCOLLEGIATE ATHLETICS AT GARDNER-WEBB UNIVERSITY
Gardner-Webb University is a NCAA Division I institution and competes in the Big South Conference, the Coastal Collegiate Swimming Association and the Southern Conference for wrestling. Gardner-Webb sponsors 22 intercollegiate athletic teams. These include: baseball, men’s and women’s basketball, men’s and women’s cross country, football, men’s and women’s golf, men’s and women’s soccer, softball, men’s and women’s swimming, men’s and women’s tennis, men’s and women’s outdoor and indoor track and field, volleyball, wrestling and women’s lacrosse. Athletic grants-in-aid are available in all sports. Additionally, opportunities for participation are offered in athletic training, cheerleading, and sports information.
The Financial Planning Office assists students and parents with all matters regarding financial aid eligibility through federal, state, local, and institutional sources.

**HELPFUL INFORMATION**

**Location:** Suite 200 Dover Campus Center  
**Hours:** 8:00 a.m. – 5:00 p.m., Monday – Friday  
**Phone:** (704) 406-4243  
**Fax:** (704) 406-4102  
**Email:** financialplanning@gardner-webb.edu

*It is necessary to reapply for financial aid each year.* The free application for Federal Student Aid (FAFSA) is completed as early as October 1 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 award through WebbConnect, the University’s online portal. After logging in you will see a Financial Aid folder on the left-hand side of the page. After clicking there, an Award tab will be available. This is where you will click to enter your online award summary. You will be taken through the steps to accept your financial aid and begin the process for your Stafford Loans. WebbConnect also provides information on any outstanding requirements that may affect the finalization of your award package.

Scholarship recipients must maintain a stipulated cumulative institutional Grade Point Average (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 scholarship maintenance and to view required GPA for the individual scholarship levels.

Financial Aid eligibility (including scholarships and grants) is determined based on the student’s housing status. Should you move off campus, you MUST contact Financial Planning in order to see how your financial aid will be affected.

Satisfactory Academic Progress (SAP) is evaluated at the end of each semester. **You must make SAP toward the completion of the degree in order to be eligible for aid provided at Gardner-Webb. You can view the SAP standards on the Financial Planning website.** In general, for an undergraduate student, 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.
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 and parents 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 gardner-webb.edu/student-accounts.

Banking
The Student Accounts Office advises students wishing to establish a checking account or other banking needs to contact one of the area banks. Personal checks up to $100 may be cashed in the Student Accounts Office between the hours of 8:00 a.m. – 5:00 p.m. Any check given to the Student Accounts Office and returned for non-payment or for any other reason will result in the person being assessed $25 (per check return) for handling charges. Students are liable under Criminal Law in the county and state for issuing bad checks. The Gardner-Webb ID will be required when cashing a check. Checks should be made payable to “Cash.”

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.

Reducions 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.

INSURANCE
The University requires accident insurance coverage for each full-time undergraduate residential student at his/her expense. The coverage will protect the student 24 hours a day and is in effect for 10 months (August 1 through May 31). A brochure explaining benefits and exclusions may be found on Gardner-Webb’s website located at gardner-webb.edu/student-accounts.

Students that have other insurance coverage must complete an Insurance Waiver Form online when viewing their bill at the beginning of the academic year, PRIOR TO THE OFFICIAL DROP/ADD DATE FOR THE FALL SEMESTER. Without a waiver form on file in the Student Accounts Office, students will automatically be charged for and covered under the GWU policy. In addition to the accident coverage, illness coverage is also provided in the program. The program is subject to change.
STUDENT INVOLVEMENT IN INSTITUTIONAL DECISION MAKING

Consistent with student development theory and practice, the University places significant value upon the student’s role and participation in the institutional decision-making process. Student input and opinions are vital to the ongoing process of planning, evaluating, and shaping the future of the institution and creating a student-centered campus.

There are numerous ways in which students may be involved in the institutional decision-making process, such as, but not limited to, the following:

- Students are represented on most University committees;
- Students are represented on most major University faculty and staff search committees, including the Presidential Search Committee;
- The Student Government Association President has regular opportunities to dialogue with the President, the Senior Staff, the Vice President of Student Development, the Dean of Students, the Leadership Team of the Division of Student Development, and other official University entities;
- The Student Government Association President meets on a regular basis with the Student Development Committee of the Board of Trustees;
- The Executive Officers and the Student Senate of the SGA voice student concerns and requests for institutional policy or procedural changes by means of resolutions passed by them;
- The President, the Senior Staff, and Student Development educators and practitioners maintain an open door policy that is available to any student who wishes to voice his/her concern regarding any campus issue.
CAMPUS LIFE

PROCEDURE FOR CHARTERING CLUBS/ORGANIZATIONS
ON THE CAMPUS OF GARDNER-WEBB UNIVERSITY

(Applicable to Traditional Undergraduate Program ONLY. All others should contact the appropriate dean or his/her designee for their program of study.)

All campus organizations must meet certain requirements in order to assemble on campus and to be eligible for other privileges granted to approved clubs and organizations.

To find out more information about 2018-2019 Clubs and Organizations, attend Connect Fair, an event held early in the fall semester. For details on this event, stop by the Center for Personal and Professional Development, located on the first floor of the Tucker Student Center.

DISCLAIMER

POLITICAL PERSPECTIVE, CANDIDATE, OR PARTY

Gardner-Webb encourages its students to engage in various activities (political or otherwise) that encourage critical thinking on current issues. The University also encourages students to be active citizens in the political and civic arenas. But in order to protect individuals’ academic and intellectual freedom, the University as a whole does not privilege or endorse any particular political perspective, candidate, or party. When offering any event or activity that may be politically charged, we always hope to prevent a biased presentation, and to offer a balanced discussion on the issues at hand within an educational setting.

QUAD ACTIVITY POLICY

University policy prohibits activities on the quad that could endanger the well-being 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.
COMMUTER STUDENT INFORMATION
(applicable to Traditional Undergraduate program students ONLY)

APPLICATION
NEW commuter students must complete a commuter application, pay a non-refundable $150 commuter deposit, and provide a current, correct mailing address and phone number to the Office of Housing and Residence Education prior to the beginning of the semester. RETURNING commuter students must submit a commuter application every Spring semester to retain membership in the student body. There is no deposit associated with a Returning Student Commuter Application.

REQUIREMENTS FOR COMMUTER STATUS
1) Living with parent/guardian.
2) 21 years of age or older prior to beginning of contract/academic year.
3) Lived in residence hall six regular semesters.
4) Will achieve 90 credits prior to contract/academic year.
5) Married.
6) Part-time student (less than 12 hours).
7) 120 days of active military duty *(does not include military reserve unless you have been called for active duty).

ACTIVITIES - Commuter students of all ages are strongly encouraged to get involved! The Student Activities Office offers a wide range of activities.

CAMPUS MAIL SERVICE - The Campus Post Office is located on the ground floor of the Tucker Student Center. Hours of operation are posted. Commuters are NOT assigned mailboxes, but may go to the Post Office window, present their valid GWU ID, and pick up any mail that may have been left there for all commuter students.

CRIME PREVENTION - The University Police Department patrols the campus 24 hours a day, 7 days a week, 365 days per year. It is responsible for protecting life and property by enforcing state law. Officers are available to offer assistance, to issue vehicle violation tickets, and to investigate accidents and acts of disturbance or vandalism. The department is housed in the Poston Center or you may call 704-406-4444.

SAFETY TIPS - (1) Always lock your vehicle! (2) Keep valuables out of sight. (3) Be observant! (4) Use good judgment and common sense.

SECURITY ESCORT - The University Police Department provides an escort service 24 hours a day. You may dial 704-406-4444 to request an escort across campus.

INCLIMENT WEATHER POLICY - Since the campus is primarily a residential campus, it is highly unusual for classes to be cancelled or for the University to close due to inclement weather. In the event of inclement weather, you are encouraged to stay tuned to your local TV and radio stations for announcements. Information will also be listed on the GWU homepage (gardner-webb.edu), or you may call 1-877-498-7669.

PARKING - Commuter students are eligible to park in any white space on campus. In addition, two-hour parking is also available on South Main Street. Please remember, the inability to find a legal or convenient parking space is not a license to park anywhere! University Police strictly enforces these regulations.

VEHICLE REGISTRATION - All motorized vehicles operated on the campus of GWU must be registered with the University Police office. Decals may be purchased for a nominal fee and must be displayed on your vehicle whenever on campus. You may register your vehicle online via WebbConnect.

STAFF RESOURCE PEOPLE - For ideas, questions, and suggestions unique to commuter students, please contact the Office of Student Activities in Tucker Student Center Office Suite 157 or call 704-406-4732.
INTERNATIONAL STUDENT INFORMATION

Office of Global Engagement - The Office of Global Engagement, was created to provide services to all Gardner-Webb University (GWU) students. While assisting international students with their adjustment to GWU by providing guidance on academic, social, financial and personal issues, we also work with domestic students who wish to study abroad. The Office of Global Engagement staff includes Director Dr. Bernhard Martin and student aides. You are *always* welcome in the Office of Global Engagement which is located in Lindsay Hall.

International Club - The International Club is a social organization that promotes global understanding within the University and its surrounding communities through a variety of events such as the annual International Dinner. For more information on the International Club, please contact Jenny Humphries, Director of International Student Services at 704-406-3046 or jhumphries3@gardner-webb.edu.

Health Service - University policy requires each full-time student to maintain a personal health coverage policy. International students are required to purchase such a plan through the Student Accounts Office before registering for classes.

Meal Concerns and Special Dietary Needs - Sodexo Food Service is accustomed to serving students from all over the world. For special dietary needs, please contact the Food Service Manager at 704-406-4326.

Tax Information - The U.S. Internal Revenue Service requires all international students to file for taxes annually, even when you did not earn an income in the United States. For more information, please contact Robin Hamrick in the Finance Office at 704-406-3996.

Visa Information - For information regarding immigration regulations, issuance of Form I-20, passport renewal and other government policies, contact the Director of International Student Services at 704-406-3046.
PUBLICATIONS
(Traditional Undergraduate Program ONLY)

GWU-TODAY.COM (UNIVERSITY STUDENT NEWSPAPER) AN ONLINE PUBLICATION
GWU-Today.com is the Gardner-Webb University newspaper, and, as such, is ultimately a University responsibility. University responsibilities toward the newspaper include allocating funds for equipment, supplies, and printing. However, immediate responsibility for oversight and coordination is provided through the Department of Communication & New Media. Staff membership is open to all students. The editor is selected by the faculty advisor and is approved by the Department of Communication & New Media. Students may major in Journalism through the Department of Communication & New Media. Students in the Journalism major are encouraged to participate in the publication of this student newspaper.

In keeping with the University mission statement, producing GWU-Today.com provides a way for Gardner-Webb University to support its emphasis on “academic freedom with responsibility” and “free intellectual inquiry and discussion.” Therefore, an essential part of the University’s responsibility toward the student newspaper is fostering an atmosphere in which student journalists may report on matters of common interest and write critically about University issues, policies and programs without fear of reprisal. At the same time, the paper must establish and maintain high standards of integrity and journalistic responsibility.

THE MAGAZINE
Gardner-Webb THE MAGAZINE is published for alumni, parents and friends of Gardner-Webb University. It informs readers of the activities of students, faculty, staff and alumni. It is published two times a year by the Office of University Communications.

BROAD RIVER REVIEW (LITERARY JOURNAL)
Broad River Review is the official Gardner-Webb University literary journal. Immediate responsibility for oversight and coordination is provided through the Department of English Language and Literature. Staff membership is open to all students, but the editor is selected by the advisor, a member of the English department, and submitted to the department for approval. The criteria for editor and staff positions are included in the most current English Handbook. Priority is given to the publication of student works, though faculty, alumni, and friends of the University may sometimes be invited to submit materials.

LA CARA NUESTRA (SPANISH LITERARY JOURNAL)
La cara nuestra is a journal sponsored by the Spanish section of the Foreign Language Department. It publishes original poetry and essays written in Spanish by Gardner-Webb students and faculty.

PAW PRINTS
Paw Prints is a weekly electronic publication for students, faculty and staff, containing announcements and a calendar of upcoming events and sporting events occurring on campus.

Announcements/events should be submitted by Thursday, 5:00 p.m. to the Office of Student Activities, for publication on Monday.
GARDNER-WEBB TRADITIONS

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. This tradition is about unity and community.

A Queen is chosen for Homecoming. The Student Government Association (SGA) is responsible for the election of the Queen. Those who receive the highest number of votes of the senior class will represent the senior class as senior class attendants. SGA will be responsible for setting petition deadlines and for taking photographs of each eligible candidate in the election of the Homecoming Queen. Candidates/attendants must maintain a minimal cumulative GPA of 2.50 and may not be on disciplinary probation at the time of election to their respective court. The Queen must be a member of the Gardner-Webb University senior class. For additional guidelines for Homecoming, please refer to the TUG Club and organization handbook.

SPRING FORMAL
A keenly anticipated social event is the Spring Formal. The formal dance takes place at the end of Spring semester. There is lots of food, decorations and fun for all who attend.

FIRST-YEAR LIP SYNC SHOWCASE
First-Year students compete in a unique event during their first week of classes . . . the First-Year Lip Sync Contest. All University 101/111 classes, along with their Orientation leaders (Big Brother/Sisters) will choreograph a routine to be performed on stage. The routines are judged on creativity, entire group involvement and lip syncing abilities. A cash prize is awarded to the class who is crowned the champion. Judges are faculty/staff/coaches from across campus.

FAMILY WEEKEND
This special event is held on a weekend during the Fall semester that includes a home football game. It is a wonderful opportunity for parents and guardians to spend quality time with their students, meet the faculty, attend a concert, picnic on the lawn, browse in the Campus Shop, cheer on the Runnin’ Bulldogs football team, meet the University President, and attend a student-led family worship service.

THE CONVOCATION BELL
The bell used in formal convocations is a replica of the Liberty Bell. It was first rung in the Fall of 1970 to inaugurate the senior college status of Gardner-Webb. The bell is rung to signify the opening and closing of the academic year and to mark formal academic occasions.

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.

MISS GARDNER WEBB PAGEANT
This annual event is sponsored by the Office of Student Activities as a means of fostering personal presentation, maturity, poise, and public speaking in an appropriate competitive setting. Participation is limited to females between the ages of seventeen to twenty-four who are single and currently enrolled on a full-time basis in the undergraduate day program. Please note that this event does not serve as a preliminary for any other pageant and is not officially sanctioned by any professional organization or pageant.
FACILITIES AND SERVICES

CAMPUS POST OFFICE
Located on the ground level of the Tucker Student Center, the Campus Post Office sells stamps and stamped envelopes, mails packages (up to 30 lbs.), and certifies and insures letters or packages. The Boiling Springs Post Office is located adjacent to the campus within easy walking distance.

A resident student keeps the same post office box number throughout his/her enrollment at GWU. New students will receive their box assignments prior to August 1. Upon arriving on campus they may go by the Post Office to receive their mail box key. In addition to incoming mail being placed in the student’s box (normally by 10 a.m.), it is the main way of distributing communications from others on campus. All outgoing mail MUST be in the Campus Post Office before 3:45 p.m. each weekday. Mail should be addressed as follows:

(Student’s name)
GARDNER-WEBB UNIVERSITY
P.O. BOX #
BOILING SPRINGS, NC 28017

HOURS OF OPERATION:
MONDAY – FRIDAY — 8:30 A.M. – 4:30 P.M.

When a student withdraws from school, he/she should leave a forwarding address with the Post Office staff and return the key issued to the Post Office staff. Failure to turn in your PO key will result in a fine.

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 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 704-406-4444 from any campus phone. Both 911 and 704-406-4444 are TTY accessible. A courtesy phone is located at the following locations:

1) Bost-Suttle Wellness Center (east side)
2) Outside of Poston Center
3) Outside each residence hall
4) South side of LYCC
5) Inside the walking track in LYCC (red phone)
6) Fine Arts Building (Gardner Hall) (northwest side)
7) All apartment buildings with exception of G, I, and J
8) 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 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 704-406-4444 from on or off campus. Articles that have been found should be brought to the Poston Center.

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 unlocking service.

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

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
► Class Rooms
► 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.

SWIMMING POOL HOURS

Monday – Thursday: 12:00 p.m. – 1:00 p.m. / 7:30 p.m. – 9:00 p.m.
Friday: 12:00 – 1:00 p.m. / 6:30 p.m. – 8:00 p.m.
Saturday and Sunday: 3:00 – 6:00 p.m.
WASHBURN HALL
Washburn Hall houses the Degree Completion and Graduate Programs Admission and Administrative Offices.

MEMORIAL DRIVE
This road houses offices for the Graduate School, Radio Station, University Communications and Marketing, Creative Services, and Studio 150.

WGWG.ORG (UNIVERSITY RADIO STATION)
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 facebook.com/wgwgradio and Twitter at @wgwgdotorg.

DOVER CAMPUS CENTER
The Welcome Center is the first stop for all University admissions guests, visitors needing directions to their on-campus destination, and those seeking for information about any campus event or program. Hours of operation are 8:00 a.m. - 5:00 p.m., Monday-Friday.

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, 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 serving 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 gardner-webb.edu/alumni for more information.

THE STUDENT ALUMNI ASSOCIATION (SAA), sponsored by the Office of Alumni Relations, is an organization which serves as a connection between students and alumni. SAA hosts and promotes events for students and alumni to build community, network for internships and jobs, and remain engaged with the larger Gardner-Webb family.

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, Center for Personal and Professional Development, Vice President for Christian Life and Service and Senior Minister, Campus Ministries, Center for Christian Ethics and Social Responsibility, SGA, International Programs, Academic Development Center, Associate Provost for Academic Development, Academic Advising, Counseling Center, First-Year Programs, Learning Enrichment and Assistance Program, Writing Center, Assistant Vice President for Title IX Compliance, and several restaurants—WOW Café American Grill and Wingery and SubConnection 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 Poston Center houses the offices of University Police. 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, or skateboarding 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 do not have them reserved.

