

## TABLE OF CONTENTS

Mission Statement.....	3
History.....	3
President.....	4
Board of Trustees.....	5

### Student Services

Student Life.....	6
Career and Counseling Center.....	6
General Student Services.....	7
Disability Services.....	11
International Student Services.....	12
Registrar and Financial Aid.....	12
Residential Life.....	17
Student Activities.....	27
Student Finances.....	30
Student Health Services.....	31
Student Publications.....	31

### Academic and Social Policies

Student Code of Conduct.....	31
Judicial Policies.....	31
Disciplinary Sanctions.....	41
Victims Rights.....	43
Academic Integrity.....	43
Academic Dishonesty.....	44
Academic Review Grade Challenge.....	45
Procedure for Appeals.....	46
Alcohol and Drug Policy.....	48
Campus Security Report.....	52
Official Holidays.....	53
Parking and Traffic Policies.....	54
Persistence and Graduation Rates.....	55
Academic Calendar.....	56
Important Phone Numbers.....	57

### Handbook Changes

The policies contained in this handbook may be changed as needed. Every Effort will be made to notify students in writing or by announcement, of any changes, which are necessary.

## **Mission Statement**

Webber International University educates students in preparation for careers in the worldwide business environment. Emphasis is placed on development of skills in administration and strategic planning, oral and written communication, applied modern business practices, personal growth, entrepreneurship and professional development. The University offers educational programs at the associate, bachelor and master levels exclusively in areas of business.

### **History: A Legacy from the Past, A Promise to the Future**

On April 6, 1927, Grace Knight and Roger W. Babson founded the college which was to carry the last name of their granddaughter, Camilla Grace Webber. Roger Babson was best known for his contributions in the areas of economics and finance, which included the establishment of Babson's Reports and authorship of a number of business publications and books. Among his numerous philanthropic contributions were the establishment of several institutions of higher learning and service on a number of corporate boards, as well as the endowment of several charitable foundations.

Webber was originally established as a women's college, with the exclusive purpose of teaching women about business. It was the first school chartered under the educational and charitable laws of the State of Florida as a non-profit organization.

The first term on the Babson Park campus began the following January in the building now known as Old Main, while fall classes were held in Boston at the Hotel Lennox. Students attended classes in this manner until 1940 when Babson Park became the college's permanent campus.

In the late 1950s, the present lakeside campus was completed with the dedication of the Grace Knight Babson memorial Student Center and Dormitory, followed by the McConnell Classroom Building and the Michael Parkhurst Webber Auditorium/Gymnasium.

Webber became accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) in 1969. In September 1971, the first male students were admitted to the college. Further growth of the campus occurred during the 1970s with the addition of Camilla Dormitory and the George W. Jenkins Recreational Area. The dedication of a library complex marked the celebration of the college's 50th anniversary in 1978.

During the 1980s the Sabbagh Athletic Center was added to provide excellent facilities for volleyball and basketball.

The 1990s saw the development of an adult program for students over 25 with two years of previous college experience. Student services was enhanced by the completion of the Doc Dockery Student Union which houses Mr. O's Snack Bar, a chapel, game rooms, as well as The Cubbyhole, the University bookstore.

Intercollegiate athletics expanded as well in the 1990s. Webber is a member of the NAIA and the Florida Sun Conference. Webber women participate on the intercollegiate level in soccer, volleyball, basketball, tennis and fast-pitch softball, cross-country, golf, cheerleading, and track and field, while Webber men compete in cross-country, soccer, basketball, tennis, baseball, and golf, track and field, cheerleading, and football.

In 2001, the Rex R. Yentes Conference Center was completed. The new center houses a computer classroom, computer workroom, the Career Services Center, Admissions Offices and a 325-seat auditorium. In the Fall of 2001, the University opened a new fitness center, two racquetball courts, an athletic training facility and newly renovated athletic facilities.

In 2002, the University opened the completely renovated Publix Computer Center classroom. Also a new fitness facility as well as a 500-seat baseball stadium was added.

## **President**

### **Rex R. Yentes, President**

Rex R. Yentes combines leadership experience with a solid commitment to excellence in business education. He has been president of Webber International University since 1990, and has an extensive professional background that includes work in the travel industry, and a distinguished record of collegiate teaching and leadership.

During his seventeen years at Webber International University, President Yentes has made significant improvements in Academics, Athletics, Residence Life, and the overall campus community. He has added numerous new undergraduate programs, and three new graduate programs, and he has increased the number of student organizations and scholarship programs offered to students. Finally, President Yentes has made renovating the campus a priority and is responsible for the construction of the new conference center, residential housing, athletic facilities and landscaping to enhance the lakeside campus.

President Yentes received his B.A. in Philosophy, and M.A. in English from St. Francis College. He is a member of the Polk County Tourist Development Council. He served as the chairperson of the Central Florida Development Council in 2000. President Yentes is married to Ann Skevington Yentes, and has two children, Matthew 38, and Jill 32, and one grandchild Ella Grey.

## **Board of Trustees**

### **Chairman**

\*\*Mr. Leslie Reagin, III, Clearwater, Florida 34616  
Committee: Development, Investment

### **Vice President**

\*\*Mr. Roger Rose, Babson Park, Florida 33827  
Committee: Development

### **Secretary**

\*\*Mr. Duncan MacCallum, Lake Wales, Florida 33853

### **Members**

Mr. C. C. Dockery, Lakeland, Florida 33806-2805  
Committee: Development, Investment

**Board of Trustees (Continued)**

\*\*Mr. Michael Ducat, Winter Haven, Florida 33880  
Committee: Development

Mr. John Duce, Winter Haven, Florida 33881  
Committee: Development

Mr. Doug Hall, Bartow, Florida 33830  
Committee: Development

Mr. Rick Hodges, Lakeland, Florida 33802  
Committee: Investment

Mr. Emil Jahna, Babson Park, Florida 33827  
Committee: Development

Mr. Dennis Newman, Ft. Lauderdale, Florida 33301

Ms. Camilla Webber McConnell, Waynesville, N. Carolina 28786

\*\*Mr. Greg Moss, Babson Park, Florida 33827

Mr. Edward Peddie, Gainesville, Florida 32606

Mrs. Violeta Salud, Lake Wales, Florida 33853

Mr. George H. Sandefer, Palatka, Florida 32178

\*\*Mr. Joe Strickler, Winter Haven, Florida 33880  
Committee: Academic, Development

Dr. Leon Toups, Tampa, Florida 33610

**\*\* indicates member of the Executive Committee**

## **Student Services**

### **Student Life**

At Webber International University, not all learning experiences take place in the classroom. Active involvement in social programs, recreational activities, and personal-growth experiences create special moments and long-lasting college memories. The good times, friends, and knowledge are all part of the excitement of living and learning at WIU. The Student Life Office is designed to help you succeed in all aspects of student life at WIU. The Vice President of Student Life and Coordinator of International and Domestic Student Service is responsible for student activities, student health services, international student advising, student counseling and counseling referrals, intramurals, and all student organizations and programming. The Student Life Office is committed to helping our students become educated, enlightened, and empowered in ways that will facilitate their achievement in the university community. We encourage you to get involved in the campus community by participating in social and educational events, joining campus clubs, and becoming involved in community service projects. Involvement will make you feel more a part of the University and will increase your enjoyment of the entire college experience.

### **Career Services**

The Career Services Center provides resources for students and alumni on setting career goals and making contacts with prospective employers. Up-to-date materials on developing job search skills are available in the Career Library and at events provided throughout the year. The Professional staff also counsels students in choosing the right fields and establishing a plan for the ultimate objective of successful employment. On-campus recruiting by employers provide opportunity for students to meet professionals in their fields to learn about internships and full-time employment. Student attendance at regional job fairs is promoted by Career Services, which also advertises part-time and summer positions and provides internet listings for Webber's Majors. An annual Career Day is held each Fall Semester with employers conducting interviews and providing information and contacts. Webber also participates in an annual Spring Career Expo which attracts a wide variety of employers. Employers conduct seminars and interviews on campus throughout the year.

### **Counseling**

The Vice President of Student Life and Coordinator of International and Domestic Student Services provides personal and academic assistance. Professional counseling is locally available, at the student's expense, for serious mental health or personal problems, drug abuse intervention and rehabilitation. Additionally, faculty members provide academic advising and

the Director of Career Services provides counseling and sponsors career development programming.

### **General Student Services**

#### **Bookstore**

The WIU Bookstore and gift shop is located in the Student Union. The inventory includes textbooks, school and office supplies, and an assortment of University memorabilia. All book purchases must be paid for by cash, check, or Master Card or Visa.

#### **Student ID Cards**

Each full and part time student is required to have a WIU ID card. ID cards are made during orientation week and on the evening of each of the first night classes. ID cards must be presented at WIU social functions, at the library, to check out equipment, and to enter the cafeteria. Security may request a student to present his/her ID for a number of reasons. Students will display ID's each and every time they enter the cafeteria. Those who do not show an ID will be required to pay the single meal rate before entering the cafeteria.

**Students must retain ID's from year to year.  
ID's may be replaced for a \$15.00 charge with 24 hours  
notice to The Student Life Office.**

#### **Fax Machine**

WIU's fax machine is located at the Switchboard in the Babson Center. Students may use the fax to send faxes within the U.S. A. and internationally by presenting a valid phone card to the fax operator. Students will be charged \$1.50 for the first page of a received fax and \$0.25 for each additional page.

#### **Library and Computer Resource Center**

The library staff, as well as the computer resource staff, reserves the right to inspect book bags and other personal belongings entering and exiting the library and Computer Resource Centers.

#### **Library**

The Grace & Roger Babson Library houses a collection of print and electronic materials that support the curriculum of WIU. Library services include:

- a copy machine (cost)
- A/V equipment
- Reference help
- Coffee service (cost)
- Friendly staff

### **The Advising Process**

The academic advisor is here to assist students in planning an educational experience that is consistent with career/educational goals, past performance, and academic needs. The Advisor is to assist the student in planning a meaningful academic program. The Advisor also keeps a semester record of each advisee's academic progress.

### **Campus Bulletin Boards**

All flyers, announcements, etc. must be approved by the Vice President of Student Life. All flyers must be removed from the bulletin boards in a timely manner. Flyers can be posted only on bulletin boards unless an alternate location is authorized by the Vice President of Student Life.

### **Tutorial Program**

The Tutorial Program is staffed by advanced students who assist those who are having difficulties. The service is available to all students during posted hours in the PASS Center. There is a Tutor Lab located in the PASS Center. For further info, please contact the Office of Academic Affairs.

### **Lost and Found**

Check lost & found (located at the Switchboard in Babson Center) for misplaced possessions. Items left unclaimed after 1 month will be donated to charity.

### **Campus Mail**

Each student is assigned a campus mailbox. Resident student boxes are located in the Babson Center. Off campus student mail boxes are located in the passageway outside the faculty offices. A student must check his/her mailbox each day he/she is on campus. Information from professors, about registration and exams, and about campus events are often distributed via campus mailboxes. Each semester your mailbox will change. Please check for your new mailbox at the beginning of each semester.

### **Use of College Mail Services**

Students must receive approval from The Student Life Office in order to use University mail services. Use of department and/or area mail boxes must receive approval from the appropriate University Official.

### **Use of Water Equipment**

Available 7 days a week from 9:00 a.m. - 6:00 p.m. All Water Equipment must be returned before dark.