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 & New Media.

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 School of Performing and Visual Arts, such as the Distinguished Artist Series Concerts, Guest Artist, Faculty, 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, the LYCC is the convocation center and home to athletic events in the sports of men’s and women’s basketball, volleyball, and wrestling. Also housed in the LYCC are athletic training facilities, offices, team dressing rooms, restrooms and a concession area. The LYCC also includes the following:

*The Kathleen Dover Theatre*
The theatre is a multifunctional facility that seats 555. Throughout the year, various events are scheduled, such as the GWU music performance group concerts, student entertainment activities, and GWU Theatre 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 Paul Porter Arena is the venue that hosts athletic events and other large events on campus. There is seating for approximately 2,990 in the arena. Paul Porter Arena also includes Holbrook Court, the basketball court named for former Gardner-Webb men’s basketball coach Eddie Holbrook.

*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-served 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.

ERNEST W. SPANGLER STADIUM
Located adjacent to Lake Hollifield on the south side of campus, Ernest W. Spangler Stadium is home to Gardner-Webb football and women’s lacrosse. The stadium was originally built in 1966, but benefitted from an extensive renovation in 2004. The facility boasts permanent seating for more than 7,500 patrons and a total capacity of 9,000.

*Coach Norman Harris Field*
A state-of-the-art artificial turf surface was installed in the stadium in August 2014. A six-lane track for training surrounds the playing field.
Hamrick Field House
The field house is home to offices for men’s and women’s track and field, men’s and women’s soccer, and women’s lacrosse and also houses locker rooms for these five teams, some of which are utilized for visiting football teams during the fall.

GWU Football Center
Gardner-Webb football offices, a 3,500-square foot weight room for all varsity sports and an athletic training room highlight the main features of the GWU Football Center, which was constructed in 2004. Meeting rooms, a football locker room and third-floor press box – complete with a VIP box, President’s box and other amenities – round out the center’s functionality.

JOHN HENRY MOSS STADIUM/BILL MASTERS FIELD
Located on the south side of campus near the east entrance of Stadium Drive, John Henry Moss Stadium/Bill Masters Field is home to the Gardner-Webb baseball program. Built in 2010, the stadium features a spacious press box, two indoor hitting tunnels and seating for 600. A state-of-the-art artificial turf infield was installed prior to the 2015 season.

THE DAVID AND MARIE BRINKLEY FAMILY SOFTBALL STADIUM
Located on South Main Street, The David and Marie Brinkley Family Softball Stadium is home to the Gardner-Webb softball program. The facility was completed in November 2015 and has seating for 300 in the main grandstand. The stadium also features a field house with new offices, a training room, team room, spacious locker room and a press box – complete with two broadcast booths.

Technology Services
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.

GARDNER-WEBB UNIVERSITY 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 login 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's 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 $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.

E-MAIL USAGE POLICIES

1. Gardner-Webb University has established e-mail 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 e-mail address established and assigned by Technology Services. All University communications sent via e-mail will be sent to this address. Faculty members will use the official University e-mail address to communicate with students registered in their classes. Additionally, all administrative offices using e-mail to correspond with enrolled students will do so via this address.

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

5. No e-mail 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 e-mail 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 e-mail privacy and adhere to state and federal statues governing e-mail confidentiality. However, the University reserves the right to investigate virus and illicit activity that can be introduced through e-mail systems. Additionally, if requested by the person assigned to the e-mail account, Technology Services may enter the specific e-mail 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 e-mail or other online messages such as chain letters, obscene, harassing, and/or other unwelcome messages are prohibited.
9. Unsolicited e-mail 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 webpages including the homepage, www.gardner-webb.edu. From WebbConnect, you can:

- Access online and web-enhanced courses
- Access your GWU 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 and emergency text messages
- Access Financial Aid information and forms
- View/print your GWU billing statement
- Submit a work order
- Access Student Complaint form

USERNAME AND PASSWORD
Your username and password will be made available to you by Technology Services upon acceptance to the University. DO NOT SHARE YOUR LOGIN INFORMATION WITH ANYONE! Sharing your username and password will grant others access to your permanent academic and personal information. To change your password, go to WebbConnect>Maintain Information>Change Password.

RES-TECH PROGRAM
This program is designed to provide wireless connection support to residential students as well as perform other duties in the Technology Services department. To qualify for this position, one must be a residential student who is willing to complete an in-depth training program. Candidates may not work other paid positions on campus, such as work study. For information about this program or to apply, please contact Technology Services at detech@gardner-webb.edu.

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, 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 e-mail access. This lab is not an open lab but may be reserved by faculty and staff by contacting the Library.

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 e-mail 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 School of 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 e-mail access available to students.

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

Hamrick Hall houses the lab that supports the Godbold School of Business, the MBA program, and the MACC program. 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.
Gardner-Webb University
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 unreimbursed 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 webliographies), 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
   1. 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.

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 is 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 e-mail at telecommunications@gardner-webb.edu or by phone at extension 4330.

Technology/Communications Fee – All residential students are required to pay a non-refundable Residential Amenities Fee billed by the University. This fee is necessary to make communication services available to all students. Services provided include courtesy telephone service, cable television, internet access, lab access and e-mail service.

DINING SERVICES

The University contracts with a food service company, Sodexo, to provide a nutritious and varied meal program. All undergraduate students residing in Gardner-Webb University-owned housing are required to select a residential meal plan option. Any student who for medical reasons has special dietary requirements outside of the available residential meal plan options should submit a written request for a reasonable accommodation to the Office of Housing and Residence Education. The request should be accompanied by supporting medical documentation from a licensed medical physician who is unrelated to the student. The Office of Housing and Residence Education and the Director of Dining Services will work with the student to determine whether the request can be reasonably accommodated in accordance with applicable law.

The “Caf,” located in the DCC, features many themed dining attractions. Regular offerings include Ms. Lil’s Home Cooking, Mac’s Pizza and Grill, Lulu’s Deli, Vegetarian Springs, and the Bulldog Bistro – featuring an abundant salad bar, breads, condiments and daily specials. A dessert bar includes scooped ice cream as well as freshly baked cookies, pies and cakes. The meal plans allow a student to eat as much as he/she wishes; however, no food/drinks are to be taken from the dining hall except ice cream cones and fruit. Daily menus are available on the University website at www.gardner-webb.edu/dining.

In order to gain admission to the dining room each student must present a validated ID card. If a student should lose or misplace his/her ID he/she must requisition a new ID. Unauthorized entry to dining service facilities or meal exchanges is a violation of the Code of Student Conduct.
Appropriate dress and conduct are expected for each meal. Because of North Carolina health regulations and for safety and etiquette reasons, shoes and shirts are required at all times.

In an effort to reduce wastewater, trays are not utilized in the “Caf.” If you have special needs and require assistance, please inform the host on entry to the “Caf” and we will be glad to arrange for assistance. No dishes, silverware, or other utensils are to be removed from the dining room.

**MEAL HOURS FOR THE “CAF”**

**MONDAY THROUGH FRIDAY**
- Breakfast ..........................................................................................................................7:00 a.m. - 9:30 a.m.
- Continental Breakfast .....................................................................................................9:30 a.m. - 10:30 a.m.
- Lunch ..............................................................................................................................11:00 a.m. - 1:30 p.m.
- Dinner ............................................................................................................................5:00 p.m. - 7:00 p.m.

**SATURDAY**
- Continental Breakfast .....................................................................................................9:00 a.m. - 11:00 p.m.
- Lunch ..............................................................................................................................11:00 a.m. - 1:30 p.m.
- Dinner ............................................................................................................................Closed

**SUNDAY**
- Continental Breakfast .....................................................................................................8:30 a.m. - 10:30 p.m.

*HOURS MAY BE SUBJECT TO CHANGE*

**MEAL EXCHANGE**
Meal exchange is available at “Simply to Go,” SubConnection, and Cantina 1905 during operating hours.

**“TO-GO PROGRAM”**
A “To-Go Program” is also offered to students who choose to eat in the “Caf.” Students may pick up a “To-Go” box from the cashier. Students using the “To-Go Program” are not allowed to dine-in. All “To-Go” containers may be completely filled; however, all lids must fit securely on the containers.

**2017-2018 BOARD PLAN OPTIONS**
New value priced plans are here which now include Flex Dollars!

<table>
<thead>
<tr>
<th>Description</th>
<th>Meal Opportunity Per Week</th>
<th>Bonus $ Per Semester</th>
<th>Cost Per Semester</th>
</tr>
</thead>
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<tr>
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<tr>
<td>Choice Plan</td>
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<td>$330</td>
<td>$2,525</td>
</tr>
<tr>
<td>Flex Plan</td>
<td>10</td>
<td>$360</td>
<td>$2,405</td>
</tr>
</tbody>
</table>

Commuter students, faculty, and staff may purchase meals using Bulldog Dining Bucks in addition to the regular meal plans. Plans may be used in any dining facility. Bulldog Bucks are available for purchase at any register or through GET.

**FLEX DOLLARS**
Students have the ability to use their flex dollars until the end of each school year (Spring semester) instead of the flex dollars ending at the end of each semester.

Now parents, friends, and family can add Bulldog Bucks directly to an account with the student’s last name and ID number by logging onto get.cbord.com/gardner-webb.
SICK TRAY
A resident student on the board plan who cannot leave his/her room because of illness may obtain a sick tray. Have a friend present your ID to the food service manager on duty.

OTHER DINING OPTIONS - HOURS OF OPERATION
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, Cantina 1905, Sushi Ichiba, the WOW Café, Broad River Coffee Company, and Simply to Go. Hours of operation are subject to change.

Chick-fil-A (Dover Campus Center)
Monday-Thursday .................................................................................................. 7:30 a.m. - 6:00 p.m.
Friday .................................................................................................................... 7:30 a.m. - 2:00 p.m.

Simply to Go (Tucker Student Center)
Monday-Thursday ................................................................................................ 7:30 a.m. - 10:00 p.m.
Friday .................................................................................................................. 10:30 a.m. - 6:00 p.m.

Sub Connection
Monday - Thursday .............................................................................................. 11:00 a.m. - 7:00 p.m.
Friday .................................................................................................................. 11:00 a.m. - 6:00 p.m.
Saturday .............................................................................................................. 1:00 a.m. - 10:00 p.m.

Cantina 1905
Monday - Thursday ............................................................................................ 11:00 a.m. - 10:00 p.m.
Friday ................................................................................................................11:00 a.m. - 6:00 p.m.
Saturday .............................................................................................................. 1:00 a.m. - 10:00 p.m.

Sushi Ichiba
Monday - Thursday ............................................................................................ 11:00 a.m. - 10:00 p.m.
Friday .................................................................................................................. 11:00 a.m. - 6:00 p.m.

Broad River Coffee Company
Monday - Thursday .............................................................................................. 8:00 a.m. - 11:00 p.m.
Friday .................................................................................................................. 8:00 a.m. - 2:00 p.m.
Sunday .................................................................................................................. 8:00 p.m. - 11:00 p.m.

WOW Café
Monday - Thursday ............................................................................................ 11:30 a.m. - 12:00 a.m.
Friday .................................................................................................................. 6:00 p.m. - 10:00 p.m.
Saturday .............................................................................................................. Closed
Sunday .................................................................................................................. 3:00 p.m. - 12:00 a.m.

SUBJECT TO CHANGE DURING HOLIDAYS AND INCLEMENT WEATHER

GET now available at WOW Café. Download the GET™ app from your app store and place your order at WOW Café today.
Now students have more opportunities to use their meal plans with the NEW addition of the late night dining meal zone open from 7:31 p.m. – 10:00 p.m.

### Zone Options

<table>
<thead>
<tr>
<th>Zone</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast</td>
<td>7:00 a.m. – 10:30 a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>10:31 a.m. – 4:30 p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:31 p.m. – 7:30 p.m.</td>
</tr>
<tr>
<td><em><strong>NEW</strong></em> Late Night</td>
<td>7:31 p.m. – 10:00 p.m.</td>
</tr>
</tbody>
</table>

### CATERING

The catering department of Sodexo Food Services may be contacted for special catering needs. Please call 704-406-3266 for more information.

### STUDENT EMPLOYMENT IN THE CAFETERIA

If you are interested in part-time work, consider Food Service employment. No transportation is needed and flexible hours are available. Apply online at sodexo.balancetrak.com.
University Health Services
(Applicable to residential students ONLY)

EMERGENCY CARE
Dial 911 or 9-911 from any campus phone.

Notice: As soon as convenient, students should inform their Resident Assistant (RA) when medical emergencies occur involving residential students. A student always retains the right to be transported by ambulance to the hospital. If a student is hurt or sick and requests an ambulance, or the Residence Education staff deems necessary, dial 911 immediately for emergency assistance. RAs or GRDs are not allowed to transport sick or injured students.

NON-EMERGENCY CARE (minor injuries or illness)
During the day, residential students needing to see a physician can obtain treatment by contacting one of the following facilities:

**Shelby Family Practice**
1124 N. Washington Street
Shelby, North Carolina 28150
Phone: 980-487-1148

**Shelby Family Practice – Boiling Springs**
708 McBrayer Homestead Road
Boiling Springs, NC 28017
Phone: 980-487-2090

**Boiling Springs Pediatric and Family Medicine**
305 West College Avenue
Boiling Springs, NC 28017
Phone: 704-434-9686

**Urgent Care Shelby**
8 a.m. – 8 p.m. (No appointment necessary)
1010 East Dixon Blvd.
Shelby, NC 28152
Phone: 980-487-2900

CVS MINUTE CLINIC, BOILING SPRINGS
The CVS Minute Clinic located in Boiling Springs (directly across from the University) is a participating in-network provider for the Gardner-Webb student insurance plan. The insurance card will be accepted at the CVS Minute Clinic location.

Urgent Care Expense, including facility charge and the doctor’s expense, up to a maximum of $500 per sickness. Subject to a $25 co-payment.

BIO-HAZARDS
Students using medical supplies, such as syringes, which may present a biological hazard, are required to register with the Residence Education staff and are to utilize approved safety disposal containers. Students are prohibited from placing hazardous items in restrooms or trash containers. The University reserves the right to remove any item from a student’s room that is deemed to present a hazard.

STUDENT HEALTH AND WELFARE STATEMENT
A residence hall is a community which requires sharing of facilities and rooms. There may be an occasion whereby a certain medical, physical, or emotional condition exists in which the student’s condition places himself/herself or others at risk or where close community living is not acceptable to the University. Should the University determine that such conditions exist, the student’s housing contract may be cancelled.

The University reserves the right to make room/roommate changes or cancel a room assignment in the interest of order, health, discipline, occupancy or other urgent reasons at any time such changes are deemed necessary.

COMMUNICABLE DISEASE POLICY
Persons infected with a communicable disease will not be excluded from initial enrollment or employment or restricted in their access to University facilities or services unless a medically-based judgment by the primary care physician in consultation with the University’s Health Policies Consultant establishes that exclusion or restriction is necessary to the welfare of the infected individual or the welfare of other members of the University community. Additionally, persons who know, or have reasonable basis for believing, that they are infected by a communicable disease are encouraged to share that information, on a confidential basis, with the physician, so that the University may make reasonable accommodations that will respond to their health and educational needs.

Persons who know, or have reasonable basis for believing, they are infected with a communicable disease are encouraged to seek expert advice about their health circumstances and are obligated, ethically and legally, to conduct themselves responsibly in accordance with such knowledge for the protection of other members of the University community.
EATING DISORDER POLICY
The University understands the seriousness and complexity of dealing with any student who may be experiencing an eating disorder (i.e., anorexia, bulimia, etc.). The University is aware that eating disorders have multiple causes and most often require both medical and psychological evaluations and treatment. The University is not equipped to accept responsibility in any of these areas. The University Counseling Center may provide referral information but will not attempt to be the sole provider of care for any person with an eating disorder.

Even though the University is sensitive to student concerns and is confidential with student information, it must be understood by all parties concerned that the University is not equipped, qualified nor prepared to accept explicit or implied responsibility for any form of monitoring a student’s well-being regarding an eating disorder. There may be some situations in which the University may have to require documentation from an appropriate health care provider indicating that the student in question is well enough to reside on campus. Without this documentation, the University reserves the right to cancel the student’s housing contract immediately.

Students who think they may have an eating disorder or persons who suspect someone else may have an eating disorder are strongly encouraged to contact the Director of the Counseling Center immediately. The information will be received in a professional and confidential manner.

EMOTIONAL DISORDER POLICY
Whenever a faculty or staff member becomes concerned about the emotional/psychological state or behavior of a student, a referral should be made to an appropriate staff member of the Division of Student Development. If, in the judgment of a University counselor, a student’s psychological state or behavior puts the student or others at risk, i.e., suicidal and/or homicidal or potentially harmful behavior, the University reserves the right to require a psychological evaluation and/or counseling as a condition of continued enrollment. The University reserves the right to suspend, temporarily or permanently, a student’s housing contract until a proper psychological and/or health evaluation can be obtained. If a student is given medical clearance to reside on campus by an appropriate healthcare provider, permission may be given to reside in University housing.

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.

STUDENT MINISTRIES
Through student ministry organizations, students are encouraged and challenged in personal discipleship, corporate worship, and life-changing ministry and mission experiences.

Campus Ministries United (CMU) is the student ministry of Gardner-Webb University. The CMU Council consists of the student leaders of each CMU ministry. They work together with GWU’s ministerial staff in prayer, discipleship, and relationship-building to promote a passionate and enduring devotion to Christ among the student body. CMU Council members, FOCUS team leaders, and Small Group leaders comprise the Leadership Team. These student leaders are committed to faithfully following God’s leadership in their positions of service. Neal Payne serves as Associate Minister to the University for Student Ministries.