- A. Present picture ID card and keys to Intramural (IM) dept.;
- B. You will receive life-vests and paddles and a staff person will unlock the canoes.
- C. After use, place canoes back on rack, return life-vests and paddles to

IM dept., and staff person will lock up the canoes.

**Safety Rules Out on the Water**

- A. No more than three people per canoe, two people per kayak, and two people per paddle boat.
- B. No alcohol allowed in any water craft, or on the beach.
- C. No horseplay or diving from any water craft.
- D. If caught with alcohol in any of the areas listed above, all those present will automatically be referred for disciplinary action. This is very dangerous and is considered a serious offense.

**Immunization Policy**

All students, full and part time, born after 1956, are required to have appropriate immunization and immunization documents on file in the Health Services Office.

**Required Immunizations**

According to the Florida State Health Department the following immunizations are required prior to entering the school program.

- A. **Tetanus** - 5 doses required the last of which should be within the past 10 years.
- B. **Polio** - 4 doses. This is omitted from the required immunizations for people 18 yrs or older.
- C. **MMR**. - measles, mumps, rubella. 2 doses required.
- D. **TB** - recommended but not required.
- E. **Hepatitis B Vaccine** - recommended but not required.

WIU requires that all students have the Measles, Mumps, and Rubella (MMR) immunization prior to registration and participation in classes. Students who do not provide Official Immunization Documentation of the MMR immunization will be required to have the MMR immunization at their own expense when they arrive on campus.

**Housing**

The University provides on-campus housing for men and women. Camilla Hall and Grace Hall offer residence for approximately 220 students. The Vice President of Student Life in conjunction with the and Coordinator of International and Domestic Student Services, supervise the Residence Halls. Each floor is assigned a student Resident Assistant(s) to aid students and to oversee hall activities. Rules and policies governing residence halls are published in the Student Handbook and the University Housing Agreement.

Students are assigned rooms and roommates. Changes may be made only with Dean of Students and the and Coordinator of International and Domestic Student Services. Changes which alter the cost of housing must be absorbed by

the student. All freshmen must live in the residence hall during their first and second semesters at Webber unless they live with parent, legal guardian or spouse. If a freshman student is 20 years old before the start of the entering semester, he/she may live off-campus. If a freshman student turns 20 during the college year (two full academic semesters), this **does NOT** excuse them from the requirement of living in the residence hall during his/her first and second semesters. The fees for housing do not include periods when the University is not in session (between semesters, Thanksgiving and Spring Break). Residence Halls are closed during these periods; however, arrangements may be made with the Vice President of Student Life for staying in the Residence Hall during breaks. There is a nominal fee for this privilege and special Residence Hall policies are enforced. The University provides security personnel during evening hours. However, WIU cannot assume responsibility for students' personal property.

### **Food Service**

The University provides several food service options for students. There are two meal plans that are available to students living on campus.

**Meal plan A** provides 19 meals per week for the 15-week term at a substantial savings (All Freshman living in the dormitories must be on plan A).

**Meal plan B** entitles the student to 200 meals of his/her choosing during the semester.

**These meals may NOT be shared.**

Students may also purchase meal tickets in the Business Office at a reduced rate. Meals may be purchased at the door at reasonable commercial prices. Student representatives routinely survey the student body for input in planning menus, special dinners, outdoor barbecues, and dining room activities. Mr. O's Snack Bar is located in the Student Union and serves sandwiches, sodas, and snacks at reasonable prices.

### **Airport Transportation**

Students flying to Florida are asked to arrive at the Orlando International Airport. WIU provides airport pickup on a limited basis. There is a transportation charge per trip which will vary depending upon scheduling. Students will meet at a designated airport pickup location (usually at Delta baggage claim) for transport to the campus. For specific information, contact WIU's Student Development Office or contact 863-528-0866 for emergency contact.

## **Disabled Student Service**

The Chief Academic Officer coordinates assistance for students with physical disabilities, including assistance with registration, accessibility, parking, housing, counseling, and other individualized needs.

It is the responsibility of the student with physical disabilities who seeks assistance to identify him/herself as disabled to the Office of the Chief Academic Officer. An intake interview will be conducted and appropriate referrals made. Documentation for the disability may be requested.

In compliance with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, Webber seeks to provide accommodations for students with disabilities enabling them to access education on an equal basis with students without disabilities. Auxiliary learning aids as well as human support services are made available to qualified students with varying disabilities. Students should contact the Chief Academic Officer's office for assistance in academic matters. The Student Life Office assists resident dorm students with disabilities concerning specific housing needs.

## **International Student Service**

### **Change of Status**

International students must have their I-20 updated by the Vice President of Student Life if they change their area of concentration (major) or change degree program from 2 years to 4 years (A.S. degree to B.S. degree). Students who do not have their I-20 changed to reflect changes will be out of status. It is essential that the international student check-in with Student Develop Office before they leave the U.S.A. to ensure that their I-20 is up to date and valid.

## **Registrar and Financial Aid**

### **Federal Financial Aid**

#### **Students Who Receive Federal Title IV Aid**

Federal funds are awarded to a student under the assumption that the student will attend the institution for the entire period for which the assistance is awarded. When a student ceases academic attendance prior to the end of that period, the student may no longer be eligible for the full amount of Title IV, HEA program funds that the student was scheduled to receive.

Federal regulations require educational institutions to have a written policy for the refund and repayment of federal aid (Pell, SEOG, PERKINS, STAFFORD LOANS) received by students who withdraw during a term for which payment has been received. These policies are effective only if the student completely terminates enrollment, or stops attending all classes.

#### **Repayment of Unearned Title IV Student Financial Aid Policy**

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act. This law specifies the pro-rated amount and the order of return of the Title IV funds to the programs from which they are awarded. Unearned funds are first returned to the Stafford Loan Program, Perkins Loan, Pell, and SEOG programs. The amount of Title IV aid earned is determined by multiplying the total Title IV aid (other than FWS) for which the student qualified by the percentage of time during the term that the student was enrolled, up to 60% of the enrollment period. If less aid was disbursed than was earned, the student may receive a late disbursement for the difference. If more aid was disbursed than was earned, the amount of Title IV aid that must be returned is determined by subtracting the earned amount from the amount that was disbursed.

The responsibility for returning unearned aid is allocated between the school and the student. The post withdrawal calculation is performed to determine the portion of disbursed aid that could have been used to cover school charges and the portion that could have been disbursed directly to the student once school charges were covered. WIU will distribute unearned aid back to the Title IV programs as specified by law. Funds will be returned within 30 days of the date the institution becomes aware of a student's withdrawal. If the student received Title IV aid in excess of the amount earned, the student may owe a refund to the appropriate agency.

#### **WIU Refund Policy**

The size of the faculty and staff and other commitments of the college are based upon the enrollment at the beginning of the term. The fees collected are used to meet these commitments. After appropriate allocations are made to affected programs, a financial obligation from the student to WIU may result, which is payable at the time of the student's withdrawal. Students who withdraw must notify the Vice President of Student Life Office or the Registrar's Office. For the Fall and Spring semesters, the refund policy provides for a full refund of tuition, room and board, less a 5% administrative fee when a student officially withdraws from the college within the first calendar week start of classes of school opening as stated in the current school catalog. The following week a withdrawing student shall receive a 75% refund of tuition, fees, room and board. During the third week of school opening a 50% refund will be calculated. The fourth and final week of the refundable period a student will receive a 25% refund of tuition, fees, room and board. Should a student withdraw or be dismissed from the university beyond this four (4) week period, no refunds will be made. Students who receive Federal Title IV aid, may have to return federal aid per the Federal Formula explained under the Federal Financial Aid Refund Policy. Dependent on the withdrawal date, this may result in a balance due from the student to the university. Any refunds due will be made within 30 days of the date the university becomes

aware of the student's withdrawal.

For the six (6) week summer sessions, a 50% refund will be calculated during the drop/add-fee period. A student will receive a 25% refund thereafter up to the 7<sup>th</sup> day of classes. Refunds shall be made within 30 days of the date that the college determines that the student has withdrawn.

#### **Request of Transcripts**

Student must submit a signed written request for transcripts. There will be no charge for the first request of transcripts; however, subsequent requests will be charged a fee of \$3.00. The student's account must be paid in full before a transcript will be released. Transcript request forms are available in the Registrar's Office or on-line at [www.webber.edu](http://www.webber.edu), on the Registrar's page.

#### **Student's Right to Privacy**

Notification of Rights under FERPA, The Family Educational Rights and Privacy Act. The right to inspect and review the student's education records within 45 days of the day the University receives a request for access. Students should submit to the registrar, written requests that identify the record(s) they wish to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall advise the student to the correct official to whom the request should be addressed. The faculty and staff will make every effort to maintain a student's right to privacy. In ordinary circumstances, only directory information can be disclosed without the student's written permission. They include:

- A. Name, address and telephone number
- B. Major field of study
- C. Current enrollment status
- D. Class schedule
- E. Participation in officially recognized activities
- F. Dates of attendance
- G. Degrees and awards received

A student may request that the above information not be released by contacting the Registrar and the Vice President of Student Life. The University will cooperate with police and federal/state officials as accorded in the law.

#### **Transient Student**

A WIU student who desires to take selected courses at another college or university, as a transient student, must have prior approval. The student must see his\her advisor for a transient student form and approval. The student must also obtain the Registrar's approval. There is no guarantee that credit earned at another institution will apply toward graduation at Webber unless you have prior approval. A grade of at least a AC must be earned to be considered for transfer credit.

### **Withdrawal from a Class**

A student may withdraw from a class with a grade of "W" during the withdrawal period (see university catalog for dates). A \$10.00 fee will be charged. Ceasing attendance of a class does not mean you are withdrawn. You must consult your advisor to officially withdraw from a course and take the completed Drop/Add form to the Registrar's office. A withdrawal from a class after the drop/add period does not affect the tuition the student is charged. Tuition remains the same as before the withdrawal. If a student subsequently adds another course which puts the student into overload status (17 + hours) the student is responsible for all overload fees.

### **Withdrawal from School**

Official withdrawal from the University for personal reasons is initiated by the student. The student must contact the Registrar's Office or Student Development Office to obtain an official withdrawal form. An interview is conducted and instructions for subsequent steps to leave in good academic standing are given.

### **Disclosure of Information from the Official Education Record**

All data about an individual student not listed as directory information are considered restricted and may only be released according to the following conditions.

- A.** Disclosure to the individual student, unless student has waived his\her right of access.
- B.** Disclosure of data to other students is prohibited, unless the student has given written authorization for the information requested.
- C.** Faculty, administration, and staff of the University shall have access to all data about a student which is deemed necessary for the performance of academic or administrative duties.
- D.** Records of a student shall be released to his\her parents and spouse only with written permission of the student involved. The University reserves the right, however, to communicate with parents or guardians when a student is in academic or other jeopardy, which includes a health or safety emergency as deemed by administration of the college.
- E.** Without written permission by the student, if a parent of a dependent student requests information and that parent is paying the college bill and has listed the student as a dependent on his tax return, WIU will provide the information requested. A copy of the current tax return will be requested for documentation.
- F.** University transcripts are released only upon the written request of the student.
- G.** Disclosure to school official with legitimate educational interests: A school official is defined as a person employed by the University in an

administrative, supervisory, academic, or support staff position (including law enforcement unit and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent; a person serving on the Board of Trustees; or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

**H.** When disclosure of any information from the University records about a student is demanded by judicial subpoena, the staff member receiving the subpoena shall immediately notify the student involved by telephone, if possible, or by letter at the last known address, unless the subpoena specifically states not to contact the student. WIU will comply with a judicial subpoena.