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.
DIMENSIONS (APPLICABLE TO UNDERGRADUATE DAY PROGRAM STUDENTS ONLY)
Dimensions is a weekly series of programs designed to enhance the spiritual, intellectual and cultural life of the University and to promote a sense of community. Consequently, the three primary objectives are:

1. To provide opportunities for spiritual growth through worship experiences and programs of a religious nature, all in the context of Gardner-Webb University’s strong commitment to the Christian faith.
2. To enhance the academic program of the University by providing opportunities for intellectual and cultural enrichment and to include programs of an academic nature as well as dramatic, musical and other cultural events.
3. To promote a sense of community by regularly bringing together students, faculty, staff and friends of the University.

Programs are usually held on Tuesday mornings in the Paul Porter Arena or the Tucker Student Center. A Friday section of Dimensions is offered for students whose class/work schedule interferes with Tuesday Dimensions. For more information, contact Mrs. Stacy Simmons, Associate Minister to the University for Pastoral Care. Dimensions guidelines and policies are listed on page 15 in this handbook or may be accessed online at the address below. The Dimensions schedule for the current academic year is also listed online at www.gardner-webb.edu/christian-life-and-service/dimensions.

MISSIONS
The Office of Christian Life and Service has a long-standing commitment to the global mission of God. In addition to local mission opportunities coordinated through Student Ministries, mission trips are offered during Fall, Spring and Summer breaks. A Dimensions program in September is devoted to missions. Upcoming mission trips are announced at this program and applications are made available to students. Recent North American mission trip destinations include Canada, Hawaii, Wisconsin, California, New Mexico, Alabama, and Louisiana. International mission trip destinations recently have included Guatemala, Honduras, Germany, Russia, Ireland, Nicaragua, Romania, and South Africa.

IMPACT CENTER FOR CHRISTIAN ETHICS AND SOCIAL RESPONSIBILITY
Instilling mercy and promoting action in the community by working together

The IMPACT Center promotes a commitment to awareness, advocacy, and action across various disciplines. Our goal is to inspire a sense of social responsibility that leads to proactive Christian responses to the needs of both local and global communities. We do this through a number of initiatives, including:

Community Engagement
The Center works to equip students to serve effectively through campus organizations, clubs, and student-inspired initiatives. At Gardner-Webb, we strive to exhibit our values through specific community engagement opportunities. We make service an integral part of student life on campus by identifying legitimate needs and empowering students to take action. The ultimate goal is to teach our students to embody a life of service “for God and Humanity.” We provide students with numerous opportunities to serve alongside their peers, while meeting needs and building relationships well beyond the Gardner-Webb campus. It is our hope that students will move beyond a basic mindset of volunteerism and into a lifestyle of service. We want students to grow into persons that truly reflect the character of Christ, particularly in what they do for others.

Academic Service-learning
Service-learning is an active learning practice that connects the work in the classroom directly to the needs of the community. It elevates serving to a new level by connecting social action to the classroom and curriculum. It is a credit-bearing experiential activity that both enhances student learning outcomes and meets legitimate, well-researched community needs. Students are inspired to expand their understanding of the nature of serving others, as well as their own understanding of course content.

Events for Ethical Reflection
The Center regularly sponsors speakers, activities, and events to promote ethical reflection and critical thinking beyond the classroom. Schools, departments, and campus organizations partner with the Center in order to make these events more effective and engaging for students. A number of these events are offered for Dimensions credit.

Creation Care and Sustainability
Gardner-Webb is committed to acting responsibly to care for the environment. The Center works with student organizations, faculty, and service-learning initiatives to enhance the University’s efforts to care for God’s creation.

Social Entrepreneurship
Social entrepreneurship is addressing a local or global problem by serving through a professional pursuit and/or social innovation. In an effort to inspire students toward a life commitment to service, we educate the campus about this concept and promote innovative action.
Students

Students are the most important people in any University.
Students are not dependent on us.
   We are dependent on them.
Students are not an interruption to our work.
   They are the purpose of it.
Students do us a favor when they call; we are here to help them.
Students are part of our organization, not outsiders.
Students are not people to argue with or with whom we match wits.
Students are people who bring us their needs.
   It is our job to fill those needs.
Students are deserving of the most courteous and attentive treatment we can give them.
Students are the lifeblood of Gardner-Webb University and every institute of higher learning, not to mention our future.
Welcome to Gardner-Webb:

I congratulate you on your choice of Gardner-Webb as a place to begin or continue your journey of higher education. A journey that will enrich your lives and deepen your sense of faith, service, and leadership, while equipping you for meaningful life and work beyond college.

I urge you to make the most of your time at Gardner-Webb. Your first and highest purpose here is your Christian education, and my hope is that you will be personally engaged in your academic studies. I encourage you to be active in campus life for which numerous opportunities will be available. This total involvement will allow you to feel and be a part of the GWU community.

The Handbook will introduce you to the rules, policies, opportunities, and services that are important for living in a community. It outlines opportunities for growth and pitfalls to be avoided. Read it and keep it available as a reference. As a Gardner-Webb Student, you are expected to become familiar with this information.

I look forward to getting to know you because you are the heart of this campus community and the reason we are here.

Sincerely,

Sarah A. Currie
Vice President of Student Development and Dean of Students
STUDENT DEVELOPMENT DIVISION

Gardner-Webb University is committed to the education of the whole person. This includes the mind, the body and the spirit. To this end, the University considers the student’s activities outside the classroom to be just as important as the classroom experiences. These activities and others help the student to develop social and interpersonal skills, deepen spiritual commitments, explore career opportunities, formulate a philosophy of life, develop leadership skills, and develop sound ethical and moral principles. Experiences in residence halls, student government, religious life, the campus Center, service organizations, informal social groups, Broyhill Adventure Course, and intramural teams are important to the student’s total development. The University supports and encourages student involvement in a variety of activities.

The Student Development Division consists of the departments of Counseling, Center for Personal and Professional Development, Housing and Residence Education, University Police, Department of Multicultural Affairs, Student Activities, Campus Recreation, and New Student Orientation.

STUDENT DEVELOPMENT DIVISION/MISSION STATEMENT

The Student Development division (of GWU) supports the mission of the University by providing quality student services, promoting opportunities for total growth and development and encouraging individual learning in a caring community based upon Christian principles, while valuing the unique qualities of the individual student.

GOALS:

A. Involve students in activities, programs and relationships that promote the development of the whole student within a diverse community.
B. Provide a campus student environment conducive to the purpose and mission of the University and the mission of Student Development.
C. Assist in University retention efforts through cooperation, assessment, and acknowledgment of efforts by the Student Development Division.
D. Maintain and administer an effective and appropriate Student Code of Conduct and student responsibility system consistent with individual student freedom and moral character.
E. Provide support and vision for efforts to promote a culture of faith, service, and leadership through all areas of the Student Development Division.
F. Continue to develop and implement student safety and security initiatives that help to ensure the community and individual well-being of each student.

The departments within the division all contribute to fulfilling the mission and purpose of the University and the division. A description of each department follows.

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. The Center’s staff operates within the Student Development Division’s purpose of providing opportunities for students to master increasingly complex developmental tasks, achieve self-direction, and become independent. Cindy Wallace is the Director of the University Counseling Center.

CENTER FOR PERSONAL AND PROFESSIONAL DEVELOPMENT
In support of the mission of Gardner-Webb University and the Division of Student 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 preparation for the transition into the world of life and work after college. Take charge of your life now and be ready personally and professionally for your future!

Micah Martin is the Director of the Center for Personal and Professional Development.

Questions? Email career@gardner-webb.edu.
STUDENT ORGANIZATIONS
We want to have the best campus clubs and student organizations possible. We have over 50 student organizations on our campus providing students opportunities to serve and lead with others that share their passions and interests. From Disc Golf to Campus Civitans, students will find tons of opportunities to connect with other students who enjoy doing the same things they do. Joining a club is a great way to build relationships and participate in activities that enhance the college experience.

STUDENT GOVERNMENT ASSOCIATION
One of the many student organizations we offer is the Student Government Association (SGA). SGA is a great way to lead and serve by representing the student body on issues that pertain directly to the academic and campus experience. SGA is comprised of a student senate including executive officers and officers from each of the four student classes elected each year by the student body. Whether it’s planning Homecoming festivities or advocating for change on behalf of students, SGA strives to make the Gardner-Webb experience even better.

DEPARTMENT OF HOUSING AND RESIDENCE EDUCATION
The Department of Housing and Residence Education provides safe, comfortable, and functional accommodations that are conducive to the spiritual, academic, and social development of the residential student population. At Gardner-Webb University, we set high academic standards as well as encourage students’ personal growth and independence while preserving the values of Christian higher education, which are at the heart of the University’s mission and goals. Dr. John Johnson is the Director of Housing and Residence Education.

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 an escort service on campus. Officers patrol the entire campus on foot, 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.

DEPARTMENT OF STUDENT ACTIVITIES, CAMPUS RECREATION, AND NEW STUDENT ORIENTATION
This office is responsible for providing educational and entertainment programming for the students at Gardner-Webb University. The University offers a variety of programs to help and encourage the student to grow socially, culturally and spiritually. All traditional and undergraduate students are encouraged to attend all campus activities.

The department is also committed to ensuring that all programs reflect Christian values and commitment by providing a staff of students and professionals who are dedicated to the development of the total student. The activities that are planned range from weekend movies, comedy acts, novelty events, and special event dances. The Director oversees the Student Entertainment Association to provide quality entertainment. Brian Arnold is the Director of Student Activities, Campus Recreation, and New Student Orientation.

NEW STUDENT ORIENTATION
Orientation provides students a glimpse into the upcoming college experience. They are given information to assist them during the transition from home to their “new home away from home.” The Big Brother/Big Sister program allows new students to meet with other GWU students who can answer questions and give them “the real deal” about life at GWU. They will participate in activities that will give them an opportunity to meet other new students which gives them a familiar face to wave to on the first day without family.

CAMPUS RECREATION
Campus Recreation provides recreational activities that are designed to enrich the quality of physical, mental, spiritual, and social life of University community members. Many different fitness classes are offered throughout the semester ranging from beginner to intermediate.

Intramurals
The purpose of the intramural program is to provide a wide range of athletic and recreational opportunities that will enable students, faculty, and staff to improve and maintain physical well-being, socialize in a recreational atmosphere, develop skills in a variety of sports, learn and practice good sportsmanship, relieve stress, and simply to have fun!

The Intramural Director’s office is located in Suttle Wellness Center. Information concerning intramurals may be obtained through this office at (704) 406-3552.

The intramural sports calendar can be found in the Suttle Wellness Center, outside of the Café, or online at imleagues.com.
Teams and players must register to participate in the intramural program. To register for an account, please visit [imleagues.com](http://imleagues.com) and register using your Gardner-Webb University email address.

Gardner-Webb University assumes no responsibility for any injury incurred while participating in intramural sports (see page 20, Insurance).

**Suttle Wellness Center**

The Suttle Wellness Center, located in the University Physical Development Complex, is a health and wellness education and resource center on campus available to all Gardner-Webb University students, faculty, staff and family members of faculty and staff. The Suttle Wellness Center contains a Fitness/Wellness room and free weight room complete with state-of-the-art fitness equipment. The facility also hosts a functional training room and aerobics room, both of which are located just off the Bost Gymnasium floor. The complex also contains a heated swimming pool enclosed for year-round use.

**Suttle Wellness Center Hours**

*Hours will vary during breaks and holidays, and the availability of supervisory staff.*

<table>
<thead>
<tr>
<th>Day</th>
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<tbody>
<tr>
<td>Monday – Thursday</td>
<td>6:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>6:00 a.m. – 8:00 p.m.</td>
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<tr>
<td>Saturday</td>
<td>10:00 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td>Sunday</td>
<td>3:00 p.m. – 11:00 p.m.</td>
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**Fitness**

Live fitness classes are typically offered Sunday – Thursday. Schedules can be found at the front desk in the Suttle Wellness Center. Virtual fitness classes are offered via Fitness on Demand, which is located in the Suttle Wellness Center Functional Training Room. Users may choose their own personal fitness class from the Fitness on Demand kiosk when the room is available.

**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 as 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.

**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 ensure 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 [http://gardner-webb.edu](http://gardner-webb.edu). Click on the Student Life heading, then Undergraduate Student Handbook. Portions of the Handbook (Student Rights, Responsibilities, and Expectations) will be reviewed during New Student Orientation.
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. It is not unusual for young adults to experience some difficulty in adjusting to university life away from home, to experiment with different aspects of life, and to test the values and expectations of their families and/or the University. 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 instructor reserves the right to inform the Dean of Students. 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 the dismissal.

In the event a student refuses to remove him/herself upon request, the instructor should contact University Police immediately. A University Police Officer will then escort the disruptive student to the Office of the Vice President of Student Development or Dean of Students for possible disciplinary action.

HONOR CODE
Gardner-Webb University students are pledged to uphold honesty, integrity, and truthfulness in all realms of University life. Students are not to lie, cheat or steal nor tolerate those who do. The Student Government Association requires all students in the Traditional Undergraduate Program to electronically sign the Honor Code Form as a part of the enrollment process at the University. This process is managed by the office of the Vice President of Student Development/Dean of Students.

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 instructor.
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 instructor 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 instructor 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 instructor 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 instructor. 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 instructor about any question or uncertainty regarding proper documentation or research information.

An instructor 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 instructor 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 instructor 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 instructor. So the best advice is this: whenever in any doubt, consult the instructor.

**PROCEDURES FOR HANDLING CASES OF ACADEMIC DISHONESTY FOR UNDERGRADUATE STUDENTS**

**OFFICIAL WARNING PURPOSE**

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

**Procedure**

The instructor must meet with the student(s) involved 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 Associate Provost for Digital Learning 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 Associate Provost’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 Associate Provost for Digital learning (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. 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 Associate Provost for Digital Learning (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 Associate Provost for Digital Learning (DCP) will send a copy of the Academic Dishonesty Report to Registrar Services.

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 the Vice President of Student Development (TUG) or the Associate Provost for Digital Learning (DCP) within one week of the 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 Associate Provost for Digital Learning (DCP) determines that this is the student’s second incident.

In either case, the Vice President of Student Development (TUG), or the Associate Provost for Digital Learning (DCP) 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:

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<tr>
<th>Member</th>
<th>Alternate</th>
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<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>
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<tr>
<td>Associate Provost for Arts and Sciences</td>
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The DCP Academic Honor Court is composed of the following members or their alternate in case of a conflict of interest:

<table>
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<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>Associate Provost for Digital Learning</td>
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<tr>
<td>Associate Provost for Arts and Sciences</td>
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In the case of a contested charge, the Academic Honor Court will convene for a hearing. At the hearing, both the student and the faculty member may present evidence regarding the charges. In accordance with University policies, students may ask anyone from within the University community to appear on their behalf at the hearing. Members of the Academic Honor Court are expected to hear the case objectively and decide the case based upon the presentation of evidence.
The Academic Honor Court may either support or dismiss the faculty member’s charges. Should it find the student responsible of a second incident, the Board will levy sanctions (see below) against the student in addition to those imposed by the faculty member, and may do so in the case of a contested first incident. The results of the TUG Honor Court proceedings will be filed with the Office of Student Development and the Office of the Associate Provost for Arts and Sciences. The results of the DCP Honor Court proceedings will be filed with the Office of the Associate Provost for Digital Learning 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 instructor bringing the charges
- members of the Academic Honor Court
- the accused student’s academic advisor
- Registrar Services
- Provost and Executive Vice President of the University
- the accused student’s disciplinary file
INTRODUCTION TO HOUSING AND RESIDENCE EDUCATION

Living on campus is an important element of the Gardner-Webb University experience. As such, Housing and Residence Education strives to foster an environment that encourages academic success, personal growth and spiritual development. Gardner-Webb University sets high community and academic standards which challenge students to invest in their education. Challenge and support within a Christian environment encourages students to make educated decisions, reflect on their experience and mindful of their impact on others. The Housing and Residence Education Department aims to make each residential facility a place where students interact with a variety of people in a comfortable and safe environment. The Housing and Residence Education Department will intentionally encourage students to learn more about who they are and assist in the development of life skills that will provide a base for successful future.

HOUSING AND RESIDENCE EDUCATION MISSION STATEMENT

Within the parameters of the mission of the University and the Division of Student Development, the Housing and Residence Education Department provides safe and comfortable accommodations that are conducive to the spiritual, academic, and social development of the residential population. Therefore, the Department utilizes staff and peer interaction in a variety of educational opportunities and community-building endeavors to enhance student learning and personal development. The Department promotes individual responsibility through policies that encourage personal decision-making and autonomy, while preserving an educational atmosphere that is consistent with the mission of the institution.

HOUSING AND RESIDENCE EDUCATION STAFF

The Director of Housing and Residence Education is responsible for the overall management of the Housing and Residence Education Department, including but not limited to the following: budget oversight, assessment efforts, formulation of policy, plans for facility updates in conjunction with other departments, the creation of marketing material for the Department, recruitment of staff, and working with other departments in an effort to ensure that Gardner-Webb University students have a positive residential experience. The Director supervises the Assistant Director of Housing Administrative Services and Marketing, and the Assistant Director of Student Conduct and Residence Education. The Director indirectly supervises the Graduate Resident Director Staff and Resident Advisor Staff. The Director of Housing and Residence Education serves as the Chief Housing Officer (CHO) for Gardner-Webb University.

The Assistant Director of Student Conduct and Residence Education serves as the primary conduct officer for Gardner-Webb University. Additionally, the Assistant Director of Student Conduct and Residence Education is responsible for the planning and implementation of the Graduate Resident Director Staff and Resident Advisor Staff Training Program, as well as oversight of an assigned residential area. The Assistant Director of Student Conduct and Residence Education directly supervises the Graduate Resident Directors that work in their assigned area, and indirectly supervises the Resident Advisor Staff of their assigned area.