**I.** Officials of the federal and state governments listed specifically in FERPA shall have access to student records to the extent outlined in the law and in pertinent Department of Educational regulations.

#### **Procedures for Access of Records by Students**

**A.** The student must provide proper identification verifying that he/she is the person whose record is being accessed.

**B.** The administrative officer responsible for maintenance of the records shall review the contents of the record with the student at an appointed time.

**C.** The student shall be free to make notes concerning the contents, but no material shall be removed during this process. Copies of the record shall be provided upon written request and payment of a fee comparable to that normally charged for a transcript, provided that the qualifications for the release of an official transcript are met.

#### **Request for a Change of Record**

A student has the right to request an amendment of his/her education record that the student believes is inaccurate or misleading. Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is:  
Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW.  
Washington, DC 20202-4605

## **Residential Life**

### **Soliciting**

Door to door solicitation of products or services in campus housing is not permitted. This policy applies to individuals and off-campus groups. If you are being bothered by door-to-door solicitations, notify the R.A. or Dean. Solicitation in common areas of the residence halls must receive prior approval from the Vice President of Student Life.

### **Room Assignment Policy**

WIU admits students of any race, color, sex, age, nationality and ethnicity, or handicap and is non discriminate in the administration of university policies and programs. Residence hall assignments are made on the basis of first come, first served and class standing as space allows.

### **Resident Student U. S. Mail**

Resident students will have a United States Post Office Box assigned in the Babson Park Post Office. A student should supply anyone who might send him/her mail with a correct address:

Name  
P.O. BOX #  
Babson Park, Florida 33827

### **Residency Requirements**

WIU regards residential living as an integral part of the total educational and social process of the University. All freshman students new to WIU are required to live on campus in the residence halls both semesters of their freshmen year. This policy applies both to freshmen who enter in August (Fall semester) and January (Spring semester), i.e., if a freshman enters in January, he/she MUST live in the residence hall both that semester and in the Fall semester.

A student may be granted permission to live off campus as a new freshman if he or she meets all of the following criteria:

1. The student must be living locally with his/her parents, legal guardians, or spouses.
2. The student must be 20 years old or older by the beginning of the entering semester.
3. The student is married

Note: Students may become ineligible for scholarship monies by electing to move off-campus. It is the student's responsibility to check on the status of scholarships.

### **University Liability**

The University does not assume obligation or liability for loss or damage to personal property in its buildings or on its grounds before, during, or after the terms of the house contract. Students are urged to purchase renter's insurance and car insurance for protection against loss or property damage.

**Check-In/Check-Out Procedures**

**Check-In** - Students must be up-to-date with housing payments, or have been granted a financial aid deferral, before they will be permitted to check-in.

During the check-in process, each student must sign and return the Housing Room Condition form provided by WIU within 24 - hours of occupancy. This form is the basis for determining whether a student will be responsible for damages, losses, or both, in the assigned living space.

**Check-Out** - Residents are eligible to remain in the residence halls until twenty-four hours after the last final exam of the semester. Residents participating in the Spring graduation ceremony must vacate the room by 5:00 P.M. following graduation ceremony. This is for graduates only, all others follow check out procedure.

Failure to move out within the prescribed period may result in a \$50 per day charge, eviction, disciplinary action, or any or all of the foregoing. In case of eviction, WIU will not be held responsible for student belongings and reserves the right to take possession of and dispose of such belongings.

A resident is not considered checked out of the residence hall until all keys and laundry cards are returned and a completed Housing Room Condition form is signed by a WIU Resident Assistant or Housing Coordinator. Residents are expected to remove all refuse and discarded materials and leave the room as clean as it was at the time of check-in.

When one occupant in a room moves out while others remain, each is equally responsible for cleaning the room. If the room is in unacceptable condition after inspection, cleaning services will be provided and the resident(s) will be held liable for these charges. Failure to follow proper check out procedures as outlined in the Agreement or in distributed instructions will result in an additional charge. Failure to return all keys will result in a \$50 charge.

Residents may choose the Express Check Out option when checking out of the residence halls. This option allows the resident to bypass the traditional method of having a staff member present when checking out and being able to return the room key to a designated location. Residence halls staff will inspect the room at a later time and if any items are found missing, damaged, or needing additional cleaning, the resident will be

held financially responsible. Residents not returning to the residence hall for the Fall or Spring semesters must complete the Housing Exit Form within 90 days of check out. After 90 days, the damage deposit is forfeited.

**RESIDENCE HALL CHARGES\***

**Cleaning Charges**

Microfridge Cleaning Charge	\$25.00
Carpet Cleaning	\$50.00
Cleaning Charge	\$75.00
Removal of Personal Belongings	\$25.00 and up

**Damage Charges**

Repair of Vertical Blinds	\$5.00 Per blind
Broken Light on Ceiling	\$25.00
Broken Furniture	\$50.00 and up
Replace Broken AC Vent	\$20.00
Damage to Walls, Ceiling Tiles	\$25.00 and up
Replacement of Blind Frame	\$100.00
Carpet Replacement	\$100.00 or more
Tub Damage	\$250.00
Towel Bar Damage	\$30.00
Missing Screen	\$35.00

**Missing Furniture Charges**

Missing Night Stand	\$100.00
Missing Dresser	\$150.00
Key Charges	\$50.00
Laundry Card	\$20.00
Parking Decal	\$5.00
Lost Key	\$10.00

**\*Please Note:** These charges are individual and will not be split between roommates, and additional charges not shown on this list may be added at any time at the discretion of the Vice President of Student Life, or the Coordinator of International and Domestic Student Services. Community Damage Charges will be issued to each student in the residence hall when damages occur to school property and the offender is not identified. Therefore students are encouraged to report any and all damage to an R.A., the Vice President of Student Life and the Coordinator of International and Domestic Student Services.

**Room Inventories**

A Room Inventory Checklist is prepared for each room by the Residence Staff prior to occupancy. You and your roommate(s) must sign the Room Inventory Checklist upon checking in, thereby acknowledging the condition of the room and the presence of specific furnishings. The Room Inventory Checklist must be returned to the Resident Assistant within 24 hours of arrival. Failure to submit the form will automatically acknowledge that the Room Inventory Checklist is correct. The room is inventoried again when you check out. You

and your roommate(s) will be charged, at current repair and/or replacement prices, for any damages and/or missing furnishings.

**Removal of Furniture**

Resident students will be charged a fee for the removal of any furniture left in the residence halls after the residence halls close. The furniture must be removed from campus to avoid a removal fee.

**Damage Deposits**

You and your roommate(s) are responsible for the condition of your assigned room and will be charged for any damages within your room unless responsibility can be established elsewhere. In addition, you may be required to share the expense of repairs or replacement of property in the public areas of your building. A \$205 damage deposit must be maintained at all times. Students who have had reductions in their damage deposit will be immediately billed a sufficient amount to reestablish the \$205 amount.

This deposit will be refunded only after the student has officially withdrawn from campus housing with a completed and timely room inspection by Campus Services staff, return of the room key, and completion of a Refund Request form. Any student who moves out of housing has 90 days from the last date of official residence to request the damage deposit refund. Failure to do this within the 90 day time period will result in forfeiture of the damage deposit.

A student who vacates the residence hall for Summer Break and does not return to the residence hall in the Fall has 90 days from the date he or she moved out to complete the refund request and notify the Vice President of Student Life and the Coordinator of International and Domestic Student Service of his or her plans. Failure to do so within the 60 days time period will result on forfeiture of the damage deposit. Returning students with housing forms submitted are given housing preference, failure to notify the Vice President of Student Life and the Coordinator of International and Domestic Student Service of a change in plans inconveniences other students.

**Keys**

You are responsible for the security of your room and should not lend your key to any other student or individual. If you lock your key in your room the Resident Assistant (R.A.) or Security Guard on duty is authorized to unlock your room door.

The R.A. will not admit a student into any room other than the student's own room. It is against regulations to duplicate Residence Hall keys for any reason and violators will be subjected to disciplinary action and a fine of one hundred dollars (\$100.00).

**Residence Hall Key Return**

All keys must be returned to the Designated School Official and the Coordinator of International and Domestic Student Service at the end of each semester (Christmas Break, end of Spring term, end of Summer term). All keys must be returned at the time of withdrawal from school or when the student moves off campus. Room keys must be returned even if the student intends to return to the same room the next semester. Failure to return the keys results in a \$50.00 fine. If a key is returned after charges have been accessed the \$50.00 will be refunded minus a \$15.00 administrative fee.

**Replacing Lost Key**

There will be a \$10.00 charge to have another key made in addition to a \$50.00 charge at the semester break to have the lock re-keyed.

**Smoking**

Florida Law states that smoking is NOT permitted in enclosed public areas, which include (residence halls, bathrooms, hallways, lobbies, classrooms, labs, etc).

**Animals**

Pets are not allowed in the residence halls. The only exceptions to this policy are seeing-eye dogs. Pets create disturbances for everyone in the form of noise and odor; they can also carry and attract pests. The feeding of stray animals is also prohibited. Students who are found keeping pets of any kind in the residence hall will be subject to severe fines and cleaning costs.

**Appliances**

As several rooms are wired into the same electrical circuit, caution must be taken not to overload electrical outlets. All appliances must be plugged directly into a wall outlet or into an approved power strip.

*Acceptable appliances include:* PC's, TV's, typewriters, radios, stereos, percolators, popcorn poppers, fans, blenders, clocks, steam irons, and blow dryers. All appliances must have a U.L. seal. Irons must be kept in good condition and unplugged when not in use. Each room comes equipped with a Micro Fridge. Appliances not allowed include: Sun/heat lamps, portable heaters, ceiling fans, microwave ovens, broiler ovens, hot plates, grills, and any open coiled heating device. Electrical decorations are not allowed. All unapproved appliances will be confiscated.

**Cooking**

Because of the potential fire hazard and the effect of cooking on furnishings in your room, cooking is not permitted in residence hall rooms.

**Vandalism**

Intentional and malicious damage to the residence hall facilities is considered vandalism. When vandalism occurs, everyone pays. When the person or

persons responsible cannot be identified, repair costs are passed on to all residents in the area through group assessment and/or to all residents through higher rates. So, remember, take care of the residence hall as if it was your home.

#### **Air Conditioners**

Removing covers or filters or tampering with the air conditioning units makes repair difficult if not impossible. Report units which do not work properly to your R.A. immediately. A fine of \$100.00 will be levied for removing air conditioner covers or filters.

#### **Maintenance**

Work orders for repairs are submitted to your R.A. or Coordinator of International and Domestic Student Services who then submits them to Campus Services. Work is prioritized by greatest need, however, if follow up is necessary contact the R.A. on the floor.

#### **Changing Rooms in Residence Hall**

Residence hall assignments are made in an effort to match student's wishes, life styles, and interests to the best knowledge of the residence hall staff. However, it is inevitable, as human beings live together, that changes will be desired occasionally. Because of the complexity of administrating room changes, provisions for room changes are as follows:

1. Room change requests are submitted in writing to the Dean of Student Services and the Coordinator of International and Domestic Student Service after **the first two weeks of the semester**. Any student changing rooms or moving without the written approval of the Housing Office will be subject to a \$100.00 fine.
2. Room changes are made as rooms are available. Many times room changes must be coordinated through several sets of students.

#### **Roommate Contract**

Each resident must complete a Roommate Contract which will be used to settle all disputes between roommates. Conflicts which arise in violation of the signed Roommate Contract will be referred for mediation. Conflicts which arise in the absence of a signed Roommate Contract will be referred for immediate disciplinary action.

#### **The Room Checks**

Vice President of Student Life and/or Coordinator of International and Domestic Student Service will conduct visual inspections of residence hall rooms when necessary. The dates will not be posted. The Dean of Student Services and Coordinator of International and Domestic Student Service will determine that furnishings are present and being used properly, that the residence hall is in reasonably clean condition, that needed repairs are reported,

and that residence hall/school policies are being followed.

**WIU RESERVES THE RIGHT TO CONDUCT UNANNOUNCED ROOM CHECKS FOR VIOLATION OF RESIDENT HALL REGULATIONS.**

**Resident Assistant (R.A.)**

An R.A. is a full - time regular resident student who has applied and been selected to assist students and WIU personnel in the residence hall. The R.A. will conduct hall meetings, request maintenance and repairs as needed, and work with security and housekeeping to establish a safe and reasonably clean environment for students to live. An R.A. will assist students in the residence hall within the guidelines of University policy and regulations. He/she will advise a student if possible and attempt to find help for the student if problems are beyond his/her experience and training. An R.A. is required to uphold policy and regulations.

**Resident Assistants**

<b>Camilla Hall</b>	<b>Grace Hall</b>
<u>1<sup>st</sup> Floor</u> Mallorie Horton Mysti Bush	<u>1<sup>st</sup> Floor</u> Andy Ogantola Gilbert Olvera
<u>2<sup>nd</sup> Floor</u> Jenny Simmons Katie Chedotal	<u>2<sup>nd</sup> Floor</u> Matt Leone
	<u>3<sup>rd</sup> Floor</u> Damian Senior Cody McGhee

**Coordinator of International and Domestic Student Services**

Johanna de Verteuil

**Residence Hall Closing**

Residence Halls will be closed during:

**Thanksgiving Break** - November 21-24th (Residence Halls will open back up November 25<sup>th</sup>)

**Christmas Break** - December 15<sup>th</sup> to January 7<sup>th</sup>

**Spring Break** - March 9<sup>th</sup> to 15<sup>th</sup>

**Summer** – May 4<sup>th</sup> to August 24th

**Food service is not available during break periods.**

Any resident who wishes to remain in the Residence Hall during a "break" must notify the Coordinator of International and Domestic Student Service in writing and pay \$10.00 per day, no exceptions. Registration is required and a

\$100 fine will result for failure to register.

### **Self Regulated Visitation**

All guests must register at Babson Center. During the daytime and regular Office hours, guests register with the Receptionist. After 5:00 p.m. weekdays or anytime on weekends, guests must register with security. Residence halls are locked from 12:00 a.m. until 7:00 a.m. every day. Resident students who wish to have a guest during this time may register the guest with the RA on duty and Security. The resident student is mutually responsible for the guest.

Off campus students are considered guests in the residence hall between 12:00 a.m. and 8:00 a.m. and must be a registered guest of a resident student.

Resident students who wish to host a guest after hours must document the arrangement with roommates through the Roommate Contract. Conflict in the absence of this agreement may result in disciplinary action. Only those students assigned to a room may reside in that room. Abuse of the visitation policy is cause for disciplinary action.

Residents may have an overnight guest in the residence hall for three nights at no charge; thereafter, the charge is \$10.00 per night. There is a one week limit on a guest's visit in the residence hall. An abuse of the spirit of this policy may be considered cohabitation, which will result in fines and or disciplinary sanctions.

### **Quiet Hours**

Quiet Hours 10:00 p.m. - 8:00 a.m. in all WIU-owned housing, certain hours of the day have been designated as "quiet" or "study hours". During these hours, noise must be kept at a minimum to allow students to study or sleep. Students are encouraged to keep their room doors closed during quiet hours. TV's, stereos and radios should be played at a low volume that cannot be heard outside the room. Designated hours will be posted throughout each building. During final exams week continuous quiet hours are in effect. Remember that consideration and mutual respect are always in effect. If a neighbor is trying to sleep, study, or is disturbed by your noise, he/she has the right to ask you to keep the noise level down and you have the obligation to accommodate him/her. If a compromise cannot be reached, an R.A. should be contacted to assist in mediation. Referral for disciplinary action will be made if mediation is ineffectual.

### **Laundry Facilities**

Laundry Cards may be obtained at the Switch Board in the Babson Center between 8:00 a.m. and 5:00 p.m. Resident students receive their laundry card

free of charge. Replacement cards are available for a \$20.00 fee. Linen service is not provided by WIU so students must furnish their own linens. Students should bring their own irons, ironing boards, and cleaning supplies.

**Off-campus students may not use laundry facilities.**

#### **Fire Safety in Residence Halls**

Evacuation drills may be conducted during the semester to remind students of fast, safe, and orderly means of exit in case of emergency. Everyone is required to leave the building each time the alarm sounds. Failure to leave the building when the alarm is sounded will result in judicial action against a student. If a fire occurs: Pull fire alarm, Dial 911, Notify Resident Assistant, Use fire extinguisher, only if you feel it is safe; stay beneath the smoke, crawl out if needed; close the door of the room or door which leads to the area of the fire; exit the building through fire exits.

Fire alarms, smoke detectors, fire extinguisher, and exit signs are important protection equipment for all residents. Tampering, vandalism and other damage of this equipment is prohibited by law and a student will be subject to judicial action.

**TAMPERING WITH OR DISCONNECTING SMOKE DETECTORS IS A FELONY. A MANDATORY \$500.00 FINE WILL BE ASSESSED BY THE FIRE MARSHAL FOR EACH OCCURRENCE AND STUDENTS WILL BE PROSECUTED AND DISCIPLINARY ACTION BY THE UNIVERSITY WILL BE TAKEN.**

#### **Tornado Safety in Residence Halls**

**Tornado weather** is usually a hot sticky day with southerly winds and a threatening, ominous sky. Clouds are often a greenish - black color.

**Tornado watch** means there are weather conditions suitable for a tornado.

**Tornado warning** means a tornado has been indicated on radar or has actually been sighted.

In the event of a tornado warning, WIU has an emergency horn that will sound. When you hear this horn, evacuate your room and close the door. Walk to the lowest level hallway and wait there until you receive an all clear signal from a R.A. before returning to your room.

#### **During a Tornado:**

1. Close the blinds, and stay away from the windows.
2. Close but do not lock the door.
3. Walk to the lowest level hallway and wait for an all-clear signal from your Residence Assistant before returning to your room.

#### **Trash Disposal**

All trash must be emptied in the trash bins that are provided at the end of the halls. Do not set trash outside your residence hall door. Excessive trash in the hallways is an imposition on other students and it creates an unsanitary environment. The residence hall staff will take appropriate action (fines, disciplinary referral, etc.) should this become a problem. Trash is collected daily, contact the Director of Housekeeping if more frequent collection is needed.

Portable garbage bins will be placed in between the residence halls during check-out time. Use these bins to prevent the build up of excessive waste. Campus Services will access fines for garbage left in the hallways and stairwells.

### **Storage**

Storage of students' belongings is not available on campus. There are several commercial storage companies in the area which are reasonably priced.

### **Microfridge/Cable**

Each room in the residence halls are provided with cable access and a MicroFridge. A MicroFridge is an appliance which comes complete with a microwave, a freezer, and a refrigerator. It is energy efficient and safe (no exposed heating elements) and meets all fire and safety codes for multiple unit housing. **A \$205.00 fee is assessed for each room for each semester. Residents are not permitted to bring their own refrigerators.**

### **Vending Machines**

Vending machines are installed for your convenience. Vandalism to the machines will result in removal of the machines. Responsible parties will be referred for disciplinary action and restitution.

### **Pay Phone**

Pay phones are installed for your convenience. Residents should try to answer the pay phone in a timely manner. Remember, courtesy when answering, and leave messages when asked.

## **Student Activities**

### **On Campus Activities**

Use of University facilities is prohibited on any part of the campus except in an area designated by the proper University authority and subject to any limitations and provisions established by an appropriate University official (i.e., outside speakers, outdoor concerts, student rallies). The University may establish limitations or conditions for a campus activity or event.

### **Athletics**

Athletics make their own special contribution to education and intercollegiate sports provide competition against other college teams. Participants in the Webber athletic program utilize the NAIA Core Character Values implemented by our institution for our NAIA Champions of Character program: Respect, Integrity, Responsibility, Servant, Leadership, and Sportsmanship. This gives our fans the opportunity to learn sportsmanship, school pride, and healthy competitive attitudes. The Webber Athletic Program is a part of the National Association of Intercollegiate Athletics (NAIA) and competes in the Florida Sun Conference with the exception of Men's football which competes in the South East Atlantic Conference. Varsity sports available at Webber are: Men and Women's basketball, Men's and Women's cross-country, Men's and Women's tennis, Men's and Women's soccer, Men's and Women's golf, Men's and Women's track and field, men's baseball, Men's football, Women's volleyball, and Women's softball

### **Students in Free Enterprise (SIFE)**

The Students in Free Enterprise is open to all students interested in marketing. The club's purpose is to assist students in understanding the significance of marketing activities in our society and to expand the student's interest beyond classroom instruction. Members of the marketing club are eligible to apply to membership in the American Marketing Association. Various field trips and other activities relevant to the goals of the club are organized throughout the academic year.

### **Phi Beta Lambda (PBL)**

Phi Beta Lambda is the college counterpart of Future Business Leaders of America (FBLA). This organization was created to give students who are interested in business an opportunity to meet other business students as well as many of the state's and nation's business leaders. PBL students participate in community service activities and fundraisers, and may also compete in sanctioned district, state and national competitions. Students learn to work towards a common goal, see business theories applied to the real world, and get a chance to network with possible employers. This gives a college graduate an added advantage when it comes time to leave school and begin his career.

### **Sport Management Club**

This organization is open to anyone who shows an interest in the field of Sport Management. The purpose of this club is to get each member actively involved in the community, professional organizations, and the field of sport management. Through projects, volunteer work, and community involvement, members will be able to develop professional skills, networks, and a better understanding of the sport management industry. An emphasis will be placed on involvement, professionalism, and experiential learning to better prepare students interested in the field.

### **Marketing Club**

The Marketing Club strives to help its members learn more about marketing careers by going to various profit and not-for-profit organizations' marketing departments. They get tours, presentations, and the chance to obtain an understanding of various marketing responsibilities and duties of employees of the marketing department. Students utilize the marketing club to gain more insight into the world of marketing, build their resume, find future internship and job opportunities, and a way to socialize with other marketing majors in the school. Finally, this club enhances our students' ability to sell the most important product, themselves.

### **Society of Hosteurs**

The Society is sponsored by the Council on Hotel, Restaurant, and Institution Education (CHRIE). The purpose of the Webber International University Chapter is to promote the Hospitality and Tourism Industry as a viable career for students; to educate members through participation in local, regional, state and national seminars, programs, and conventions to further their professional growth and development; to establish a relationship with programs on other campuses; to maintain relations with industry-related trade and professional organizations; and to promote relationships with other student organizations on campus.

### **Eta Sigma Delta**

International Hospitality/Tourism Management Honor Society  
The Society is sponsored by the Council on Hotel, Restaurant, and Institutional Education (CHRIE). The purpose of the Webber International University Chapter is to recognize and award scholastic and professional achievement in the field of Hospitality and Tourism Management.