The Assistant Director of Housing Administrative Services and Marketing oversees the occupancy management efforts of Housing and Residence Education including both the new and continuing student housing assignment process. The Assistant Director of Housing Administrative Services and Marketing is also responsible for the marketing efforts of the Housing and Residence Education Program including, but not limited to, maintaining the Housing and Residence Education website and promotional materials. The Assistant Director also provides assistance with the recruiting efforts of the Housing and Residence Education Program.

The Graduate Resident Director is a graduate student staff member who lives on campus and assists an assigned Assistant Director in the day-to-day operations of a residential area. The major responsibilities include supervising Resident Advisor Staff, facilitating Resident Advisor weekly meetings, addressing concerns of students, communicating facility needs, maintaining community behavioral standards and organizing educational programs. In addition, the Graduate Resident Director assists with departmental projects and operations as needed.

The Resident Advisor is an undergraduate student who lives in an assigned residential building floor/area with approximately 30 students. The Resident Advisor is responsible for assisting students during their Gardner-Webb University experience. The Resident Advisor’s major responsibilities include assisting individual students, maintaining community behavioral standards, providing social and educational programs and completing various administrative duties. The Resident Advisor is the front-line resource for students and is essential to community living.
HOUSING AND RESIDENCE EDUCATION FACILITY POLICIES
(Applicable to any student, undergraduate or graduate, residing in University-owned housing.)

BIKE POLICY - Students are encouraged to register their bikes with University Police. Bike racks are available at some residential facilities. The University will not be held responsible for missing or damaged bikes left after a student’s departure. Bikes classified/identified as abandoned (at the end of academic year) will be discarded or turned over to a local community agency.

The inability to locate a bike rack or appropriate space is not a license to place your bike in an inappropriate location. Bikes that are found inside buildings or chained and/or attached to rails or other places may be removed. In addition, the responsible person may be subject to a fine for violation of a campus code.

BUNK BEDS/LOFTS - Beds may not be removed from student rooms or placed on other furniture. Students desiring a loft that reside in Decker Hall, Royster Hall, Stroup Hall, and the University Commons Suites are required to purchase the approved lofting kit provided through the University Campus Shop. Lofts are not to be connected to the walls, ceilings, or University furniture. Students are responsible for the maintenance, upkeep and safety of lofts and the removal at the end of the school year. The University is not liable for any issues, damages, or personal injury associated with the purchase, assembly, or use of a lofting kit. Students purchase, build, and use lofts at their own risk.

CEILINGS - Ceilings in student rooms are not to be painted. Nothing is to be placed on, in, or hung from the ceiling.

EXTERIOR WIRING/ELECTRICAL DEVICES - Students are prohibited from installing wiring or electrical devices outside of their residential space in residence hallways, facility balconies, facility breezeways, or other public areas. This includes, but is not limited to, audio/video devices, appliances, cameras, extension cords, or power strips. This includes temporary and permanent installations.

FURNITURE REMOVAL - To prevent loss or damage to furniture, no room furnishings may be removed from the residence hall/suite or apartment room. In suite-style housing, students cannot move all beds into one room. In addition, furniture may not be removed from lobby areas.

GRILLS/LIGHTER FLUID - Charcoal grills provided by the University may be used when available. Student-owned grills are prohibited. Flammable fluids may not be stored in or near residential facilities.

HOLIDAY DECORATIONS - Strand lights may not be used on metal window frames, handrails/railing or on the exterior of student room doors. Live Christmas trees are prohibited.

HOUSEKEEPING - Each student is responsible for maintaining a clean and sanitary room and bathroom where appropriate. Private baths (University Commons Apartments and Suites, H.A.P.Y., Royster) are NOT cleaned by housekeepers and should be cleaned regularly by occupants. All food must be kept in covered or closed, air-tight containers. Refrigerators and microwaves must be kept clean. The University reserves the right to inspect areas for cleanliness and address issues that are discovered.

HOVERBOARD POLICY - In light of the risk associated with hoverboards, Gardner-Webb University is instituting an immediate ban on the indoor storing, operating, or charging of hoverboards, including the charging of hoverboards in vehicles. This ban applies to all faculty, staff, students, and visitors and is applicable to all University-owned or leased facilities, including all residence halls.

IMPROPER CHECK-OUT - Failure to complete a proper check-out, which includes scheduling a check-out inspection and signing off on the Room Inventory Form, with Housing and Residence Education staff may result in what is called an improper check-out. Students who fail to vacate their residential facility by the posted closing Fall/Winter/Summer dates may be subject to a $25/night fee, in addition to the $50 Improper Check-Out Fee and the cost of door lock replacement.

ROOM CHANGE PROCEDURE
The Housing and Residence Education Office will publicize an authorized Free Room Change period prior to the third week of classes, if not earlier. At this time students may change rooms with no penalty. Students wishing to change rooms must complete appropriate paperwork. Once approved, the student must:

1. Move to his/her new room within 48 hours of approval;
2. Complete and sign a new Room Inventory Form and receive a new key from the Housing and Residence Education Office;
3. Return his/her old room key and sign his/her old Room Inventory Form. If the move is part of a series of moves, the move will not be approved until all of the series are received and verified. The Housing and Residence Education Office is under no obligation to approve room change requests. Students who change rooms after the authorized Room Change period may be subject to a $50 Room Change Fee.
IMPROPER ROOM CHANGE - Improper room changes are defined as those room changes that occur without properly following the room change procedure. Students who make an unauthorized or illegal room change may be assessed a fine. It is imperative that students move into their assigned room and not occupy space assigned to other students. Those students living in University Commons Apartments and Suites must occupy their assigned space and not switch bedrooms without proper approval. Furthermore, the student is responsible for any damages found in the vacated room. In the event of an improper or unauthorized room change, the student(s) may move back into original assignment until proper authorization can be obtained and/or a $50.00 Improper Room Change Fee may be assessed to the student’s account.

KEYS - Each student is issued a room door key upon checking into their residential facility. The student is responsible for the security of the key(s) and room at all times.

1. The key must be returned when the student moves out of their living space. Failure to return a key will result in a door re-core charge of $75.
2. KEY CHECKS MAY BE REQUESTED AT ANY TIME.
3. Lost/Unreturned Keys - In case of a lost or unreturned key, the student must notify the Housing and Residence Education Office immediately. There is a $75 charge for replacing the lock and making keys. If the key is found or returned after the lock has been replaced, no refund will be made. If your ID card serves as your key, then contact University Police to have a new one made.
4. Any key bent, cracked, broken or damaged beyond use by misuse or negligence may be treated as a lost key. If a key is found and turned in to the Housing and Residence Education Office, the student will be notified and given 48 hours to claim the key. Failure to claim the key within 48 hours may result in a lock change that is charged to the student.
5. Loaning a key to another person is prohibited. The student responsible for loaning a key may be subject to disciplinary action.
6. Visitors to the residential facilities must enter/exit with their student host.
7. Copying of keys is prohibited and may be subject to both a $100 minimum fine and disciplinary action.

LOCKOUT POLICY - If a student is locked out of their room during the course of the day they should follow the protocol listed below:

- Attempt to locate your roommate
- Contact a Resident Advisor (RA) in your building/area
- Contact your Graduate Resident Director (GRD)
- Contact Office of Housing and Residence Education during normal business hours – 704-406-4300
- Contact University Police – 704-406-4444 after 5:00 p.m.

The first time a student is locked out during the academic year there will be no charge. Any subsequent time a staff member (RA, GRD, Housing and Residence Education Professional Staff, University Police) unlocks a room, the student may be subject to a charge. On the second and each lockout after that, a student may be charged $10.00. The charge will be assessed to the student’s account.

LIGHT COVERS AND LIGHT BULBS – Students are prohibited from removing light covers and light bulbs that have been placed in their rooms. Additionally, students are prohibited from modifying the exterior lighting of the residential facilities (i.e., University Commons breezeway lighting).

LAUNDRY FACILITIES
The University contracts with CSC Service Works to provide laundry service in the residence halls and University Commons Suites. If you experience a problem with a machine please submit a work request through the Laundry Linx website at http://laundryview.com/lvs.php?s=206. University Commons Apartment Residents should submit work requests through their WebbConnect Student Account to University Plant Operations. The University purchases its water from the Town of Boiling Springs and accepts no responsibility for the water’s condition. When using laundry equipment, please test the water prior to placing clothes in the washer.

NOTE: You may log on to www.laundryview.com/lvs.php?s=206 to look up a vacant washer, find out how much time is left on your clothes or have a text sent to your phone when your laundry has completed its cleaning cycle.

Please DO NOT leave clothes unattended in the Laundry Room. Users assume all responsibility when using the laundry facilities. The University is not responsible for any clothing that is damaged, abandoned, and/or stolen in laundry rooms.

MAINTENANCE POLICY - Maintenance concerns and vandalism are your responsibility as a student to report any and all issues using our online work order system, Maintenance Connection. You will receive an email with a work order number which will allow you to follow up on your maintenance request. Any maintenance emergencies, such as a bathroom flooding, can be reported directly to Facilities Management at 704-406-4330. The staff will respond to address problem(s). Damage to facilities outside of normal wear will be charged to the resident.
OUTDOOR FURNITURE - Residents may not use any furnishings designed for indoor use in an outdoor location. This includes, but is not limited to, sofas, bar stools, and chairs. The University reserves the right to determine what is appropriate regarding outdoor furniture use. Residents of University Commons Apartments and Suites may not have this furniture stored on their porches or in breezeways. Any University-owned furniture should remain inside rooms and apartments at all times. Students who want to utilize their porch/outdoor areas are encouraged to use exterior grade patio furniture for this purpose. Painting outdoor porch areas is prohibited.

REMOVAL OF ABANDONED PROPERTY - The University will not be held responsible for missing or damaged items left in a room upon a student’s departure. Any items left in the room at the point of checkout will be classified as abandoned, and disposed of at the cost of the resident.

RESTRICTED ITEMS - The following items are restricted: Any non-UL listed appliance, any frying device or items with exposed heating elements, coffee makers without an auto shutoff, toasters, any device utilizing a flame or fuel, physical training equipment, power tools, darts, waterbeds, extension cords, halogen lamps, electronic cigarettes and other vaping devices, or any other item which is requested for removal by a staff member. Note: Approved cooking devices may be used in apartment and suites kitchens, but must be attended to while plugged in. Approved cooking devices include, but are not limited to, crockpots, ricemakers, George Foreman grills, Keurig machines, and toaster ovens.

ROOM DECOR - Tasteful pictures/materials that are consistent with the standards of the Christian environment of Gardner-Webb University may be hung on the walls of a student’s room. Students will be asked to remove any inappropriate pictures, flags, or posters (nudity, etc.) that are not tasteful. Decorative alcohol bottles (i.e., shot glasses, wine bottles, etc.) are NOT permitted in residential facilities. Empty alcohol containers may not be kept in the residential facilities. Residents are not permitted to paint rooms.

ROOM INVENTORY FORM DAMAGES - The RA will be thorough and careful when inspecting the room windows, furniture, walls, ceiling, floors, doors (inside and outside), etc. They will record on the Room Inventory Form anything that is wrong/damaged. Some common items to look for are tape marks on walls, cracks in a window, chair frame cracked, nail holes in walls, cigarette burns, etc. If damages occur beyond normal wear and tear, the student will be assessed the cost of restoring the room to the original condition. Final charges are assessed after a room inspection is conducted by Housing and Residence Education professional staff and/or Graduate Resident Director Staff after students leave campus. Students must appeal damage charges within 30 days of checkout.

SKATEBOARDING POLICY - Skateboarding is allowed on campus for Gardner-Webb University students only. It is prohibited for the residents of Boiling Springs and the surrounding communities. They should be ridden on the sidewalks and out of the path of pedestrians. Tricks, stunts, and wall scaling are forbidden while on the skateboard and any student found responsible for violating this may face disciplinary action. They will also be held accountable for any damages that result in the defacing of property.

STORAGE - On-campus storage is not available; however, there are several storage areas available in the Boiling Springs community.

TRASH REMOVAL POLICY (UNIVERSITY COMMONS APARTMENTS AND SUITES) - Students living in University Commons Apartments and Suites must take their trash and/or recycling to the appropriate repository. No trash should remain on the porch or breezeway. Fines may be assessed to those students who do not abide by this policy.

UNIVERSITY COMMONS APARTMENTS AND SUITES LIGHTING - Entryway lights may not be removed. Colored lights may not be installed.

UTILITY POLICY - The University includes electricity charges in student fees, yet reserves the right to charge an additional fine for excess/inappropriate use.

WINDOW SCREENS - Housing and Residence Education reserves the right to bill students for the replacement of damaged/missing window screens.

WINDOWS - Windows must remain locked when residents leave the room. Failure to lock them is a security risk for all the members of that residential facility. To protect an individual’s rights of privacy, undue loitering around the windows of residential facilities is prohibited. Any person found entering/leaving a room through a window may be fined $100. In addition, the resident allowing someone to enter through a window may be fined $100. Both actions may be subject to a code of conduct violation.
HOUSING AND RESIDENCE EDUCATION ADMINISTRATIVE POLICY
(Applicable to any student, undergraduate or graduate, residing in University-owned housing.)

HOUSING POLICY REGARDING AGE
Student housing in University-owned facilities is limited to incoming, traditional-age college students, i.e., those 17 to 23 years of age, unless otherwise approved by Housing and Residence Education or Student Development administrators.

EARLY ARRIVAL AND LATE DEPARTURE FEE
Housing and Residence Education reserves the right to review, approve, and/or deny early arrival and late departure requests. If the request is approved, a $25.00 per day charge may be assessed to the appropriate student account.

HOUSING CONTRACT POLICY AS RELATED TO ACADEMIC LOAD
Undergraduate students must be enrolled on a full-time basis (12 credit hours) to qualify to live in University Housing and Residence Education Facilities. Undergraduate students residing in University Facilities who reduce their academic load to less than 12 hours through withdrawing or Administrative F’s (@F) must complete a Full-Time Status Waiver application and have it approved by Housing and Residence Education. The Housing Contract term is in effect for the academic year (Fall through Spring). Students residing in Housing and Residence Education facilities during summer school must be enrolled in Gardner-Webb University classes each Summer session.

AUTHORIZED ENTRY INTO STUDENT ROOM
It is the desire of the University to respect the student’s right to privacy without arbitrary and capricious invasion; however, the University reserves the right to enter a student’s room under the following conditions:

- to verify occupancy;
- for health and safety inspections (this includes checking University-owned appliances)
- to check for cleanliness;
- to make necessary repairs and/or inventories;
- when there is reasonable cause to believe that activities are taking place that are detrimental to the University community; or where the health, safety or welfare of a Gardner-Webb University student is in jeopardy;
- when there is reasonable cause to believe that a violation of law or University guideline, policy, or rule is taking place.

It is not necessary that the student be present or contacted in advance when the room is entered for such reasons. Searches of and seizures from a student’s room must be approved by an appropriate University official, such as the Assistant Director of Residence Education, the Director of Housing and Residence Education, the Vice President of Student Development and Dean of Students, or the President of the University.

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

COMMON AREA DAMAGES - The Department of Housing and Residence Education is committed to developing positive living/learning environments on campus. One factor that is critical to the attainment of this goal is the encouragement of a sense of community among the residents of any particular living unit. This sense of community infers a sense of responsibility and respect for one’s fellow residents, as well as the facility where one resides.

The Department of Housing and Residence Education strives to keep the residential facilities attractive, functional and safe for residents and guests.

Controlling damages/vandalism requires effort by students and staff. Damages/vandalism not only detracts from the appearance, usefulness and/or safety of the facilities but also is very costly. In the cases that the residents or staffs are unable to determine the person(s) responsible for damages, the costs of repairs must be paid by all residents of the residential unit. To the extent that responsible person(s) can be identified, billed, and fined, the room costs and damage deposit for other residents will not be affected. Based on this, the Department of Housing and Residence Education uses a common area damage billing policy. The Department will charge the student account and members of a particular living unit for any damages that occur within a living unit that cannot be attributed to specific individual(s). A living unit will generally be defined as all facilities, equipment, and furnishings of any given floor or area. In order for this policy to be fair and effective, all residents within a particular living unit must work to develop a positive environment for themselves. This will include respect for facilities and furnishings of that living unit, as well as the willingness to take responsibility for damages caused by oneself and one’s guests. When this does not happen, and when residents are not willing to confront and report those responsible for damages, then members of that living unit may take on the burden of paying for these damages. In either case this enables the Department to bill damages directly to individuals or groups of individuals on floors.
FIRE ALARM POLICY - Residential facilities are equipped with fire alarms. Once each semester (Fall and Spring) a fire drill will be held. Students are required to evacuate the building according to their residential facility plan. Tampering with fire safety equipment is prohibited, and may be subject to disciplinary action.

STEPS TO FOLLOW IN A FIRE EVACUATION
Steps to follow in a fire evacuation:

- Close windows and leave lights on in room
- Feel door, if cool, and then depart from room, closing the door behind you.
- Feel door, if door is hot or if corridor is too smoky to use, STAY IN YOUR ROOM.
- KEEP DOOR CLOSED. STUFF TOWELS IN CRACKS AROUND DOOR, AIR CONDITIONING OUTLETS, ETC. -- OPEN BOTTOM OF WINDOW AND GET FACE NEAR OPENING TO BREATHE, WAVE TOWEL, SHEET, BLANKET, ETC., FROM WINDOW TO ATTRACT ATTENTION.--
- Walk—don’t run—to the exit. Meet at designated emergency location.
- Do not return to building until the all-clear signal is given or a staff member tells you to re-enter.

It is prohibited behavior with a minimum penalty of suspension from the University for anyone found responsible of intentionally setting a fire.

Students who do not evacuate during a fire alarm may be held responsible for Failure to Evacuate with a minimum fine of $75 and Disciplinary Probation.

If you notice a fire, call 911 to report the emergency. You may also call University Police at 704-406-4444. Fire alarms are located on each floor for emergency use only.