### **Student Government Association**

The Student Government Association is an organization designed to promote democratic action and encourage participation in collegiate activities. The Student Government functions with a constitution and has provisions for a number of subcommittees, which are designed to formulate proposals for the student body.

### **Intramurals**

The Webber intramural program offers a variety of co-ed activities. Intramurals provide leisure time physical recreation for students regardless of age, sex, skill level, or past experience. The program helps to cultivate interests in lifetime recreational activities. Students organize their own teams for each event and awards are given to the winners at the end of competition. **(All students participating in intramural activities must supply proof of**

**accident insurance.** WIU is not responsible for any injuries sustained while participating in any intramural activities. Insurance verification forms can be picked up in The Student Life Office).

### **Student Finances**

#### **Financial Policies**

Webber International University is a privately endowed non-profit institution. All education and operation income is derived from endowment funds, tuition fees, gifts, foundations, business and philanthropic contributions. The student actually pays only a portion of his educational expenses.

#### **Paying Tuition and Fees**

Tuition and fees are payable in full to the Business Office before the beginning of each semester. Payments of tuition and fees may be made by cash, check (personal or business), money order, or credit card including Master Card and Visa and Discover. Payment may be made by mail or in person in the Business Office between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. Credit card payments are also accepted by phone at 863-638-2943. Fees charged by the University may be adjusted at any time by the Board of Trustees. When practicable, advance notice of any change will be given. At the time of application for admission, the student (resident or non-resident student) submits an application fee of \$35 (\$75 for international). This fee is a non-refundable service charge to cover a portion of the cost of processing the application. An advance deposit of \$150, which is applicable to tuition, is required for all full-time students. An advance deposit of \$205, which is applicable to the dormitory fee, is required of every resident student to reserve a room. One hundred percent (100%) of the deposit is refundable if written notification of cancellation is received by Webber International University at least forty-five days before registration. The housing deposit is **non-refundable** after 30 days prior to the first day of classes. All resident (dormitory) students are required to maintain a \$200 security deposit and a \$5 key deposit in the Business Office, prior to their first day of classes, to cover costs of property damage to their assigned rooms. The security/housing deposit refund must be requested in writing by the student within 90 days of the last full term of attendance (i.e., Fall or Spring terms; Summer terms are not applicable) of the student. After 90 days, if the refund request is not received in writing, the security/housing deposit becomes the property of Webber International University and is non-refundable. There are no exceptions to this policy. Periodically, campus property will be inspected and damage charges may be assessed. Any student involved will be billed directly for his proportionate share of the damages. Lab fees are required where applicable and are non-refundable.

### **OFFICIAL NOTICE**

Students are hereby officially notified that the registration and enrollment process is not complete until all tuition, fees and other charges are paid in full. If payment is not made in full, other alternative arrangements must have been made which are accepted and acknowledged by the University. Students personally guarantee and are responsible for all obligations to the University for tuition, fees and other charges. Students under the age of majority, age 21 in Florida, have by assumption received the personal guarantee of their parent(s) or guardian unless the student, the parent (s) or guardian notifies the University in writing of their invalidation of the personal and parental assumption of guarantee of all tuition, fees and other charges. Any student who has an outstanding balance due the University is officially given notice that the University will withhold granting degrees and issuing grades, and discontinue the release of official transcripts and academic records until all balances are paid in full. Scholarship holders as well as participants in the tuition reimbursement program are responsible for various charges and fees. Please review with the Registrar and Business Office the fees you are obligated to pay. All fees and interest incurred for the collection of delinquent accounts with WIU will be the responsibility of the student.

#### **General Regulations**

Regardless of the method of payment selected by the students and parents or guardians, other conditions and requirements which apply to all college bills are as follows:

1. All bills are due and payable at the beginning of each semester. All past-due accounts will be charged a \$50.00 late fee on the 15<sup>th</sup> and 30<sup>th</sup> of every month until the account is current, unless prior arrangements have been made.
2. If any payments are due Webber International University, the student will receive no grades; be given no transcripts, degrees, or letters of recommendation; nor will the student be permitted to register for the following semester until all financial obligations have been settled in the Business office.
3. Webber International University assumes no responsibility for personal property of the student. Each resident student should consider purchasing “renters” insurance to cover the cost of any property loss while residing in the dorms.
4. A traditional student taking a course in the Adult Education Program is billed on the Full-Time Student Fee. Permission of the instructor and the Chief Academic Officer is required.
5. All freshmen living in the dormitories must be on the full meal plan A. All other students living in the dormitories must be on one of the meal plans. Students living in the dormitories may qualify for the “Early Incentive Scholarship” if they are on the full meal plan A.

20 Breakfast Tickets	\$ 60.00
20 Lunch Tickets	\$ 88.00
20 Dinner Tickets	\$ 96.00

**Graduation Fee**

For a student receiving one degree, a fee of \$150 will be due at the beginning of the student's final semester. An additional \$25 per degree will be due for students receiving more than one degree.

**Incomplete Fee**

A fee of \$25 is required when a student applies for a grade of "Incomplete."

**Overload Fees**

17 hours or above \$ 200 per hour

**Student Health Service**

The nurse maintains approximately two office hours per weekday in the Nurse's Office in the Babson Center. Confidential student health records are maintained by the nurse. All illnesses, accidents, medications or special treatments must be reported to the nurse and the Vice President of Student Life. The physical examination form and an immunization record must be completed by a physician prior to registration for all full-time students. This information is essential for treatment, particularly emergency treatment, of students. Physicians, dentists, chiropractors and other health care professionals are locally available in Lake Wales, Winter Haven and Lakeland. Nearby hospitals are Lake Wales Hospital, Winter Haven Hospital, Women's Regency Medical Center, Heart of Florida Hospital and Lakeland Regional Medical Center.

The student and his/her parent or guardian are responsible for all medical bills and insurance coverage. It is strongly recommended that the student keep documentation of insurance coverage with him/her.

**Communicable Diseases**

Many communicable diseases are transmitted rather easily from one person to another either by direct contact or through the air. Among these are colds, strep throat, bronchitis, athlete's foot, sexually transmitted diseases, lice and warts. A few helpful hints to avoid contacting these sometimes incapacitating diseases are:

- A. Do not share food or drinks with a friend.
- B. Cover your mouth when you cough.
- C. Do not share combs, tooth brushes or cosmetics.
- D. Wear shoes or socks.
- E. Wear shower shoes in the shower

F. Always practice safe sex.

### **Recognition of Student Groups**

In order to be classified as a student organization, the organization must be approved by the Vice President of Student Life. The University may permit organizations and clubs funded by a combination of contributions from its members, fund raising projects and outside sources to exist on campus provided the organization has a faculty advisor and agrees to be governed by the rules of Webber International University. The University may require approved organizations and clubs to deposit monies accruing to such organizations with the Business Office to be accounted for as agency funds. In this case, all monies accruing to the organization will be deposited with the University and withdrawals made following requisition by the organization's approved budget.

### **Student Publications**

#### **Policy on Student Publication**

Editors of student publications are appointed by the President and are subject to removal only by the President or his appointed representative. The President will take action to remove a student editor in the event that the editor abuses editorial freedom through irresponsible journalism. Irresponsible journalism includes libel, indecency, unsupportable allegations, personal attacks, harassment and innuendo. (The editorials contained in student publications must be identified as those of the writer and not opinions of the college or the student body.)

#### **The Warrior**

Webber Notes is a weekly newsletter that contains campus news, social and educational announcements and student and faculty editorials. Webber Notes is distributed to everyone on campus and is posted at strategic locations on campus.

## **Academic and Social Policies**

### **Student Code of Conduct**

WIU is committed to fostering a University environment where the rights and responsibilities of all students are respected and protected. Therefore, in order to insure the success of each individual, the University has established high expectations for ethical student conduct. All students are expected to:

1. follow all regulations and guidelines as prescribed in the student handbook;
2. be honest in all situations, academic and nonacademic;
3. respect the rights and property of others;

4. live in a manner that brings credit to you and your University;
5. follow all state, local, and federal laws;
6. take advantage of every opportunity to expand one's mind and to contribute positively to the University environment.

Failure to comply with the terms of any disciplinary sanction imposed in accordance with the code of student conduct. Contempt of adjudicative proceedings, including impairing or interrupting the course of proceedings of college judicial bodies. Misuse of the disciplinary procedures, including: failure to respond to the request for an interview by the judicial officer during the investigation of a violation, knowingly falsifying or misrepresenting information before a hearing body, disruption or interference with the orderly conduct of a hearing, knowingly making a false, attempting to influence the impartiality of a member of a hearing body prior to and/or during course of a hearing, harassment and/or intimidation of a member of a hearing body or of a witness, failure to comply with the sanction(s) imposed by the hearing body, and influencing or attempting to influence another person to present false information or a false complaint.

**1. Bad Checks** - student shall not make and/or deliver any check to the University which is not supported by sufficient funds on deposit or is in any way worthless. The University will assess a fee for each bad check.

**2. Contracting or Representation in the Name of the University** - Students are prohibited from contracting in the name of Webber International University and may not claim to be official representatives of the University for any commercial purposes without prior authorization. Any forgery, alteration, or unauthorized use of institution documents, stationary, forms, records or identification cards.

**3. Dress Code** - WIU has established a student dress code in recognizing that appropriate dress is an essential ingredient of success in the business community. Student's dress must be neat, clean, decent and in good taste. The following apply to Babson Center, classrooms, offices, the dining hall and the library: students are expected to wear shoes and shirts, shorts or skirts which cover the appropriate areas reasonably, and to wear a cover-up to and from the pool area. Dress for Webber Night and other special events should include a coat and tie for men, and a dinner dress or pants outfit for women.

**4. Arson** - no student shall commit, or aid in the intentional commission of, an act which results in a fire being ignited which causes damage, or is intended to cause damage, to the property of WIU or to the property of any other person.

**5. Assault and/or Battery** – in such a manner contributing, no student shall threaten bodily harm or discomfort to another such as would constitute an assault. Nor shall any student commit, or aid in the intentional commission of, an act which causes bodily harm or discomfort to the person of another such as would constitute a battery.

**A. Assault** - This is an intentional threat by word or an act to do violence to another person, coupled with an apparent ability to do so and doing some act that creates well-founded fear.

**B. Aggravated Assault** - This is an assault: with a deadly weapon without intent to kill; or with an intention to commit a felony.

**C. Battery** - A person commits battery if he/she: actually and intentionally touches or strikes another person against the will of another person; or intentionally causes bodily harm to another individual. The intentional infringement upon the right of any member of the community. The persistent interruption of a reasonable level of peace and quiet is also a violation.

**D. Aggravated Battery** - A person commits aggravated battery if he/she commits battery and intentionally or knowingly causes great bodily harm, permanent disability or permanent disfigurement and uses a deadly weapon.

**E. Assault or Battery upon College Security Officers** - This is an additional offense that occurs when someone is charged with knowingly committing an assault or battery on a security Officer for the University, when the officer is performing his/her duties and has either identified himself/herself or is identifiable as a security officer.

**6. Sexual Misconduct** - no student shall commit or attempt to commit any form of sexual misconduct which shall include sexual harassment, sexual assault, sexual battery (rape), public indecency and voyeurism.

**A.** Webber International University is committed to establishing and maintaining an educational environment free from discrimination, coercion or harassment. The University strictly prohibits unlawful harassment based upon race, color, religion, sex, sexual orientation, national origin, age, or disability.

**B.** Any infraction of this policy is a serious violation and will result in disciplinary action, up to and including dismissal.

**C.** Sexual harassment is prohibited as illegal and against University policy. Sexual harassment is harassment directed solely at members of one sex and includes, but is not limited to unwanted sexual advances; unwanted verbal and/or physical, conduct of a sexual nature; and requests for favors either, explicitly or implicitly implied whereby. Submission to such conduct is made a condition of employment academic progress; or discrimination, coercion and harassment. Submission to or rejection of such conduct by an individual

influences decisions related to the employment or academic progress of that individual; or such conduct intentionally and substantially interferes with an individual's work performance or creates an intimidating, hostile, or offensive environment.

**D.** This policy prohibits any type of sexual harassment---verbal, physical, or visual---by coworkers, supervisors, students, vendors, or College agents. Defining sexual harassment precisely is difficult, but conduct that may create sexual harassment certainly includes:

- 1.** Unwelcome requests for sexual favors; lewd or derogatory comments or jokes; comments regarding sexual behavior or the body of another employee or student; sexual innuendo and other vocal activity such as cat calls or whistles; or leering and making gestures.
- 2.** Obscene letters, notes, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature.
- 3.** Continuing to express sexual interest after being informed the interest is unwelcome.
- 4.** Retaliating or threatening retribution against a person for refusing a sexual advance or reporting an incident of possible sexual harassment to the University or any government agency.
- 5.** Offering or providing benefits such as promotions, favorable evaluations/grades, favorable assigned duties or shifts, or similar student decisions, in exchange for sexual favors.
- 6.** Any unwanted physical touching, assault, or blocking or impeding movements.

**7. Sexual Harassment** - Employees and students are responsible for respecting the rights of others. Supervisors, managers and professors are responsible for establishing a workplace/classroom environment free from all:

- A.** All harassment complaints must be reported as soon as possible. You have the right to report a harassment claim to any University officer, including the President.
- B.** All harassment complaints will be promptly and thoroughly investigated. Confidentiality will be maintained to the extent possible. The investigation will be objective and complete; all those with pertinent information on the subject will be interviewed.
- C.** No student will suffer reprisals for reporting sexual harassment or any other unlawful conduct, or for initiating or assisting in any action or proceeding regarding unlawful harassment or discrimination. Any incidents of further harassment or retaliation should be reported immediately to a University officer.
- D.** When the investigation ends, a determination will be made, and the results will be communicated to the complainant, the alleged

harassed, and as appropriate, to all others directly concerned.

**E.** If sexual harassment is proven, prompt and effective remedial action will result. This action includes the following: (a) the harasser will be disciplined and the complainant notified; (b) steps will be taken to prevent any further harassment; and other appropriate remedial action will be taken.

**F.** Any harassment complaint found to be frivolous, malicious, or based upon false information will be a serious violation and may result in disciplinary action, possibly termination/dismissal.

**8. Sexual Assault** - The term "sexual assault" is not a specific criminal offense in violation of the Florida Criminal Code, but is commonly used to include criminal offenses such as sexual battery, sexual abuse, sexual misconduct and severe types of sexual harassment. Any form of sexual misconduct will violate this student code of conduct.

**9. Sexual Battery** - Sexual battery (rape) means oral, anal or vaginal penetration by, or union with, the sexual organ of another or the anal or vaginal penetration of another by other object. If a person commits sexual battery on another person without that person's consent, and in the process uses or threatens to use a deadly weapon or actually uses physical force likely to cause serious injury, the individual is guilty of a life felony. There are varying degrees of sexual battery defined by the Florida Statutes. Sexual battery is an act performed against the victim's will and without consent. An individual mentally incapacitated, asleep, physically helpless or unconscious due to alcohol or drugs is unable to give consent. Rape will include force that may involve physical violence, coercion, threat or harm.

**A. Date or Acquaintance Rape** - This is a sexual battery of an individual by someone the victim knows who is usually an acquaintance or date.

**B. Sexual Battery by Multiple Perpetrators** - This is the act of sexual battery committed by more than one person on the same victim. Under the laws of the State of Florida, this criminal offense has enhanced penalties beyond sexual battery and is outlined in Florida Statutes.

**C. Exposure of Sexual Organs** - It is unlawful for any person to expose or exhibit his/her sexual organs in any public place in a vulgar or indecent manner, or to expose or exhibit his/her person in public place, or to be naked in a public place.

**D. Voyeurism** - It is a violation of the student code of conduct to trespass, spy or eavesdrop for sexual arousal.

**E. Duty to Report Sexual Battery** - Florida law requires a person who observes the commission of sexual battery or has reasonable grounds to believe that (s)he has observed sexual battery, has a duty to notify local law enforcement, in addition the incident should be

reported to an administrator or the Security Office. The individual observer or the University must report any incident to a local law enforcement agency.

**F. Unlawful to Publish or Broadcast Information Identifying Sexual Offense Victims** - No person will print, publish or broadcast or cause or allow to be printed, published or broadcast, in any instrument of mass communication, the name, address or other identifying fact or information of the victim of any sexual offense.

**G. Stalking** - No person or persons is permitted to stalk, pursue stealthily or in a threatening manner, another person.

**H. Complicity**- a student present during the commission of an act by another student or individual may be charged as an accessory. In addition, students witnessing any act(s) which constitutes a violation of College policy are encouraged to report such incidents to the proper authorities.

**10. Defamation, Threats, Extortion and Hate Crimes** - verbal or written communication which unlawfully exposes an individual or group to hatred, contempt, or ridicule, and thereby injures the person, property or reputation of another is prohibited. Verbal or written communication which threatens another with a crime or offense, or threatens injury to the person, property or reputation with another, or maliciously threatens to expose another to disgrace, ridicule, damage with the intent to extort money or other advantages whatsoever, is prohibited. Any acts that violate the Student Code of Conduct and evidence prejudice based on the sex, sexual orientation, race, color, ancestry, ethnicity, religion, or national origin of the victim is prohibited. Embezzling, defrauding, or procuring any money, goods, or services under false pretenses. Possessing, purchasing, or receiving property, money, or services knowing them to have been stolen or embezzled. Unauthorized use of long distance caller identity codes. Unauthorized use of the computer system, computer access codes, and restricted areas of computer services.

**11. Disruption** - it is unlawful for any person to knowingly disrupt or interfere with the lawful administration or function of any educational institution in this state; to knowingly advise, counsel, or instruct any student or employee to disrupt any school function or classroom; to knowingly interfere with the attendance of any student or employee in a school or classroom; or to conspire to riot or to engage in any campus or University function disruption or disturbance which interferes with the educational process or with the orderly conduct of a campus, the University or a University function or activity on University property. In addition, at the discretion of the administration which includes a faculty member, a student may be immediately suspended from class for one day for disruptive behavior and may be referred for further disciplinary action. The right of peaceful assembly will be recognized. However, student

gatherings must not disrupt or interfere with the orderly educational operation of the University, nor be in violation of state statutes, local ordinance or the University's administrative rules and procedures. Nothing in this administrative procedure will limit the University's right to control gatherings and assemblies at a campus or site. Disruption shall include, but shall not be limited to, the following:

**A. Physical violence** or abuse of any person or University-owned or controlled property, or a University-sponsored or supervised function, or conduct which threatens or endangers the health or safety of any person.

**B. Deliberate interference** with academic freedom and freedom of speech, including not only disruption of a class, but also interference with the freedom of any speaker invited by any approved section of the University community to express his views. A faculty member may temporarily dismiss a student from class for one class period for disruptive activities and may refer the student for further disciplinary action.

**C. Forcible interference** with the freedom of movement of any member or guest of the University.

**D. Blocking of entryway** to buildings, rooms, or sections of buildings, or of hallways, or stairways in such fashion that people find it difficult or impossible to pass.

**E. Blocking of vehicular traffic.**

**F. Noise-making** or other physical behavior which is so distracting that it is difficult or impossible to conduct a meeting, conversation, study session, or other academic pursuit.

**G. Anti-Hazing** - the University policy prohibits hazing in any form. Hazing is defined as any intentional or reckless act by a student directed toward another student which endangers the mental or physical health or safety of the student. Hazing applies specifically to requirements either stated or implied for a student to gain membership to any student organization (club, fraternity, sorority, athletic group, etc.) which may be detrimental or embarrassing to the student such behavior is in violation of the anti-hazing policy and is subject to interpretation and sanction by the Vice President of Student Life and the President's Executive Council.

**H. Endangerment to mental or physical health.** Such as:

**A. Brutality:** Whipping, beating, branding, tattooing, shock, placement of harmful substances in the body.

**B. Physical Activity:** Sleep deprivation, exposure to the elements, confinement, excessive calisthenics.

**C. Substances:** any activity involving the consumption of food, alcohol, drug or other substances.

**D. Intimidation:** any activity that threatens a student with ostracism, or subjects the student to extreme mental stress, shame or humiliation or which discourages the student from

entering or continuing enrollment. Incitement to any of the above-mentioned action, or to other violations of University policy which could result on such actions, whether orally or through written materials or pictures. This includes any activities which may be construed as hazing.

**12. Misuse of Emergency Equipment** - fire escapes, ground level fire doors, fire hoses, extinguisher, and alarm equipment are to be used only in emergencies. Tampering with, or misuse of, these emergency devices, or blocking of fire exits or other means of impeding traffic, is prohibited. Tampering with fire extinguishers, fire alarms boxes, or smoke or heat detectors anywhere on University property; rendering inoperable or abusing a fire alarm, extinguisher, or other safety devises. Failure to evacuate university facilities or willfully disregarding any emergency or fire alarms signals is cause for disciplinary action.

**13. Unauthorized Use of University Facilities** - the unauthorized use of, or entry into, any University facilities ( classrooms, athletic facilities, library, computer resource center, student union ), residence halls, equipment or resources, whether by force or not, is prohibited. Tampering with locks in college buildings, unauthorized possession or use of University keys, and alternation or duplication of University keys. Off-campus students are prohibited from the use of any of the residence hall facilities.

**14. Identification of Students** - students will present identification when requested by authorized University officials. Any misrepresentation, alteration or misuse of identification is prohibited.

**15. Providing False Information** - no student shall knowingly give false or perjured testimony in any University investigation or proceeding. No student shall knowingly give false information to a University Official or show reckless disregard for truth.

**A. Public Laws** - any act by a student which constitutes a charge or a violation of a public law, occurring either on or off-campus, may establish cause for legal and/or disciplinary action by the University.

**16. Distribution or Sale of Literature or Goods** - distribution or sale of literature or goods or services on campus must be approved by the Vice President of Student Life.

**17. Obeying Reasonable Order by University Officials** - students are required to comply with reasonable requests or orders by authorized University Officials or representatives acting on behalf of the University. This requirement includes reasonable requests for students to meet appointments in administrative offices and at disciplinary investigations

and hearings.

**18. Breach of Peace** - student conduct or expression on University-owned or controlled property which disrupts the orderly functioning of the University, or which is lewd, indecent or obscene, is prohibited.

**19. Children** - students shall not bring and/or leave an unaccompanied child under the age of 18 on University property, unless the child is enrolled in a course or program at the University.

**20. Pets** - handicapped assistance dogs are permitted on the University campus, but no other pets or animals of any kind are permitted on any part of the campus without specific approval from the Vice President of Student Life.