Any student found responsible for pulling a fire alarm or removing a battery from an in-room smoke detector or removing an in-room detector will receive a fine and be placed on disciplinary probation. Students found responsible for tampering/disabling a University fire alarm system may be subject to disciplinary probation and removal from campus housing. Students found continuously activating the fire alarm without malice or intent may be processed through Student Conduct. See the Code of Student Conduct for more information.

NOTE: The University is not responsible for loss of personal property due to fire or water damage from any source. Students are advised to consult with parents regarding their homeowner’s insurance policy or obtain a renter’s insurance policy.

Fire Meeting Locations

- Decker, HAPY, and Stroup: The flagpole on the Quad
- Lutz and Mauney Halls: Bost Gym Pool
- Myers Spangler Halls: Suttle Wellness Center
- Nanney Hall: Frank Nanney Hall
- Campus House: Frank Nanney Hall
- Royster Hall: Washburn Hall (Do not linger in parking lot.)
- UC-A.B.: The opposite side of apartments CD
- UC-C, D, E, F, H and Suite G: The Clubhouse
- Suites I, J: Parking lot in front of Suite G

During a tornado or drill, occupants should move to the following areas:

- Myers Hall: Ground floor restrooms and/or laundry room.
- Spangler Hall: Ground floor restrooms and/or laundry room.
- Decker Hall: Ground floor, East side hallway and laundry room.
- Lutz-Yelton Hall: Ground floor, South side hallway.
- Mauney Hall: 1. Ground floor hallway, as close as possible away from front of lobby entrance into hallway.
  2. Ground floor underneath stairwells.
- Nanney Hall: . Ground floor restrooms and laundry room.
- Stroup Hall: 1. Laundry room under West wing.
  2. Ground floor interior hallways at West and East wings.
- H.A.P.Y. Hall: All ground floor interior hallways.
- Royster Hall: Interior hallways away from building entry points.
- Apartments: Apartment restrooms.
- Suites: Restrooms, classrooms, restrooms and/or laundry rooms on ground floor.
- Campus House: Interior hallway away from building entry points.
UNIVERSITY PROPERTY DAMAGE STATEMENT
“A student(s) in or related to the immediate vicinity of a fire or other property damage may be asked to conference with the responding University Official to determine if his/her actions or lack thereof created an unsafe environment. As a result, the student(s) may be held accountable for full or partial restitution of the damage affiliated with the incident.”

PERSONAL PROPERTY LOSS - The University cannot accept responsibility for personal items. Personal items of value such as electronic devices should be properly insured. It is the responsibility of each student to lock his or her room whenever unattended. In addition, the University is not responsible for personal items lost in fires, floods, power outages, or other forms of disaster. The University is not responsible for loss of personal property due to fire or water damage from any source. Students are advised to consult with parents regarding their homeowner’s insurance policy or obtain a renter’s insurance policy.

UNIVERSITY HOUSING FACILITY USAGE - Housing commons/commercial areas may not be reserved for non housing-sponsored events.

RESIDENCE POLICY - A student who chooses to live off campus and fails to obtain approval for commuter status may be subject to revocation of registration, loss of institutional financial aid, and/or fines.

OFF-CAMPUS RESIDENCY REQUIREMENTS - All undergraduate students are required to live on campus with the following exceptions:
1) living with parents or guardian;
2) 21 years of age or older prior to beginning of contract/academic year;
3) lived in a University Residential Facility six fall/spring semesters;
4) achieved 90 credit hours of college credit prior to contract/academic year;
5) married;
6) part-time student (less than 12 hours);
7) 120 days of active military duty (does not include military reserve unless called for active duty).

MEAL PLAN REDUCTIONS PRIOR TO DROP/ADD
Any student requesting to have his/her meal plan terminated prior to the drop/add period will be charged for the meals eaten at the applicable rate plus any flex dollars used.

ROOM AND BOARD REDUCTIONS - In the event a student continues to be enrolled in classes and chooses to move from University Housing to off-campus housing during a semester there will be no charge reductions for room charges. If a student is moved from the University apartments and suites to the residence halls for discipline reasons, there may be no reduction or credit to the student’s account. The student moving off campus may request to have his/her meal plan terminated at that time and receive a limited pro-rata charge reduction for meals. The meal plan reduction amount will equal the percentage of the semester remaining, times fifty percent, times the original plan rate. To have the meal plan terminated and receive this reduction the student must contact the Student Accounts Office, once they are approved to move off campus by the Office of Housing and Residence Education and have moved.

ROOM REDUCTIONS AFTER DROP/ADD
In the event a student continues to be enrolled for classes and is approved or required by the Office of Housing and Residence Education to move from University Housing to off-campus housing during a semester, there will be no charge reduction/refund for the room charges.

OVERFLOW HOUSING - In cases of over-occupancy, students may be required to stay in a temporary location until space is available. Students are accountable for University policies in these locations. Overflow housing may not have the same amenities as the residential campus. Every effort will be made to move students in overflow housing to a permanent assignment as soon as possible.

ROOM CONSOLIDATION POLICY - If a student is left without a roommate for any reason within the first three weeks (or reasonable time which is determined by the Housing and Residence Education Staff) of any semester, the student may be required to consolidate rooms unless he/she is approved and willing to pay the private room fee. This policy ensures that all persons having the privilege of a private room are treated equitably. Further, this policy allows for economical use of space, optimum time for repairs and conservation of energy. Being required to consolidate means that the student will either have to select a new roommate or will have to move to another room. Students will be given the option to choose their own roommate and decide who is going to move. It is our experience that students are happiest and learn the most from the experience when they select their own roommate and room. However, the University reserves the right to assess the private room fee, to reassign the student to another room, or to assign the student a new roommate.
PRIVATE ROOMS - Private rooms are assigned only when space is available or when the room is designated as a single room. A private room charge is assessed to the student for a private room. Students wishing to use a triple room as a private room may be charged double the normal rate. Private rooms may be cancelled at any time by the University. Prior approval from Student Accounts is necessary before a student can be assigned a private room.

ROOM DEPOSIT - An advance, non-refundable deposit of $150 is required prior to room selection. This payment goes toward the appropriate semester payment. Students or their roommates cannot select or hold a room until each have paid a deposit and followed the published room-selection guidelines.

RESIDENCE HALL SECURITY DEPOSIT - A $75 deposit is required of every first-year student. This fee may be used by the University to address facility concerns during the student's enrollment. If funds are not used, the student will be refunded after graduation/final departure.

HOUSING AND RESIDENCE EDUCATION COMMUNITY STANDARDS POLICY
(Applicable to any student, undergraduate or graduate, residing in University-owned housing.)

EDUCATIONAL ATMOSPHERE - Behavior that affects the peace and quiet of other residents, that interferes with the rights, responsibilities and/or duties of other persons, or that creates circumstances that could jeopardize person or property, is unacceptable and prohibited.

GUEST POLICY - Guests and visitors are always welcome. Guests must abide by the policies and procedures of the University and of the Housing and Residence Education Department. Students who host a guest are responsible for his/her guest’s behavior and to inform them of the policies and procedures. Visitors and non-resident students may be asked to leave the campus if behavior is inappropriate. A student may have guests of the same sex stay overnight (2) nights max within a two-week period. The guest must observe the same hours and rules as their host.

No more than 20 people are allowed to occupy an apartment or suite, and no more than five in residence hall rooms, at any given time. Residents documented with more people than the maximum number permissible may face disciplinary charges.

ALL OVERNIGHT GUESTS MUST BE REGISTERED WITH THE GRD. CHILDREN (UNDER THE AGE OF 12) ARE NOT PERMITTED IN RESIDENTIAL FACILITIES WITHOUT THE PERMISSION OF A MEMBER OF THE HOUSING AND RESIDENCE EDUCATION PROFESSIONAL STAFF. BABYSITTING AND OVERNIGHT STAYS ARE PROHIBITED. UNDERAGE SIBLINGS OF RESIDENTS CAN ONLY VISIT WHEN THE PARENT(S) OF THE RESIDENT ARE PRESENT.

HALL HOURS/SECURITY - To provide greater security, residence hall entry doors are locked 24 hours a day. Each student is required to carry his/her University ID for access to authorized areas. Anyone entering or leaving a residential facility by any other means will be fined and subject to disciplinary action.

FLAMMABLE ITEMS - Flammable items, such as incense, candles, and grills are not permitted in the residential facilities.

NOISE/ACTIVITIES - It will be expected that the overall atmosphere be conducive to study and rest. Stereo, radio, television volumes, and other electronic devices are to be heard only in one's room. Conversational voice levels must be used, and recreational activities must take place in areas designed for that purpose. Excessive noise is prohibited at all times. In order to provide a study time for students to pursue their individual goals, quiet hours are in effect.

QUIET HOURS

Sunday - Thursday .................................................................10:00 p.m. - 10:00 a.m.
Friday and Saturday ...............................................................Midnight - 10:00 a.m.

During quiet hours a student must remain quiet enough to provide an atmosphere in which others may study and sleep. At all other times, courtesy hours are in effect, which means one is expected to be considerate of neighbors at all times. Inconsiderate behavior may be subject to student conduct review.

PERSONAL DECOR/CLOTHING - Any decorating accessories that do not meet recognized safety standards are considered a risk or offensive according to the mission and/or affiliation of the University are prohibited. In addition, clothing that is deemed offensive or not congruent with the mission of the University is prohibited.
**PETS** - Animals, birds, or reptiles of any type are not allowed in the residential facilities. Non-carnivorous fish are allowed in rooms provided that the aquarium is 10 gallons or less. Students are not allowed to feed animals in, around, or outside of any residential facility. Please see Emotional Support/Comfort Animal and Service Animal Policies for more information.

**SMOKING/TOBACCO USE** - The University is a tobacco-free campus and the use of any tobacco product including electronic cigarettes or other vaping devices are prohibited on campus.

**REFRIGERATOR AND MICROWAVES** - are permitted in the residential facilities. They are also permitted in individual rooms in the suites and apartments. Refrigerators can be no more than 4.6 cubic feet. Housing and Residence Education encourages the use of Energy Star-Rated appliances.

**VISITATION POLICY** - The visitation program permits guests of the opposite sex to visit a student room during the designated time period only. Visitation is not permitted in the laundry rooms, stairwells, or restrooms. Apartments and suites follow the same visitation policy as residence hall rooms. All residents must sign their guests in and out of the residential facilities.

**COHABITION** - is defined as the consistent presence of a guest who stays beyond University established visitation hours in another resident’s room, suite, apartment or common area. Not only is this activity disruptive and disrespectful to other students, it is not congruent with the University’s mission. Cohabitation is a student conduct violation.

Examples of cohabitation include, but are not limited to:

1. **Overnight guests of the opposite sex are not permitted**
2. Overnight guests staying more than two nights within a two-week period
3. Accessing the room/suite/apartment while the assigned occupants are not there
4. Utilizing a key/ID card to enter a room to which one is not assigned
5. Keeping clothing and other personal belongings in the room
6. Using the bathroom and shower facilities as if one lived in that room/suite/apartment

**ROOM VISITATION HOURS**

- **Sunday - Thursday** .......................................................... 11:00 a.m. - midnight
- **Friday and Saturday** .......................................................... 11:00 a.m. - 2:00 a.m.

**LOBBY/LIVING ROOM HOURS**

- **Sunday - Thursday** .......................................................... 11:00 a.m. - 2:00 a.m.
- **Friday and Saturday** .......................................................... 11:00 a.m. - 3:00 a.m.
GUIDELINES
1. Guests who are non-students must carry a valid state ID prior to entering a Housing and Residence Education Facility. Parents are excluded from registration.

2. Guests must remain outside the residential facility until the resident arrives to escort him/her to the room.

3. A resident must escort his/her guest at all times while in the residence hall, apartments or suites. This includes to the water fountain, etc.

4. The guest must be signed in by the resident on the floor where he/she is visiting. The sign-in form is located on or near the RA’s door. Guests must also be signed out by the resident upon departure. Failure to sign guests in and out of the building/residential community may result in a $20.00 being fine assessed to the resident’s student account. Failure to sign a guest in may also be subject to a student conduct violation.

5. Students participating in visitation must keep their doors open/ajar approximately 3 to 6 inches at all times when a guest of the opposite sex is present in the room. An RA or GRD has the right to request that a visitor leave at any time if the guest is unruly or causing a disturbance in the residence hall.

6. The use of bathroom facilities for the opposite sex is at the discretion of the GRD.

7. A person visiting or socializing in the area where a violator is present is in violation of visitation regulations.

8. Every student must be appropriately dressed (clothes you would wear in public) and guests should not change or remove clothes while visiting.

9. Parents and siblings are permitted to visit the student outside of traditional visitation hours with the approval of the GRD or the Department of Housing and Residence Education. A parent must accompany siblings who are minors when visiting at all times.

10. Exceptions must be approved in advance by your GRD.
RESIDENCE EDUCATION VIOLATIONS AND FINES

Candle Violation
► 1st - $30
► 2nd - $50
► Code of Conduct Violation

Furniture Removal Violation
► 1st - $25
► 2nd - $35
► Code of Conduct Violation

Guest Policy Violation (Same Sex Guests)
► 1st - $25
► 2nd - $25
► Code of Conduct Violation

Health and Safety Violation
► 1st - $20
► 2nd - $40
► Code of Conduct Violation

Improper Room Change/Improper Check-Out
► 1st - $50

Inappropriate Decorations/Drug or Alcohol Paraphernalia
► 1st - $30
► 2nd - $50
► Code of Conduct Violation

Littering/Trash Violation
► 1st - $30
► 2nd - $50
► Code of Conduct Violation

Lost Key Charge
► 1st - $75

Missed Mandatory Meeting
► 1st - $20
► 2nd - $20
► Code of Conduct Violation

Noise Violation
► 1st - $25
► 2nd - $50
► Code of Conduct Violation

Pet Violation
► 1st - $160
► 2nd - $180
► 3rd – Code of Conduct Violation

Room Lock-Out
► 1st – Warning
► 2nd - $10

Smoking Tobacco/Tobacco Paraphernalia/E-cigarettes, vaping devices
► 1st - $25
► 2nd - $35
► Code of Conduct Violation

Visitation Procedure (i.e., Closed Door)(Opposite Sex)
► 1st - $50
► 2nd - $75
► Code of Conduct Violation

FAILURE TO SIGN IN/OUT GUESTS WILL RESULT IN A $20.00 FINE FOR THE RESIDENT(S)/AND GUESTS.
HOUSING AND RESIDENCE EDUCATION ADMINISTRATIVE VIOLATION PROCESS
Violation of Residence Education policies are processed differently and handled separately from Student Code of Conduct violations. Housing and Residence Education reserves the right to escalate repeated/habitual Residence Education Violations to a Code of Conduct matter.

When a violation occurs, the GRD or designee will notify the student of the violation through Maxient Conduct Software. The student will have five (5) business days to submit a written appeal letter through Maxient Conduct Software. The Housing and Residence Education professional staff will review the letter and a decision will be rendered to the student via email. If a student does not respond in writing within five (5) days the violations will become permanent and the fines will be assessed to the student’s account. All payments must be paid to the Student Accounts Office located in the Dover Campus Center.

Possible Sanctions -- Sanctions may be issued by the Assistant Director of Student Conduct and Residence Education, the Director of Housing and Residence Education or his/her designee. Examples include: fines, housing contract cancellation, mandatory room change, community service, visitation privileges suspension or revocation, housing contract in jeopardy, restitution, and or other educational sanctions. Examples or corrective measures that may be made by a hearing officer may range from an oral admonition to a fine plus cost to repair, to recommendation of probation, or required move.

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.

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; and
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
1. to address student misconduct,
2. to enhance the learning and development of students through educational conversations,
3. to ensure student rights,
4. to prepare students for “real world” experiences,
5. to treat students in a fair and consistent manner, and
6. 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 have been identified 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.

**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/attemp 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 the presence 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. Students are prohibited from lending their room keys or Gardner-Webb University Student Identification Card to other students and/or guests.

**Bullying** - is generally defined as an intentional act that causes harm to others, and may involve verbal harassment, verbal or non-verbal threats, physical assault, stalking, or other methods of coercion such as manipulation, blackmail, or extortion.

**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 students' vehicle. Making copies, selling parking passes or acquiring them through illegal means is strictly forbidden.

**Classroom Conduct Policy** - Students are expected to conduct themselves in a manner which does not distract from or disrupt the educational pursuits of others. Should an instructor determine that a student's conduct is distractive or disruptive to the educational environment in the classroom, the instructor may request the disruptive student to remove themselves immediately. The student may not return to the classroom until they have conferenced with the instructor and assured him/her that they can conduct themselves in an appropriate manner. The instructor reserves the right to inform the Vice President of Student Development of the incident.

In the event a student refuses to remove themselves upon request, the instructor should contact University Police immediately. A University Police Officer will escort the disruptive student to the Office of the Vice President of Student Development for possible disciplinary action.

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

**Cohabitation** - is defined as the consistent presence of a guest who stays beyond University established visitation hours in another...
resident’s room, suite, apartment or common area. Not only is this activity disruptive and disrespectful to other students, it is not congruent with the University’s mission.

**Contempt** - Willful disregard or disobedience of a 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, Bit Tonent, Gnutella, Limeware, and Morpheous.

**Dating Violence/Relationship Violence/Intimate Partner Violence** - Dating Violence/Relationship Violence/Intimate Partner Violence are all defined on an equal basis as acts of violence committed by a partner in a relationship based on the following considerations. The persons involved have been or are in a social relationship of a romantic or intimate nature. The existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, the frequency of interaction between the persons involved in the relationship. One may be a victim of sexual misconduct regardless of the existence of a familial or martial relationship.

**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.

**Drug Paraphernalia** - is a term to denote any equipment, product, or accessory that is modified for making, using, or concealing drugs, typically for recreational purposes.

**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 Evacuate** - Students who do not evacuate a residential facility for a designated drill or emergency.