**21. Smoking** - smoking in classrooms, at any public meeting or in any building at the University, which includes the cafeterias and the residence halls, is prohibited. Smoking is only permitted in outdoor unenclosed areas.

**22. Guest Speakers** - no student shall invite outside speakers to address a campus audience without prior authorization.

**23. Falsification of Records** - falsification of University records, instruments of identification, including but not limited to admission, registration, student disciplinary or final disciplinary and health records by forgery, or means of deception, is prohibited. Falsification of records will include forging signatures, alterations or unauthorized possession of records or documents.

**24. Search and Seizure** - the University may search briefcases, handbags, gym lockers, and other such containers in the libraries, laboratories, bookstores and at other places where materials or equipment are not secure. Contraband items will be confiscated and may be used as evidence in disciplinary cases.

**25. Firearms (including pellet guns), Weapons, Fireworks, Explosives, Paint guns, Knives, BB guns, and Dangerous Chemicals** - no students, except law enforcement officers, may have weapons in their possession at any time on University property. Weapons are defined as firearms, knives, explosives, flammable materials, or any other items that may cause bodily injury or damage to property.

**26. Damage or Destruction of Property** - accidental damage, vandalism, or malicious damage to property belonging to Webber International University or others may require restitution from persons responsible for

such damage and/or disciplinary action. The unauthorized use, or the abuse, destruction or theft of property of the University or of any of its members, guests, or neighbors. This regulation covers the unauthorized appropriation or borrowing of common property for personal use. It also covers the unauthorized use, abuse, destruction, or theft of property in the college care or custody, such as materials covered by copyright or specific agreements between the owner and the college.

**27. Bomb Threat** - no student will report the false presence of an explosive or incendiary device. This includes making a false report concerning a fire, bomb, or other emergency.

**28. Retaliation** - no student will retaliate or harass a complainant or other individual for acts known or unknown.

**29. Littering** - automatic \$5 fine collected by faculty, staff or R.A. immediately. Failure to comply with request results in referral to the Vice President of Student Life for additional disciplinary action.

**30. Abuse/Theft of Telephone Service** - unauthorized use of University telephones and telephone services constitutes theft and is automatically referred to the Vice President of Student Life for disciplinary action.

**31. Abuse/Theft of Computer Resources** - includes but not limited to: unauthorized modification to any University software for any reason; unauthorized entry into a file to use, read or change the contents or for any other purpose; unauthorized use of another individual's identification or Password; use of computing facilities to interfere with the work of another student, faculty member or University official; use of computing facilities to send obscene or abusive messages; use of computing facilities to interfere with the normal operation of the University computing system; unauthorized addition of software to any University computer without specific written permission by the Director of Computer Services.

### **Judicial Policies**

To protect the rights, safety, and well-being of the students, Webber International University has the responsibility to establish and to administer standards of conduct. Having accepted the privilege of admission to WIU, each student accepts the responsibility of utilizing the resources of the University for the resources' intended purposes. Each University student must accept the responsibility for always behaving on campus or off campus, in such a way to reflect credibility upon WIU. No student possesses the right to be the source of unfavorable or unflattering publicity which brings discredit upon the University community.

The University Administration will institute disciplinary action necessary in these circumstances. Whenever it is determined by the University that it does not have the personnel or the facilities to care for or deal with the needs of a student, the student may be required to withdraw; or he may be denied readmission for the ensuing term. Complaints for alleged violations may be filed by any member of the college community.

**THE UNIVERSITY RESERVES THE RIGHT TO TAKE IMMEDIATE DISCIPLINARY ACTION IN SEVERE CASES, WHICH MAY RESULT IN REMOVAL FROM THE RESIDENCE HALLS OR DISMISSAL FROM THE COLLEGE.**

**Disciplinary Sanctions**

The following sanctions may be altered as determined by the President of the University or the Vice President of Student Life. Furthermore, they are listed in the order of severity, generally, but are not necessarily administered in this order. A sanction must be completed during the semester it is imposed unless it is extended by the Vice President of Student Life.

**A. Restitution** - Reimbursement for damages to or misappropriation of property. Clean up costs and labor costs will be included in restitution. Additional fines and/or sanctions may be imposed.

**B. Admonition** - A verbal or written warning to a student by an authorized WIU official for violation of University regulation. While a warning does not become a part of the student's permanent academic record, the admonition is part of the University record for a period of time.

**C. Community Service** - In response to a violation of a University rule or regulation, a student may be assigned community service hours to perform tasks on the campus or in the community. This sanction will always be imposed when the student's actions cause inconvenience or the loss of use of a facility or service to the WIU community. Additional sanctions may be imposed. For a list of Community service sanctions, see Vice President of Student Life. Community service hours may be Abought out at the rate of \$10.00 per hour in the event of a justifiable conflict or if the student fails to complete the hours prior to the end of the semester. Approval by the Vice President of Student Life required.

**D. Fines** - In some instances a fine may be deemed to be an appropriate sanction. Fines may be imposed in addition to other sanctions. If a fine is imposed, it must be paid in full within the time period designated in the action, or additional sanctions will be necessary. An automatic fine of \$50.00 is imposed for failure to complete a sanction by the deadline, in addition to any other penalty prescribed.

**E. Written Reprimand** - A written explanation of the violation and the possible consequence. Repeating the behavior after a written reprimand

will result in very strong disciplinary action. Written reprimands are a part of a student's permanent record maintained in the Registrar's office and may be released with transcripts.

**F. Social Probation** - An official statement issued to cover a specified violation or violations of WIU regulations. Social probation may consist of one or several of the following sanctions. The student and his parents will be notified in writing of the probation and the duration of the probation. Further violation could result in suspensions or dismissal.

1. While on social probation, a student may not attend or participate in any WIU functions, including sports events on or off the campus or any functions given by a recognized WIU organization.
2. A student may not run for, receive, or retain an elected or appointed Campus office.
3. A student may not be rushed by, pledged or initiated into a fraternal, service, social or honorary organization (student who is pledging must withdraw his pledge).
4. A student may lose University- based financial aid.
5. A student may not represent the University in any capacity.
6. If living in the residence hall, a student may have to vacate the residence hall by 5:00 p.m. the day the sanctions are imposed, and may not continue on the meal plan.
7. The student may not use any University facilities including the pool, waterfront, student union, weight room, tennis courts and campus services. S/he may not visit the residence halls or campus.
8. If living in the residence hall, the student may have visitation hours and visitors restricted.
9. The student may have any or all of the sanctions specified in items 1-5 above.

Social probation becomes a part of the Student's personal record, and may be imposed for varying periods of time (generally 1 calendar year). Because further violations may result in suspension or expulsion, the parents or guardians are notified in writing.

**7. Suspension** - An official statement to the student that he is no longer enrolled in the University and is not allowed to participate in any phase of the University's life. While under suspension, a student may not visit the campus without prior approval of the Vice President of Student Life. Suspension will be imposed for any specified period of time and becomes a part of the student's permanent record. A student who is suspended may apply for readmission at the end of the suspension period. Readmission is not automatically granted. The parents or guardians of a student are notified of a suspension. A student who is suspended is required to leave the campus by 5:00 p.m. on the day the sanction is issued. The Vice President of Student Life may require earlier leave from campus when it is deemed in the best interest of the University or the student.

**8. Dismissal** - Mandatory withdrawal. Written reprimand in permanent file.

**9. Social Dismissal** - Termination of student status with no opportunity to apply for readmission. The parents or guardians of dependent students are notified of a dismissal. Upon dismissal a student may not visit the campus without the prior approval of the Vice President of Student Life. A student who is dismissed is required to leave the campus by 5:00 p.m. on the day the sanction is issued. The Vice President of Student Life may require earlier leave from campus when it is deemed in the best interest of the University or the student.

**10. Violation of Probationary Status** - A student who is alleged to have violated the Code of Conduct while being subject to disciplinary or final disciplinary probation may be charged with the separate offense of violating disciplinary probation.

**11. Mediation** - The University believes a strong system of mediation of disputes will encourage reporting and resolution of complaints. Mediation is appropriate when all parties involved (accuser/s and accused) voluntarily agree to engage in the mediation process. Mediation will involve resolution of the incident, including sanctioning when needed. If mediation fails, the case will be forwarded for a formal hearing.

**12. Incident Reports** - Incident Reports are used by Resident Assistants and Security Staff to document, in writing, irregular events which occur on campus. Usually, the Vice President of Student Life will decide if a report merits referral to the Judicial Board, the Executive Committee, or the Residence Life Staff. Incident reports can also be used to report facts about theft, unusual events, accident or illnesses.

### **Victim's Rights**

Victims of sexual misconduct have the following rights during disciplinary procedures involving an accused student or employee:

- A.** The right to have a person of their choice accompany her/him throughout the disciplinary procedure. This person will act as a support person or counsel but will not represent the victim while he/she appears as a witness.
- B.** The right to assistance and advice of University staff with substantial knowledge of the student or employee disciplinary process.
- C.** The right to submit a list of questions related to the alleged incident, prior to the hearing, that she/he feels the accused should be asked during the hearing process.
- D.** The right not to have his/her irrelevant past conduct, including sexual history, discussed during a disciplinary hearing.

**E.** The right to make a victim impact statement and to suggest an appropriate penalty if the accused is found in violation.

**F.** The right to learn the outcome of the disciplinary proceeding upon request.

## **Academic Integrity**

### **Student Classification**

Students are classified by level on the basis of semester hours earned toward graduation: Freshman: 0- 24; Sophomore: 25 - 56; Junior: 57 - 85 Senior: 86 and above.

### **Academic Progress/Good Standing**

Students must pass 24 credit hours in two semesters to meet the requirements for full-time student classification. Students in good standing are those whose cumulative grade point average is at the required level for the student's class standing.

### **Academic Warning**

Students whose semester grade point average falls below 2.00 receive an academic warning. Student grade sheet and transcripts reflect the warning status.

### **Academic Probation**

The student will be placed on automatic academic probation at the end of any term when the student's cumulative grade point average (on all hours attempted at Webber International University) falls below the following minimum standards: 1.59 for those students having attempted up to 12 credit hours. 1.85 for those students having attempted 13-24 credit hours. 1.93 for those students having attempted 25-36 credit hours. 1.97 for those students having attempted 37-48 credit hours. 2.00 for those students having attempted 49-60 credit hours. Student grade sheets and transcripts state a student is on probation and a letter from the Chief Academic Officer is sent to the student detailing academic restrictions. A student on Academic Probation may be awarded financial aid an additional semester if he/she has over a 2.00 GPA for 12 credit hours during the ensuing semester progressing toward a 2.00 cumulative GPA.

### **Academic Dismissal**

Students on probation who fail to meet the probation requirements will be academically dismissed by the Academic Standing Committee for unsatisfactory progress toward the attainment of their degree.

**Any student earning less than a 1.00 GPA, based on hours attempted in any semester, (and any student failing to meet Fresh Start contract**

provisions) is subject to academic dismissal.

#### **Academic Dismissal Appeal**

Any student wishing to appeal an academic dismissal decision may submit a letter to the Vice President of Academic Affairs within 30 days of notification of dismissal. The letter should contain any rationale for the appeal.

#### **Attendance**

Students are expected to attend punctually all classes and may be absent only for unavoidable reasons. It is the student's responsibility to inform his instructor of an unavoidable absence. Students with four (4) or more hours of unexcused absences must obtain permission from the instructor to return to class. Excused absence is defined as an absence due to:

A. Illness treated by a physician or the University nurse.

B. Participation in authorized University activities and with the permission of the instructor; serious, unavoidable personal emergency.