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

**Fire/Arsen** - 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 and Weapons Policy** - To possess or carry – whether openly or concealed – any firearm or weapon on property owned, used, or operated by the University is a violation of 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, the following: paintball guns, airsoft guns, BB guns, any form of pellet gun, water guns, toy guns, any form of a 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 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 including, but not limited to, physical sexual intimacy. Gardner-Webb University as a private, Christian, Baptist-related University does not encourage, promote, or condone sexual relations outside of marriage.

**Inappropriate Behavior** – Behaviors that are not congruent with 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 in a public area on campus.

**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, CDs, 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 Policy** - Failure to file appropriate paperwork in advance and seek written approval from the Director of Housing and Residence Education or the Dean of Students to live off campus.

**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. See Sexual Misconduct and Harassment Policy.

**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.

**Sexual Exploitation** - occurs when one person takes non-consensual or abusive sexual advantage of another for their own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of the other sexual misconduct violations. An example of sexual exploitation is unauthorized sharing or distribution of digital video or audio of nudity or sexual activity.

**Stalking** - Stalking is a repeated or obsessive unwanted attention directed toward an individual or group that is likely to cause alarm,
fear, or substantial emotional distress. Stalking may take many forms, including following, lying in wait, monitoring, and pursuing contact. Stalking may occur in person or through a medium of communication, such as letters, e-mail, text messages, or telephone calls. In some circumstances, two instances of such behavior may be sufficient to constitute stalking. Stalking may include, but is not limited to, the following kinds of behavior, contacting someone excessively by phone, texts, Facebook, email and etc., especially after being asked to cease the activity. Sending a person unwanted gifts/cards/letters. Following a person or showing up unexpectedly. Damaging someone’s property. Threatening someone's family, friends or pets. Threatening someone with physical harm. Trying to publicly humiliate someone with information whether true or not. Following or tracking someone on social media sites to keep up with their activities.

**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, inappropiate use of e-mail/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.

**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.

**Weapons on Campus** - Consistent with North Carolina Statute 14-269.2 banning weapons on campus, it is a violation of Gardner-Webb University policy to possess, store, carry or use any weapon on the University Campus or at a curricular or extracurricular activity sponsored by the University, except as otherwise specifically provided by law.

**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 Code of Conduct policies apply equally to apartment, suite and residence hall spaces.

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

*Policies apply to the GWU 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

*Disarming/tampering or covering up a university fire alarm system*

- 1st offense–Possible removal from campus housing/disciplinary probation, $300 fine
- 2nd offense–suspension

**BUILDING SECURITY/SAFETY**
1st offense– $75 and warning to probation
2nd offense–$150 fine and disciplinary probation to suspension

ALCOHOL CONSUMPTION AND/OR POSSESSION

1st offense - Sanction will include:
- Pay up to a $200 fine within five business days of notification*
- Parental/guardian notification if under 21
- Letter sent to Work Study Supervisor, Academic Advisor, Athletic Coach, VP for Athletics
- Online Alcohol/Drug Education Course
- Sanction may include: disciplinary warning; 12 hours of community service**

2nd offense - Sanction will include:
- Parental/guardian notification
- Pay up to a $300 fine within five business days of notification*
- Letter sent to Work Study Supervisor, Academic Advisor, Athletic Coach, VP for 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**; Conference with the Director of Housing and Residence Education or his/her designee; Housing Contract in jeopardy.

3rd offense - Suspension from Housing

ALCOHOL - BEING IN THE PRESENCE OF ALCOHOL

1st offense - Sanction will include:
- Pay up to a $200 fine within five business days of notification*
- Parental/guardian notification if under 21
- Letter sent to Work Study Supervisor and/or Academic Advisor, Athletic Coach, VP for Athletics
- Online Alcohol/Drug Education Course
- Sanction may include: disciplinary warning; 12 hours of community service**

2nd offense - Sanction will include:
- Parental/guardian notification
- Pay up to a $300 fine within five business days of notification*
- Letter sent to Work Study Supervisor and/or Academic Advisor, Athletic Coach, VP for 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**; Conference with the Director of Residence Education or his/her designee; Housing Contract in jeopardy.

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 five business days of notification*
- Parental/guardian notification
- Letter sent to Work Study Supervisor, Academic Advisor, Athletic Coach, VP for 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.

Contract in Jeopardy – Official notice that continued violation of University policy will result in the termination of the University Housing Contract and immediate removal from campus housing.

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 Student Accounts 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 campus 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.

Loss of University Housing Privileges - Cancellation of the student’s housing contract and the loss of the privilege of residing in University-owned housing. This includes the loss of the privilege of being in or around any University housing facility without written permission from an appropriate University official. A student who is removed from campus housing continues to be accountable for the current semester’s room charges.

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 (commonly known as FERPA or the Buckley Amendment) 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
- Parent/guardian of the accused student
- Office of Housing and Residence Education
- Director of Counseling Center
- University Police
- Registrar Services
- Vice President for Administration and Finance
- Vice President for Athletics
- Athletic Coaches
- Work Study Supervisors
- Director of Student Activities, Campus Recreation and New Student Orientation
- Vice President of Student Development
- Dean of Students

**WITHDRAWAL, SUSPENSION, AND EXPULSION POLICIES**

Voluntary termination of enrollment during the course of a semester or summer term is defined as withdrawal. 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.

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 “Complete Withdrawal Form” located in WebbConnect.

Involuntary withdrawals will be processed by the University for any student that 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’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; however, the University reserves the right to enter a student’s residence hall room under the following conditions:

1. to verify occupancy;
2. for health and safety inspections (*this includes checking University-owned appliances*);
3. to check for cleanliness;
4. to make necessary repairs and/or inventories;
5. when there is reasonable cause to believe that activities are taking place which are detrimental to the University community;
6. where the health, safety or welfare of a Gardner-Webb University student is in jeopardy;
7. when there is reasonable cause to believe that a violation of law or University guideline, policy, or rule is taking place.

It is not necessary that the student be present or contacted in advance when the room is entered for such reasons. Searches of and seizures from a student’s room, vehicle, or person must be approved by an appropriate University official, such as all
Housing Professional Staff, the Vice President of Student Development, and Dean of Students, or the President of the University. Searches by civil authorities are governed by state and federal statutes which differ from Gardner-Webb University guidelines.

Upon approval from an appropriate University Official, items in violation of University policy will be confiscated and turned into the Housing and Residence Education Office. Alcohol will be properly disposed of. The student will have five business days to claim said property, if deemed so, and remove this property from campus immediately. If these items are not collected during the allocated timeframe, they will be considered abandoned and discarded accordingly.

**NOTICE TO PARENTS/GUARDIANS**
A copy of the student’s outcome letter, when found responsible for a Student Code of Conduct violation, may be sent to the parent/guardian address and/or email address that is on file.

**OFF-CAMPUS CONDUCT**
A student whose behavior off campus negatively impacts the University and/or student body may be held accountable through normal disciplinary proceedings. (Students who reside off campus and host parties or similar functions will be held responsible for the actions of those attending such activities, in the event the behavior of those in attendance negatively impact the University.) In such an incident, the student will be required to appear before an administrative officer to offer an explanation of his/her actions. If a reasonable explanation is not offered, the student will be given sanctions ranging from a reprimand to expulsion.

**PARENT/GUARDIAN INVOLVEMENT POLICY**
The purpose of this policy is to address specific guidelines and parameters related to the realm of communication/involvement between parents/guardians of currently enrolled students and the University. The University understands and values the unique and special relationship that can exist between parents/guardians and their students. There is a sense in which the University desires to foster free and open communication; however, there are limitations.

Developmental and legal issues guide the University as it relates to dealing with parents/guardians and students in resolving potential conflicts and situations. The level of communication and involvement that parents/guardians may have been accustomed to in a high school setting will not be applicable in a university setting. Any student enrolled in the University, regardless of age, is no longer considered a minor from an educational standpoint. The Family Educational Rights and Privacy Act (FERPA) clarifies and limits the amount of information a university is allowed to share with anyone, including parents/guardians, regarding any student. More specific information regarding legal ramifications and limitations are available in Registrar Services.

During the course of a student’s academic journey, there is always the possibility of an incident occurring that requires intervention and decision-making by an appropriate University official. Sometimes people have the perception that parent/guardian involvement and/or intervention will... 

1) get the student what they want;
2) make things happen faster;
3) make the school be more fair than they normally would be.

In reality, parent/guardian involvement only slows the process down and can make it more cumbersome and complicated for all parties concerned. Parent/guardian involvement also sends a message to the student that they are not capable nor responsible enough to control the situation themselves. This adversely affects their maturation and hinders the developmental process. The University does not have the practice of treating students unfairly, indiscriminately, or in a capricious manner. The University is not in the business of taking advantage of students. Every situation needs to be approached from a learning standpoint.

- The temptation to jump in and “fix everything” will only lessen the learning process for the student.
- Consider the enrollment of your student as being similar to an employment situation. Whenever your student is serving in their career of choice, it would not be deemed appropriate for a parent/guardian to intercede with their employer to attempt to rectify an employee situation.
- As a private institution, University policy prohibits parents, guardians, other relatives, and legal counsel from participating in disciplinary hearings.

*Please note: we live in a litigious society. Unfortunately, there are occasions whenever the University is threatened to be sued if a desired outcome is not achieved. Once a threat is made and/or legal counsel is involved, 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.*

- Parents/guardians are not privy to a student’s educational records without the student’s permission.
• Faculty are not allowed to disclose student information, including grades, to parents/guardians without a student's permission.

• Technically, neither parents nor guardians can withdraw students from school. Only the enrolled student may withdraw themselves. Parents/guardians may cease financial support by not making payments.

Each and every student needs to learn to . . .

• take responsibility for his/her own actions;
• take the initiative to follow the necessary steps to resolve a situation;
• accept the consequences for his/her actions.

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. The University encourages every parent or guardian to enthusiastically support the University’s efforts to do what is deemed best for each student even when the results may not be the desired outcome by the student or their parent/guardian.

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 policies. 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:
   1. irregularity in proceedings;
   2. punishment inconsistent with the nature of offense;
   3. 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 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 Housing and Residence Education and the Assistant Director of Student Conduct and Residence Education. The Vice President of Student Development and Dean of Students, and/or the Director of Housing and Residence Education 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 Office of Housing and Residence Education, 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 from the Chief Hearing Officer informing the student of the outcome electronically. 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 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 Dean of Students 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 nor 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 Vice President of Student Development oversees the expungement process. All requests and inquiries regarding expungement of Student Conduct records should be submitted to the Office of the Vice President of Student Development and Dean of Students. The actions taken by the Vice President of Student Development and Dean of Students are final.

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

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

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

4. There must be no other pending disciplinary action at the time of request.

5. There must be no outstanding financial obligations to the University (e.g., Student Accounts 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.

GENERAL INFORMATION

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 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.
- For the Tucker Student Center, any other “special” decorations need to be approved by Vice President and Dean of Student Development. The “special” decorations all have a specific time limit.

Dress
Students are expected to use discretion and good taste in dressing appropriately. Shoes and shirts must be worn in all public campus buildings. Written messages on clothing that are offensive and inconsistent with the purpose of the institution are prohibited. Men should bring a coat and tie and women should bring a nice Sunday dress to wear on special occasions.

Student Attire at Fine Arts Concerts - In order to demonstrate appropriate attire and behavior during Fine Arts recitals/concerts the following is expected with regards to a “Code of Dress and Behavior”: No shorts, tank tops, inappropriate wording on clothing or caps may be worn while attending a concert or recital. In addition, feet should not be draped over the seat in front, and excessive, disturbing talking or movement will not be tolerated.

Any audience member not complying will not be allowed to enter or continue to attend the concert. Any refusal to abide by this policy will constitute “insubordination” for which the student will be held accountable.

Identification Cards
a. Every student is required to have their official University Identification Card (ID Card) in their possession any time they are on University property.

b. ID Cards are used to help distinguish students from guests or unauthorized visitors on campus.

c. Students are required to present their ID card upon request by any University official and/or student worker, including Resident Assistants.

d. Failure to identify oneself or misuse of the ID card will result in a student being charged with participating in a prohibited behavior.

e. The ID card is to be used only by the student to whom it was issued. It must not be borrowed or loaned to anyone else. Violation of this policy is considered a campus code violation by both parties.
f. ID cards may be obtained from the University Police Office located in the Poston Center. There is no charge for the initial ID card; however, replacements can be purchased for $10. There is a $5 replacement fee for damaged cards. A portion of the damaged card must be submitted for it to be considered damaged.

EMOTIONAL SUPPORT/COMFORT ANIMAL POLICY

I. An emotional support/comfort animal is not a service animal or a therapy animal, and an emotional support/comfort animal need not have specialized training.

II. An emotional support/comfort animal may not reside in Housing and Residence Education Facilities without the approval of authorized University Officials.

III. A student requesting permission to have an emotional support/comfort animal in his or her on-campus housing must provide the NOEL Center for Disability Resources with appropriate documentation 60 days prior to the start of the semester in which they are enrolling to ensure sufficient time to review all pertinent information. Formal student requests may be accepted and reviewed after this date, but Gardner-Webb University cannot guarantee that it will be able to meet late applicants’ accommodation needs, including any needs that develop throughout the semester.

IV. The NOEL Center for Disability Resources requires such advance notice in order to gather, review, and verify the necessary documentation, which includes but is not limited to, verification of a disability, the determination of any conflicting disabilities in the immediate vicinity where the animal will be housed, and verification of all vaccinations and the health of the animal including all the necessary licensing. If documentation is immediately available, the time for the determination process may be shortened.

V. Documentation of the need for an emotional support/comfort animal should include a signed letter, on professional letterhead, from the person’s mental healthcare specialist or licensed therapist. The provider or therapist should be familiar with the professional literature concerning the assistive and/or therapeutic benefits of emotional support/comfort animals for people with disabilities. At a minimum, the letter should include the following items:
   a. The provider’s diagnosis of the person’s condition.
   b. A clear description of the current impact and functional limitations resulting from the disability.
   c. The provider’s confirmation that the emotional support/comfort animal has been prescribed for treatment purposes and is necessary to help alleviate symptoms associated with the person’s condition.
   d. The provider’s description of the service(s) that the animal will provide.
   e. All supporting documentation must be current (no older than six months).
   f. Any additional rationale or statement the University may reasonably need to understand the basis for the professional opinion.

VI. The NOEL Center for Disability Resources staff will review documentation, and if the NOEL Center for Disability Resources staff determines that a qualifying disability exists, the NOEL Center for Disability Resources staff will arrange a meeting with appropriate Student Development and other University representatives and the person requesting that an emotional support/comfort animal be housed in Housing and Residence Education Facilities.

VII. This policy will be carefully reviewed with the person at that time and an interactive dialogue will take place to determine whether or not the animal is a reasonable accommodation considering alternative accommodations and the impact of the animal on the Housing and Residence Education Program.

VIII. The effect on others in Housing and Residence Education Facilities must be considered, including the potential effect on individuals with allergies to animal hair or dander, as well as the willingness of roommates and floor mates to share their residential community with an animal. Depending on such considerations, an alternative housing assignment may be considered.

IX. If approved, the student/owner/handler shall be responsible for any and all losses, liability, expenses, claims, costs, suits and damages of every kind (including damage to Housing and Residence Educations facilities), nature and description arising from any property damage or personal injury caused by an emotional support/comfort animal. The student/owner/handler will have to sign documentation acknowledging such.

X. If approved, the approval is valid for one academic year (including summer), and the need for an emotional support/comfort animal will be re-evaluated at the end of each academic year, and a new request completed for each year.

XI. If approved, the emotional support/comfort animal cannot remain in Housing and Residence Education Facilities when the student/owner/handler will be leaving Campus for extended periods including but not limited to: single nights away from campus, weekend trips, campus breaks, and/or campus holidays. Failure to adhere to this stipulation can result in the removal of the animal. The animal cannot be left in the care of other residential students in the residential facilities while the student/owner/handler is away from campus.

XII. Care for Emotional Support/Comfort Animals
   a. All emotional support/comfort animals brought into Housing and Residence Education Facilities and grounds must be under the control of the student/owner/handler at all times. Additionally, all emotional support/comfort animals must be crated within the student/owner/handler’s assigned room when the student/owner/handler is not in the room with the animal. Campus Services, including but not limited to, Housing and Residence Education staff, Student Development staff, and University Plant Operations staff will be aware of any rooms that contain an emotional support/comfort animal. Plant Operations staff will have the right to refrain from processing work orders without the resident present in an effort to ensure the safety of University personnel. Additionally, reasonable effort to notify residents in residential facilities as to where an
emotional support/comfort animal is located in an effort to assist anyone with medical conditions that are affected by animals (e.g., respiratory diseases, asthma, severe allergies) will take place.

b. Fecal matter and other animal waste deposited in Housing and Residence Education facilities and/or University grounds by an animal brought to campus must be removed immediately and disposed of properly by the student/owner/handler. The burden is on the student/owner/handler to arrange for removal of fecal matter and/or other waste if he or she is personally unable to perform the task. Indoor animal waste, such as cat litter, must be placed in a sturdy plastic bag and securely tied up before being disposed of in outside trash dumpsters. Litter boxes should be placed on mats so that waste is not tracked onto flooring surfaces.

c. The student/owner/handler is responsible for the animal’s well-being including, but not limited to: regular feeding, watering, bathing, grooming, daily care and veterinary services.

d. In accordance with local ordinances and regulations the animal must be immunized against diseases common to that type of animal. Dogs must have current vaccination against rabies and wear a rabies vaccination tag, with supporting documentation submitted annually. Although not mandated, cats and other animals should have the normal shots required for a healthy animal. (Vaccination information for dogs must be submitted to the NOEL Center for Disability Resources before the dog will be permitted in Housing and Residence Education Facilities.)

e. Gardner-Webb University may place other reasonable conditions or restrictions on the animals depending on the nature and characteristics of the animal.

XIII. Responsibilities to Housing and Residence Education Facilities

a. The student/owner/handler is responsible for assuring that the emotional support/comfort animal does not unduly interfere with the routine activities of the residential facility or cause difficulties for students who reside there.

b. The student/owner/handler is financially responsible for the actions of the emotional support/comfort animal including bodily injury or property damage. The owner’s responsibility includes but is not limited to: replacement of furniture, carpet, window, wall covering, and the like. The student/owner/handler is expected to cover these costs at the time of repair and/or housing check-out.

c. The student/owner/handler is responsible for making sure that the emotional support/comfort animal does not disrupt the residential community or the roommate/suitemates living situation.

d. The student/owner/handler must properly secure the emotional support/comfort animal in a crate/cage when they are away from their room for class, meals, and campus activities.

e. The student/owner/handler is responsible for any expenses incurred for cleaning above and beyond a standard cleaning or for repairs to Housing and Residence Education facilities that are assessed after the student/owner/handler and animal vacate the residence. Housing and Residence Education shall have the right to bill the student/owner/handler’s student account for unmet obligations. The minimum cleaning fee after the student/owner/handler vacates their assigned residence will be approximately $50.00.

f. The student/owner/handler’s residence may be inspected for fleas, ticks, and other pests once per semester, or as determined necessary to ensure the safety and well-being of all residents and the emotional support/comfort animal. All inspections will be scheduled at least 24 hours in advance. If fleas, ticks, or other pests are detected through inspection, the impacted and surrounding units will be treated using an approved treatment method by a University-approved pest control services. The student/owner/handler will be billed for the expense of any pest treatment above and beyond standard pest management in residential facilities.

g. Should the emotional support/comfort animal be removed from the premises for any reason, the student/owner/handler is expected to fulfill his/her housing obligations within the parameters of the housing agreement and the Gardner-Webb University Student Handbook.

XIV. Removal of Approved Emotional Support/Comfort Animal

a. The University may remove or require the removal of any animal that poses a direct threat to the health or safety of others, is not housebroken, does not have up-to-date health records, or otherwise disrupts the educational environment of the University and/or its Housing and Residence Education facilities. Emotional support/comfort animals must not interfere with the quality of life of other residents within the Housing and Residence Education facilities.

b. Animals found tethered, unattended, or abandoned may be humanely impounded in accordance with applicable laws and regulations. Animals that are tethered, unattended, or abandoned on campus should be reported to the University Police or Housing and Residence Education.

c. If any aspect or circumstance of the condition, health, or behavior of any animal on campus, including in Housing and Residence Education facilities, is deemed by the University to be a threat to the health or safety of any member of the campus community or to any other animal, then that animal may be removed from campus in any manner deemed necessary by University officials. Such action may be taken even if the animal posing a threat would otherwise be permitted on campus under this Policy. Animals on campus whose condition adversely impacts the health or safety of any member of the campus community or to any other animal should be reported to the University Police.

d. The student/owner/handler does not comply with their responsibilities in Housing and Residence Education facilities as referenced in the emotional support/comfort animal policy.

e. The animal assists the student/owner/handler in violating policies identified in the Gardner-Webb University Student Handbook, and/or the Housing Contract Agreement signed by the student/owner/handler when they apply for student housing at Gardner-Webb University.

XV. Policy Modifications/Addendums

a. Gardner-Webb University reserves the right to update/revise/modify this policy to ensure compliance with all necessary laws.

b. Gardner-Webb University reserves the right to update/revise/modify this policy to ensure the safety of the students that attend
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 of 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 so 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 Center for Disability Resources, ext. 4270, for more information on this policy.

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, vaping devices, 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 became 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, may result in a $25.00 fine.

   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)

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 laws 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 University-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.)
- Hallucinogens (PCP, LSD, designer drugs, etc.)
- Designer (MDA, MDA-known as ecstasy, ice, 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, and a reference copy is 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 judgment, 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
Excessive absences
Disciplinary problems
Dropping of curricular activities
Unusual change in peer group
Loneliness/isolation/withdrawal
Legal difficulties (DWI, underage drinking, etc.)
Disregard for family

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

**PHYSICAL**
Red, puffy, or glassy eyes
Nosebleeds
Sudden weight change
Loss of motor coordination (staggering, slurred speech)
Unusual perspiration
Tremors/shaking
Vomiting
Resources and Student Assistance
Gardner-Webb is a community and all members of the community are responsible for maintaining order and discipline on the University campus. The Student Development Division serves the primary role of coordination and implementation of Gardner-Webb University's substance abuse policy. The division's position emphasizes the early identification and intervention into substance abuse problems experienced by persons. 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. The Office of Housing and Residence Education provides programs on topics of health care, to include alcohol use and abuse, throughout the year.

This information is made available through brochures, journals, books, videos and cassette tapes, posters and newsletters to faculty/staff and students. High-traffic areas of the campus will be provided with handout materials related to substance use and its consequences.

Education/Programming
Educational experiences are offered by key areas within the University. These experiences include:

- Alcohol Awareness Week—a week in October is set aside to focus on substance use and abuse. Offerings to the general campus population and special groups are also provided.
- A program is in place and designed to assist students who have been found in violation of the University’s policies involving alcohol and other drugs. The purpose of the program is to provide students with an alcohol and drug assessment, to provide information about alcohol and other drugs, an opportunity to focus on issues that will help you prevent future violations and counseling and/or treatment referrals. This program is provided through a group experience of five sessions.
- Presentation of videos, films, and invited speakers on issues of substance use and abuse. These will be provided each semester for students and periodically at faculty and staff meetings as requested.

Counseling/Referral
The University maintains close affiliation with Partners Behavioral Health and Carolinas HealthCare System-Cleveland, where persons may be referred for assessment and/or treatment. In addition, referrals may be made to local providers.

PHONE NUMBERS

GWU Counseling Center ................................................................................................................(704) 406-4563
GWU Housing and Residence Education ........................................................................................(704) 406-4300
GWU University Police ............................................................................................................................(704) 406-4444
Behavioral Health Center ....................................................................................................................(800) 418-2065
(704) 444-2400
Pathways ...........................................................................................................................................(704) 476-4052
(800) 898-5898
Mental Health Association of Cleveland County .................................................................................(704) 481-8637

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.
## Federal Trafficking Penalties for Schedules I, II, III, IV, and V (except Marijuana)

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<tr>
<th>Schedule</th>
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<td>II</td>
<td>Cocaine</td>
<td><strong>First Offense:</strong> 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. Fine of not more than $5 million if an individual, $25 million if not an individual. <strong>Second Offense:</strong> Not less than 10 yrs. and not more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine of not more than $10 million if an individual, $50 million if not an individual.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Cocaine Base</td>
<td>500-4999 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Fentanyl</td>
<td>40-399 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Methamphetamine</td>
<td>5-49 grams pure or 50-500 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>PCP</td>
<td>10-99 grams pure or 100-999 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Fentanyl Analogue</td>
<td>10-99 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>Heroin</td>
<td>100-999 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>II</td>
<td>LSD</td>
<td>1-9 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV</td>
<td>Fentanyl</td>
<td>40-399 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Fentanyl Analogue</td>
<td>10-99 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Heroin</td>
<td>100-999 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>LSD</td>
<td>1-9 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Methamphetamine</td>
<td>5-49 grams pure or 50-500 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>PCP</td>
<td>10-99 grams pure or 100-999 grams mixture</td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Any Amount Of Other Schedule I &amp; II Substances</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Flunitrazepam (Schedule IV) 1 Gram</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Any Amount Of Other Schedule III Drugs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>Any Amount Of All Schedule V Drugs</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Substance/Quantity

- **First Offense:** Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than Life. Fine $1 million if an individual, $5 million if not an individual.
- **Second Offense:** Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine $2 million if an individual, $10 million if not an individual.

<table>
<thead>
<tr>
<th>Substance/Quantity</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any Amount Of Other Schedule I &amp; II Substances</td>
<td></td>
</tr>
<tr>
<td>Any Drug Product Containing Gamma Hydroxybutyric Acid</td>
<td></td>
</tr>
<tr>
<td>Flunitrazepam (Schedule IV) 1 Gram</td>
<td></td>
</tr>
<tr>
<td>Any Amount Of Other Schedule III Drugs</td>
<td></td>
</tr>
<tr>
<td>Any Amount Of All Other Schedule IV Drugs (other than one gram or more of Flunitrazepam)</td>
<td></td>
</tr>
<tr>
<td>Any Amount Of All Schedule V Drugs</td>
<td></td>
</tr>
</tbody>
</table>

### Substance/Quantity

- **First Offense:** Not more than 10 yrs. If death or serious bodily injury, not more than 15 yrs. Fine not more than $500,000 if an individual, $2.5 million if not an individual.
- **Second Offense:** Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than $1 million if an individual, $5 million if not an individual.

### Substance/Quantity

- **First Offense:** Not more than 5 yrs. Fine not more than $250,000 if an individual, $1 million if not an individual.
- **Second Offense:** Not more than 10 yrs. Fine not more than $500,000 if an individual, $2 million if other than an individual.

### Substance/Quantity

- **First Offense:** Not more than 1 yr. Fine not more than $100,000 if an individual, $250,000 if not an individual.
- **Second Offense:** Not more than 4 yrs. Fine not more than $200,000 if an individual, $500,000 if not an individual.
The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to $8 million if an individual and $20 million if other than 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/Statutes/Statutes.html](http://www.ncga.state.nc.us/Statutes/Statutes.html).

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 that 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 order to be charged with trafficking.
# Schedules, Controlled Substances and Penalties for Possession

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Description</th>
<th>Substances</th>
<th>First Offense</th>
<th>Second Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Schedule I</strong></td>
<td>Has a high potential for abuse. Has no medical use. Has a lack of accepted safety.</td>
<td>Heroin, Ecstasy, GHB, Methaqualone, Peyote, Opiates (and others)</td>
<td>First Offense Class I Felony 4-5 Months</td>
<td></td>
</tr>
<tr>
<td><strong>Schedule II</strong></td>
<td>Has a high potential for abuse. Has accepted medical use with severe restrictions. Abuse may lead to physical or psychological dependence.</td>
<td>Cocaine, Raw Opium, Opium Extracts, Fluid and Powder, Codeine, Hydrocodone, Morphine, Methadone, Methamphetamine, Ritalin (and others)</td>
<td>First Offense Class I Misdemeanor 45 Days in Jail</td>
<td>Second Offense Class I Felony 4-5 Months</td>
</tr>
<tr>
<td><strong>Schedule III</strong></td>
<td>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, Anabolic Steroids, Some Barbiturates (and others)</td>
<td>First Offense Class I Misdemeanor 45 Days in Jail</td>
<td>Second Offense Class I Felony 4-5 Months</td>
</tr>
<tr>
<td><strong>Schedule IV</strong></td>
<td>Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.</td>
<td>Valium, Xanax, Rohypnol, Darvon, Clonazepam, Barbital (and others)</td>
<td>First Offense Class 1 Misdemeanor 45 Days in Jail</td>
<td>Second Offense Class I Felony 4-5 Months</td>
</tr>
<tr>
<td><strong>Schedule V</strong></td>
<td>Has a low potential for abuse. Has an accepted medical use. Abuse may lead to limited dependence.</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>
<tr>
<td><strong>Schedule VI</strong></td>
<td>Has a low potential for abuse. Has no accepted medical use. Abuse may lead to limited dependence.</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>
</tbody>
</table>
## Illegal Trafficking Penalties

<table>
<thead>
<tr>
<th>Substances</th>
<th>Quantity Range</th>
<th>Felony Class</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Marijuana</strong></td>
<td>10 - 49 lbs.</td>
<td>Class H Felony</td>
<td>$5,000 Fine</td>
</tr>
<tr>
<td></td>
<td>25 – 30 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>50 - 1,999 lbs.</td>
<td>Class G Felony</td>
<td>$25,000 Fine</td>
</tr>
<tr>
<td></td>
<td>35 – 42 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2,000 - 9,999 lbs.</td>
<td>Class F Felony</td>
<td>$50,000 Fine</td>
</tr>
<tr>
<td></td>
<td>70 – 84 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>10,000 lbs. or more</td>
<td>Class D Felony</td>
<td>$200,000 Fine</td>
</tr>
<tr>
<td></td>
<td>175 – 219 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Heroin</strong></td>
<td>4 – 13 grams</td>
<td>Class F Felony</td>
<td>$50,000 Fine</td>
</tr>
<tr>
<td></td>
<td>70 – 84 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>14 – 27 grams</td>
<td>Class E Felony</td>
<td>$100,000 Fine</td>
</tr>
<tr>
<td></td>
<td>90 – 117 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>28 grams or more</td>
<td>Class C Felony</td>
<td>$250,000 Fine</td>
</tr>
<tr>
<td></td>
<td>225 – 279 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Cocaine</strong></td>
<td>28 – 199 grams</td>
<td>Class G Felony</td>
<td>$50,000 Fine</td>
</tr>
<tr>
<td></td>
<td>35 – 42 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200 – 399 grams</td>
<td>Class F Felony</td>
<td>$100,000 Fine</td>
</tr>
<tr>
<td></td>
<td>70 – 87 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>400 grams or more</td>
<td>Class D Felony</td>
<td>$250,000 Fine</td>
</tr>
<tr>
<td></td>
<td>175 – 219 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Methamphetamines</strong></td>
<td>28 – 199 grams</td>
<td>Class F Felony</td>
<td>$50,000 Fine</td>
</tr>
<tr>
<td></td>
<td>70 – 84 Months</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>200 – 399 grams</td>
<td>Class E Felony</td>
<td>$100,000 Fine</td>
</tr>
<tr>
<td></td>
<td>90 – 117 Months</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>400 grams or more</td>
<td>Class C Felony</td>
<td>$250,000 Fine</td>
</tr>
<tr>
<td></td>
<td>225 – 279 Months</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Notice of Nondiscrimination Regarding Sexual Harassment and Sexual Assault

PLEASE NOTE: A complete listing of resources, policies, definitions and procedures on how to file both formal and informal complaints, may be found on the Gardner-Webb University's website at http://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
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
Mrs. Carmen Butler, Associate Dean of Undergraduate Advising
Tucker Student Center
704-406-3980
cbutler@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 and personnel
Ms. Elizabeth Pack, Director of the Degree Completion Program
Graduate House
704-406-2173
epack@gardner-webb.edu
LIST OF TITLE IX (SEXUAL HARASSMENT AND SEXUAL ASSAULT)
CAMPUS, LOCAL, STATE AND NATIONAL RESOURCES

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

TITLE IX DEPUTY COORDINATOR—for complaints related to
faculty or academic personnel within their respective areas
Mrs. Carmen Butler, Associate Dean of
Undergraduate Advising
Tucker Student Center
704-406-3980
cbutler@gardner-webb.edu

TITLE IX DEPUTY COORDINATOR—for 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

TITLE IX DEPUTY COORDINATOR—for complaints related to
non-faculty employees
Ms. Frances Sizemore, Associate Director of Human
Resources
Webb Hall
704-406-3502
fsizemore@gardner-webb.edu

TITLE IX DEPUTY COORDINATOR—for 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

TITLE IX DEPUTY COORDINATOR—for complaints related to
Degree Completion and Graduate students and personnel
Ms. Elizabeth Pack, Director of the Degree
Completion Program
Graduate House
704-406-2173
epack@gardner-webb.edu

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 # 704-406-4440

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

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

Housing and Residence Education
Dr. John Johnson
704-406-4303
jjohnson@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.ncsavan.org

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

RAINN—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.ncsavant.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, 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

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, publish this Notice of Nondiscrimination.

Gardner-Webb University does not discriminate on the basis of race, color, national origin, sex, disability, or age in employment or 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 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

Deputy Coordinators are available to provide consultation and receive complaints within their respective areas. Deputy Coordinators are also authorized to receive complaints outside of their respective areas.

Complaints related to faculty or academic personnel
Mrs. Carmen Butler, Associate Dean of Undergraduate Advising
Tucker Student Center
704-406-3980
cbutler@gardner-webb.edu

Complaints related to athletics
Ms. Pam Scruggs, Associate Athletics Director and Senior Women’s Administrator
Lutz-Yelton Convocation Center - 144
704-406-4341
pscruggs@gardner-webb.edu

Complaints related to non-faculty employees
Ms. Frances Sizemore, Associate Director of Human Resources
Webb Hall - 106
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
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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 and personnel
Ms. Elizabeth Pack, Director of the Degree Completion Program
Graduate House
704-406-2173
epack@gardner-webb.edu
Complaints regarding the institution that cannot be resolved at the institutional level, particularly complaints regarding applicable state laws, may be directed to the Consumer Protection Division of the North Carolina Department of Justice. The mailing address of the Consumer Protection Division is:

North Carolina Department of Justice
Consumer Protection Division
9001 Mail Service Center
Raleigh, NC 27699-9001

Website: http://ncdoj.gov/Consumer.aspx  Phone: 1 (877) 566-7226
An online complaint form is available at: www.ncdoj.gov/complaint.

The person designated to oversee policies, procedures and complaints related to possible discrimination on the basis of disability (including compliance with the American 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, Room 228
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 that serves your area or call 1-800-421-3481.

Complaints and grievances related to academic matters should follow the procedure as stated in the Academic Catalog.

Complaints and grievances related to non-academic employees of the University should be made to the supervisor of the employee or to the Vice President of that area.

Complaints and grievances related to student life, student activities, residence life, counseling, safety and security, should be made to the Vice President of Student Development.

Complaints and grievances related to Christian Life and Service should be made to the Vice President for Christian Life and Service.

Complaints and grievances related to admissions practices, recruitment, and financial aid should be made to the Vice President for Traditional Undergraduate Enrollment.

Complaints and grievances related to accounts payable and student accounts office-related functions should be made to the Vice President of Administration and Finance.

Complaints and grievances related to athletics should be made to the Vice President for Athletics.

Grievances Related to Disability
Gardner-Webb University is committed to complying with all requirements of the ADA of 1990 (ADA) Title III and its amendments and the Rehabilitation Act of 1973 (Section 504). The University is committed to ensuring that no otherwise qualified individual with a disability is denied reasonable accommodations or denied access to courses, programs, activities, services, jobs or facilities.

A student who believes he or she has been discriminated against on the basis of a disability is encouraged to file a complaint with the University. The University will treat all information related to the grievance as confidential. However, The Family Rights and Privacy Act (FERPA) and other applicable privacy laws permit the investigating official to provide information as necessary to those persons who have a legitimate need to know in order for the official to conduct a meaningful and thorough investigation. Gardner-Webb University prohibits retaliation for submitting a grievance. Retaliation includes threats, intimidation, reprisals and adverse actions.

A student can voluntarily choose to begin the process with an informal grievance by submitting an electronic Student Complaint Form located on WebbConnect.

If the student is not satisfied with the resolution of the informal grievance, or elects not to use the informal process, a Formal Grievance may be initiated by submitting a written statement to the Provost and Executive Vice President. The Provost will then instruct the ADA/504 Coordinator who will begin an investigation of the grievance. If deemed necessary, the investigating official may refer documentation issues to the Documentation Review Committee and deference will be given to the committee’s decision.

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 in 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 page. In the case of harassment, the complaint should be made in accordance with the University's Non-Harassment Policy as stated in the current TUG 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:

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 in WebbConnect.
POLICY FOR RESPONDING TO THREATENING STUDENT BEHAVIOR

Gardner-Webb University (GWU) recognizes that some students may face pressures coping with university life that could result in disruptive and/or threatening behaviors. To this end, GWU 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) 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 Dean of Students 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 Dean of Students will be notified of the decision.
   2. Counseling services referrals may consist of:
      a. An emergency evaluation at an off-campus facility (CMC-Cleveland)
      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
A. Student
   The Dean of Students 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.
B. Parental
   The parents/guardians of a student will be contacted if a student engages in life threatening behavior.

III. Emergency Hospitalizations
A. Transportation
   University Police or an ambulance will transport a student who engages in life threatening behavior to the local hospital (CMC-Cleveland).
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 GWU Counseling Center when discharge is expected.
   4. The hospitalized student will be asked to contact his/her parents or guardians. If the hospitalized student is unwilling or unable, the Dean of Students (or designee) will contact the hospitalized student’s parents/guardians to notify them of the incident.
C. Further Assessment and Treatment
1. The Cleveland County, NC Sheriff’s Department will normally transport a hospitalized student to another facility if the hospital medical staff determines that the hospitalized student is in need of further assessment and treatment.
2. The hospitalized student is responsible for informing his/her professors of the medical-related absences.
   a. The GWU Counseling Center will assist a student in contacting professors about 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.
1. The hospitalized student will be advised of the campus procedure and documentation required to return to classes and residence hall, if applicable.

IV. Conditions for Return to GWU and/or Residence Hall
After being separated from the campus for threatening behavior, students must complete the following conditions to be cleared to return to classes and/or a residence hall:

A. Meet with the Dean of Students 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 himself/herself 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.
MISSING STUDENT POLICY

In compliance with the Missing Student Procedures 20 USC 1092 (j) Section 488 of the Higher Education Opportunity Act of 2008, it is the policy of Gardner-Webb University to investigate any report of a missing student who resides on campus at the University. Gardner-Webb University takes student safety very seriously. To this end, the following policy and procedure has been established to assist in locating Gardner-Webb students living in University owned on-campus housing who, based on the facts and circumstances known to Gardner-Webb, the University has determined to be missing.

STUDENT EMERGENCY CONTACT FORM

- At the beginning of each academic year, Gardner-Webb will inform students residing in on-campus housing that the University will notify either a parent or an individual selected by the student not later than 24 hours after the time the student is determined to be missing. This information will include the following:
  - Students have the option of identifying an individual to be contacted by Gardner-Webb personnel not later than 24 hours after the time the student has been determined to be missing. Students can register this confidential contact information through the Housing and Residence Education office.
  - If the student is under 18 years of age, and not an emancipated individual, Gardner-Webb is required to notify a custodial parent or guardian not later than 24 hours after the time that the student is determined to be missing.
  - Gardner-Webb will notify the appropriate law enforcement agency not later than 24 hours after the time that the student is determined to be missing.
  - If Gardner-Webb University Police or law enforcement personnel has been notified and makes a determination that a student who is the subject of a missing person report has been missing for more than 24 hours and has not returned to campus, Gardner-Webb will initiate the emergency contact procedures in accordance with the student’s designation.

- The University will follow the following notification procedure for a missing student who resides in on-campus housing:
  - Once the University receives a missing student report via the Dean’s Office, University Police, Housing Office or other source, the following offices will be notified:
    - University Police
    - Undergraduate/Graduate Dean’s Office
    - Housing and Residence Education Office
  - Any official missing person report relating to this student shall be referred immediately to University Police.
  - If University Security, after investigating the official report, determines the student has been missing for more than 24 hours, Gardner-Webb will contact the individual identified by the student, the custodial parent or legal guardian if the student is under 18 and not emancipated, or local law enforcement if these do not apply.

- Upon notification from any entity that any student may be missing, Gardner-Webb may use any of the following resources to assist in locating the student. These resources may be used in any order and combination.
  - Through the Housing and Residence Education office, the Resident Assistant may be asked to assist in physically locating the student by keying into the student’s assigned room and talking with known associates.
  - University Police may search on-campus public locations to find the student (library, cafeteria, etc.).
  - University Police may issue an ID picture to assist in identifying the missing student.
  - The Dean’s Office may try to contact known friends, family, or faculty members for last sighting or additional contact information.
  - Student Development or academic departments may be contacted to seek information on last sighting or other contact information.
  - University Police may access card access logs to determine last use of the card and track the card for future uses.
  - University Police may access vehicle registration information for vehicle location and distribution to authorities.
  - IT may be asked to look up email logs for last login and use of Gardner-Webb email system.
  - If there is any indication of foul play, the local police department will immediately be contacted for assistance.
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)
- WebNet TV
- Send Word Now

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-response-guide.pdf.
UNIVERSITY POLICE POLICIES AND SERVICES

A Look at Stats for the Years of 2013-2015

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>Murder</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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<td>0 0 0</td>
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<tr>
<td>Robbery</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>
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</tr>
<tr>
<td>Forcible Sex Offense</td>
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<td>0 0 0</td>
<td>2 0 0</td>
<td>0 0 0</td>
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<tr>
<td>Non-forcible offense</td>
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<tr>
<td>Burglary</td>
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<td>0 0 0</td>
<td>0 0 0</td>
<td>14 13 6</td>
<td>9 3 0</td>
<td>5 10 0</td>
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<td>Theft</td>
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<tr>
<td>Manslaughter</td>
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</tr>
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<td>Liquor Law Violations/Arrest</td>
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<td>4 2 2</td>
<td>0 0 0</td>
<td>2 2 0</td>
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</tr>
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<td>Drug Law Violations/Arrest</td>
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<td>0 0 0</td>
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<tr>
<td>Illegal Weapons Violations/Arrest</td>
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<tr>
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<td>0 0 0</td>
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<td>2 0 55</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Drug Law Vio./ Refer to Disciplinary Action</td>
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<td>0 0 0</td>
<td>1 2 12</td>
<td>0 0 0</td>
<td>1 2 12</td>
<td>0 0 0</td>
</tr>
<tr>
<td>Illegal Weapon Vio./ Referred to Disciplinary Action</td>
<td>0 1 0</td>
<td>0 0 0</td>
<td>0 0 0</td>
<td>0 1 0</td>
<td>0 0 0</td>
<td>0 1 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.

UNIVERSITY POLICE

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 ($150) and display the permit properly at all times. Students may register vehicles online through WebbConnect. Students may also register vehicles during all class registration and orientation. 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 in 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.

Resident and commuter 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 Access – 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 motorists 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>Violation</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Showing No Registration</td>
<td>$150.00</td>
</tr>
<tr>
<td>Reckless Driving</td>
<td>$50.00</td>
</tr>
<tr>
<td>Parking in Handicap 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 as follows. Appeal forms may be obtained by going to WebbConnect, clicking on Housing-Meals-Vehicle on the left-hand side, then clicking on Parking Ticket Appeal Form and submitting the completed form.

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.
**DRONE POLICY**

Unmanned Aerial/Aircraft Systems (UAS), or "drones," have emerged as a new technology of interest for hobbyists, commercial purposes, and educational purposes. This policy will offer guidance regarding the type of drone operations acceptable and processes for requesting permission to operate drones on Gardner-Webb University property.

**Federal and State Regulations**

All operations and use of drones on the Gardner-Webb University property must be in compliance with Federal Aviation Administration and North Carolina Department of Transportation regulations.

Federal Aviation Administration Requirements

There are two options to fly your drone legally. Each option has different requirements depending on how you want to fly.

<table>
<thead>
<tr>
<th>FLY UNDER THE SPECIAL RULE FOR MODEL AIRCRAFT (SECTION 336)</th>
<th>FLY UNDER THE FAA'S SMALL UAS RULE (PART 107)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Fly for hobby or recreation ONLY</td>
<td>• Fly for recreational OR commercial use</td>
</tr>
<tr>
<td>• Register your model aircraft</td>
<td>• Register your drone</td>
</tr>
<tr>
<td>• Follow community-based safety guidelines and fly within the programming of a nationwide community-based organization</td>
<td>• Get a Remote Pilot Certificate from the FAA</td>
</tr>
<tr>
<td>• Fly a model aircraft under 55 lbs. unless certified by a community-based organization</td>
<td>• Fly a drone under 55 lbs.</td>
</tr>
<tr>
<td>• Fly within visual line-of-sight</td>
<td>• Fly within visual-line-of-sight*</td>
</tr>
<tr>
<td>• Never fly near other aircraft</td>
<td>• Don’t fly near other aircraft or over people*</td>
</tr>
<tr>
<td>• Notify the airport and air traffic control tower prior to flying within 5 miles of an airport</td>
<td>• Don’t fly in controlled airspace near airports without FAA permission*</td>
</tr>
<tr>
<td>• Never fly near emergency response efforts</td>
<td>• Fly only during daylight or civil twilight, at or below 400 feet*</td>
</tr>
</tbody>
</table>

* These rules are subject to waiver.

To register your drone with the Federal Aviation Administration please visit [https://registermyuas.faa.gov/](https://registermyuas.faa.gov/).

**North Carolina Department of Transportation Guidelines**

Recreational drone operators are not required to obtain a license or permit from the Division of Aviation. However, recreational users are subject to NC USA rules and regulations. A permit is required for commercial & government drone operations in North Carolina. Passing the UAS Knowledge Test is a requirement for obtaining a permit. To begin the Division of Aviation permit process please visit [https://eaviation.ncdot.gov/uas/](https://eaviation.ncdot.gov/uas/).

**GUIDELINES FOR RECREATIONAL USERS**

- Always fly below an altitude of 400 feet, and fly within your direct line of sight
- Be aware of FAA airspace requirements
- Do not fly near stadiums, public events, or directly over people
- Do not fly near aircrafts, especially near airports
- Do not fly near emergency response efforts such as fires or hurricane recovery efforts
- Do not fly for compensation
- Do not fly at night
- Do not fly a UAS/drone that weighs more than 55 pounds
- Do not fly a UAS/drone from a moving vehicle
GARDNER-WEBB UNIVERSITY PROCEDURE

To schedule a UAS/drone flight on campus contact University Police at (704) 406-4444.

To schedule a UAS/drone flight persons wanting to operate UAS/drone on University property must provide University Police Department with the following: proof of any required FAA registration or permit, proof of any required NCDOT registration or permit, and a detailed flight plan to include specific time and specific location to ensure that multiple UAS/drone are not sharing airspace.

Users of UAS/drone may be asked to stop the UAS/drone flight or leave University property if they do not comply with this policy or are otherwise engaging in conduct that is considered harmful or dangerous to the University or person on University property. Such conduct may include but is not limited to violations of the regulations established by the FAA and NCDOT, provided in this policy.

Gardner-Webb University’s main campus is within 5 miles from the Shelby-Cleveland County Regional Airport, therefore University Police will notify air traffic control of UAS/drone flight plan once person’s UAS/drone flight has been scheduled.

In Addition

If UAS/drone is equipped with a camera/recording device, the UAS/drone operator must receive approval from the Marketing Division prior to recording. Please contact the Marketing Division at (704) 406-2564 or (704) 406-4238.

On Gardner-Webb University home football game days, 1 hour prior to kick off until 1 hour after the official end of game, a FAA Temporary Flight Restriction (TFR) is in effect for all of Gardner-Webb University main campus area. No UAS/drone of any type are allowed (‘No Drone Zone’), anywhere on main campus, while TFR is active.

On Gardner-Webb University home athletic competitions, 1 hour prior to start time until 1 hour after the official end of competition, a FAA Temporary Flight Restriction (TFR) is in effect for all of Gardner-Webb University main campus area. No UAS/drone of any type are allowed (‘No Drone Zone’), anywhere on main campus, while TFR is active.
TELEPHONE DIRECTORY
GARDNER-WEBB UNIVERSITY

8:00 a.m. – 5:00 p.m. (704) 406-4000
After 5:00 p.m. (704) 406-4444

University Police ......................................................(704) 406-4444

ANY EMERGENCY

Cleveland County Communication Center .................................................................911
Boiling Springs Pediatric and Family Medicine .........................................................704-434-9686
Fire and Rescue (Boiling Springs) ............................................................................704-484-4822
Sheriff’s Office (Shelby) .........................................................................................704-484-4888
State Highway Patrol (Shelby) ................................................................................704-487-8524

ADMINISTRATIVE OFFICES

Academic Advising Center (Tucker Student Center, 3rd Floor) ..............................704-406-4563
Academics (Webb Hall, 1st Floor) ...........................................................................704-406-3522
Alumni Relations (Goode House) ..........................................................................704-406-3862
Athletics (Lutz-Yelton Convocation Center) .........................................................704-406-4340
Business Affairs (Webb Hall, 1st Floor) .................................................................704-406-4280
Campus Shop (Tucker Student Center, 1st Floor) .............................................704-406-4273
Cafeteria – Sodexo (Dover Campus Center, 1st Floor) .........................................704-406-4326
Center for Personal & Professional Development (Tucker Student Center, 1st floor) 704-406-2170
Christian Life and Service (Tucker Student Center, 2nd Floor) ............................704-406-4277
Community Relations (Webb Hall) .....................................................................704-406-4253
Community Engagement .....................................................................................704-406-2135
Counseling Center (Tucker Student Center, 3rd Floor) .......................................704-406-4563
Dean of Students .................................................................................................704-406-2081
Enrollment Management (Dover Campus Center) ............................................704-406-3973
Financial Planning (Dover Campus Center) .......................................................704-406-4243
First-Year Programs (Tucker Student Center, 3rd Floor) ..................................704-406-3553
Digital Learning (DCP and Graduate) Enrollment (Washburn Hall) ................704-406-4485
Graduate School – Dean (Memorial Drive) ..........................................................704-406-4273
Honors Program (112 Withrow Hall) .................................................................704-406-4369
Housing and Residence Education (Tucker Student Center, 2nd Floor) ..........704-406-4300
Human Resources (Webb Hall) ................................................................. 704-406-3839
Office of Global Engagement (Lindsay Hall) ........................................... 704-406-4415
International Students (Tucker Student Center, 2nd Floor) ..................... 704-406-3046
LEAP Program (Learning Assistance) (Tucker Student Center, 3rd Floor) 704-406-4394
Library (John R. Dover Memorial Library) ............................................... 704-406-4290
Minister to the University (Tucker Student Center, 2nd Floor) .................. 704-406-4277
New Student Orientation (Tucker Student Center, 1st Floor) ................. 704-406-4268
Office of Retention (Tucker Student Center, 3rd Floor) ......................... 704-406-2385
Planning and Institutional Effectiveness (Webb Hall, 2nd Floor) ......... 704-406-4264
Plant Operations .................................................................................... 704-406-4330
Post Office (Tucker Student Center, 1st Floor) ....................................... 704-406-4274
President's Office (Webb Hall, 2nd Floor) ............................................ 704-406-4236
Provost and Senior VP’s Office (Webb Hall, 1st Floor) ......................... 704-406-4239
Radio Station – WGWG (Elliott House) .................................................. 704-406-3525
Registrar Services (Dover Campus Center Ground Floor) ................. 704-406-4260
School of Business (Hamrick Hall) ...................................................... 704-406-4375
School of Divinity (Noel Hall) ............................................................... 704-406-4395
School of Education (Craig Hall) .......................................................... 704-406-4406
School of Nursing (College of Health Sciences) ................................... 704-406-3887
School of Psychology and Counseling (Elliott Hall) ......................... 704-406-4439
School of Performing and Visual Arts (Gardner Hall) ......................... 704-406-4448
Sodexo Food Service (Cafeteria) (Dover Campus Center) ............... 704-406-4326
Student Accounts (Dover Campus Center Ground Floor) ............... 704-406-4287
Student Development (Tucker Student Center, 2nd Floor) ................. 704-406-4373
Student Activities (Tucker Student Center, 1st Floor) ......................... 704-406-4268
Switchboard Operator (Dover Campus Center) .................................... 704-406-4000
Technology Services (Suttle Hall) ......................................................... 704-406-4647
The Noel Center for Disability Resources (Frank Nanney Hall) ....... 704-406-4270
Title IX Compliance (Tucker Student Center, 3rd Floor) ................... 704-406-2155
Undergraduate Admissions (Dover Campus Center) ......................... 704-406-4498
University Advancement (Webb Hall, 2nd floor) ................................. 704-406-4250
University Campus Police (Poston Center) .......................................... 704-406-3002 or 704-406-4444
University and Media Relations (Elliott House) .................................. 704-406-4631
Wellness Center (Bost) ........................................................................ 704-406-3552
Writing Center (Tucker Student Center, 3rd Floor) .............................. 704-406-4393
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