The Chief Academic Officer may drop a student from either a course or the University for excessive absences. Students having a prolonged period of absence due to illness must obtain permission from the Chief Academic Officer to return for the remainder of the current semester.

#### **Academic Dishonesty**

Academic dishonesty includes but is not limited to the following:

**A. Cheating** on an examination or in the classroom; Webber International University defines cheating as follows: **(1)** unauthorized giving or receiving of aid by any means during a test or examination; **(2)** having another person take an exam in his place, or taking an exam in another person's place; **(3)** stealing or using, unless authorized, any test, paper, or answer key.

**Punishment for cheating:** Upon the **first offense**, the student will receive a numerical value of zero (0) on the assignment or a reduction of one letter grade in the course, whichever is the most severe punishment. The **second offense** whether in the same course or another course will result in a penalty up to an "F" for the course.

A **third offense** will result in expulsion from the university.

**B. Plagiarism**, or taking and passing off as one's own ideas, writings or work of another, without citing the sources; The Winston Dictionary defines plagiarism as "as the act of stealing and using as one's own, the ideas, or the expression of the ideas, of another". Plagiarism includes the paraphrasing of another person's work or idea. Students must state the source of information, if not their own, by the use of footnotes or by citation in the body of the text. Plagiarism also includes electronic information of all types. Penalties for plagiarism include failure to meet the standards of copyright compliance. Students must adhere strictly to all

laws and guidelines pertaining to copyrights. No videos or films may be shown outside the classroom without the appropriate copyright permission.

Upon the **first offense** the student will receive a numerical value of zero (0) on the assignment or a reduction of one letter grade in the course, whichever is greater. A **second offense**, whether in the same course or another course, will result in a penalty up to an "F" for the course. A **third offense** will result in expulsion from the University.

**C. Stealing examinations** or course materials;

**D. Falsifying Records;** or anyone to do any of the above;

**E. Assisting** anyone to do any of the above,

**F. Violation** of computer policies.

**G. Copyright Compliance** - students must adhere strictly to all laws and guidelines pertaining to copyright; no videos or films may be shown outside the classroom without the appropriate copyright permission.

**J. Fabrication** - Fabrication is the falsification or invention of any information or citation in an academic exercise.

#### **Procedure for Reporting Cheating or Plagiarism Incident**

When a professor feels a cheating or plagiarism incident has occurred, the professor will present the information, documentation and any supporting evidence to the Chief Academic Officer. The Chief Academic Officer will review the information and conduct a joint session with the student(s) and the professor. The purpose of the session is to insure the student's complete understanding of the University's definition of cheating or plagiarism. Formal notification of cheating or plagiarism is delivered to the student in writing and placed in the University record. Parents may be notified.

#### **Facilitating Academic Dishonesty**

Facilitating academic dishonesty is helping or attempting to help another commit an act of academic dishonesty. For a student currently enrolled in a course, the procedures and penalties described above apply. When a professor or another student feels that a student who is not currently enrolled in a course is facilitating academic dishonesty, he or she may present the information to a department chair or the Chief Academic Officer. Supporting evidence will be reviewed to determine the level of involvement in facilitating academic dishonesty.

#### **Academic Review/Grade Challenge**

A student may request a review of a final grade within thirty (30) days of assignment of grade. Such a request must be submitted in writing to the Chief Academic Officer and shall state the reason(s) for believing the grade to be unjust. If the Chief Academic Officer determines that the student has reasonable grounds for requesting a review, he will appoint a committee of faculty members to conduct a review. The Chief Academic Officer will notify

the student, in writing, of the final decision. An Academic Review Committee has the sole responsibility to determine the justness of the disputed grade. It may not properly make any recommendation beyond that point. The student who requests an academic review of a final grade bears the burden of proof in establishing that the grade was undeserved. Failing to prove by preponderance of the evidence, the grade must stand as assigned by the faculty member. The presumption is always that the faculty member assigned the grade for good cause and without bias.

### **Procedure for Appeals**

A student who is not satisfied with a decision made by a University official often has an avenue of appeal.

A student who wishes to appeal a decision of a University official may do so in writing, within seven days after the decision has been reached. A student not availing himself or herself to this policy within this timeframe will forfeit any right to appeal that he or she may have had.

While there is no particular format which a student must follow, the student should completely and concisely spell out his or her case, including such documentation as is necessary. Specifically, the student should make clear the circumstances surrounding the issue and why he or she believes the decision reached was contrary to University policy, unjust, or should otherwise be reconsidered. The student should include contact information in case further information is necessary or questions arise. Because the presumption is that the decision was reached for appropriate reasons, the burden of proof lies with the student filing an appeal.

The University official receiving the student's appeal will render a written decision within seven days.

While a student may always avail himself or herself to the University's open door policy, doing so will not substitute for filing a written appeal and will not preserve his or her rights of appeal under this policy.

### **To Whom Decisions May Be Appealed**

Any decision involving the academic areas of the University may be appealed to: the Chief Academic Officer (first level of appeal); the President (second level of appeal)

Any decision involving the student life areas of the University may be appealed to: the Vice President of Student Life (first level of appeal); the President (second level of appeal)

Any decision involving athletics may be appealed to: the Athletic Director (first level of appeal); the President (second level of appeal)

The following decisions are final and may not be appealed: the decisions of the President of the University, the decisions of the Academic Standing Committee, the decisions of grade appeal committees, and the decisions of Fresh Start evaluation committees.

## **Alcohol and Drug Policy**

In order to provide students, faculty and staff an environment which will permit and enhance the achievement of its mission, WIU has established the following policies regarding alcohol, drugs and other controlled substances by its students and employees.

### **Alcohol and Drugs**

Alcoholic beverages are strictly regulated on campus or in residence halls. Only officially sponsored WIU functions in which alcohol is served, are permitted on campus. Students must show proof of age; University representatives and the WIU will reserve the right to refuse alcohol to any student at a University sponsored function. A student living in the residence hall who is legal age may have alcohol inside his room. No open containers are allowed in the hallways, public areas or the grounds of the campus. The sale of alcohol without a license is prohibited. The resale of alcohol is prohibited. Keg parties and beer are not permitted in the residence hall area without specific permission from the Vice President of Student Life. Large quantities of alcoholic beverages are prohibited in the residence halls. Students who are of legal drinking age, who wish to consume alcohol, may assemble in a residence hall room; however, loud boisterous behavior will not be tolerated. Students may not participate in "drinking games" or "funneling" which encourage excessive drinking. Hazing activities related to alcohol abuse are strongly prohibited. A student of legal age who is using alcohol is responsible for his behavior and the behavior of his guests and is subject to discipline for irresponsible behavior. Students of legal age who supply underage individuals with alcohol or who permit underage individuals to use alcohol purchased by the legal age student are subject to discipline and legal action according to the laws of the state of Florida. Public intoxication while on University property or attending a University sponsored event is prohibited.

The possession or use of any controlled substance (drug) without a valid prescription is prohibited. Violations of the drug policy are very serious. A student suspected of violating this policy is subject to a thorough room search by University personnel. The University will request law enforcement to take action if needed. The University will provide full cooperation with local law enforcement agencies for alcohol and drug-related violations. A student who is

formally charged by a proper prosecution attorney with drug violations, may following an administrative hearing, be suspended until his/her case is adjudicated. Any off campus facility such as a restaurant, club or hotel which hosts a WIU function is responsible for the distribution of alcoholic beverages in accordance with state law. Such facilities shall provide food and non-alcoholic beverages in sufficient quantity for students and faculty\staff who do not drink alcoholic beverages.

No illicit drugs or other controlled substances are permitted on Webber International University campus or functions by anyone; this includes students, faculty, staff and visitors. Controlled substances (i.e. medications) which are properly dispensed and prescribed by a licensed physician are permitted as long as the individual uses them in accordance with physician's instructions. Posters or other public display materials which market or advertise alcoholic beverages, drugs or other controlled substances must be approved by the Vice President of Student Life prior to their display. Such materials may not propose chemicals as a solution for personal or academic problems.

Individuals found in violation of these policies will be subjected to the following:

1. Hearing and actions by the appropriate judiciary body for either students or University personnel as outlined in the Student Code of Conduct or the Faculty\Staff Drug-Free Workplace Pledge.
2. Possible arrest and prosecution by Florida Law Enforcement officials according to Florida State Law.
3. Referral to an alcohol\drug rehabilitation program.
4. Any action which the University deems needed to protect its collegiate environment (both life and property). This includes, but is not limited to community or college service projects, suspension, or expulsion.

#### **Summary of Florida State Laws**

Driving while intoxicated:

First Conviction - License Suspended - mandatory 6 months - 1 year; Fine - mandatory \$250 - \$500; Imprisonment - optional up to 6 months; Community service - mandatory 50 hrs. minimum; School - Mandatory substance abuse course. School may require further treatment of defendant without going back to court.

Second Conviction: - License suspended - minimum 5 years (if within 5 years of first conviction) Fine - mandatory \$500- \$1,000; Imprisonment - mandatory 10 days (if within 3 years of first conviction). Optional up to 9 months.

Third Conviction - License suspension - minimum 10 years (if within 10 years of first conviction); Fine - mandatory \$1,000 - \$2,500; Imprisonment - Mandatory 30 days ( if within 5 years of first conviction). Optional 1 year. Must provide breath test or urine sample. Refusal will result in suspended license. Must have blood test in accident with injury.

Refusal will result in suspended license. Officer may use force to get blood test

Fourth Conviction - Lifetime Revocation of license; Conviction of Manslaughter with DWI Lifetime Revocation of license. Under Florida Law any person who is under age 21 who misrepresents his age in order to obtain alcoholic beverages is subject to arrest and prosecution.

The law provides that such person will be tried as an adult. Florida law stipulates that it is unlawful for an unregulated person to sell, manufacture, or deliver or possess with intent to sell, manufacture or deliver a controlled substance. - Evidence may be seized, tested, weighed, photographed and used as evidence in court. Penalties vary with the type and amount of controlled substance. - Penalties include fines of thousands of dollars and imprisonment. (with a mandatory minimum)

Any person who agrees, conspires, combines or confederates with another person to sell, manufacture or deliver controlled substance is as guilty as the person who actually did it and is liable for prosecution under the same penalties.

### **Health Risks Associated With The Use of Alcohol And Other Drugs**

#### **Alcohol**

Alcohol is a depressant drug which primarily affects the central nervous system (the brain and spinal cord). It is one of the few substances which can enter the bloodstream from the stomach and therefore, it is a rapidly acting drug. The majority of alcohol is absorbed from the small intestine. The effects of alcohol on the brain results in slowed thought process in a direct ratio with the quantity of alcohol consumed.

Continued and repeated use of alcohol will adversely affect every organ system in the human body. The physical effects of alcohol use include an increase in heart rate, elevated skin temperature, slurred speech and poor muscle coordination. The mental effects of alcohol use includes impaired judgment and reasoning, poor concentration and loss of inhibitions.

The long range effects of alcohol are often devastating. Drinking for extended periods will produce damaged brain cells which in turn will cause memory loss, hallucination, loss of concentration and mental disorders. Other effects are liver dysfunctions and diseases, degeneration of the digestive tract (such as ulcers and cancers), heart disease and bone and muscle degeneration.

## Drugs

Substance	Slang	Description	How Ingested	Effects
Alcohol	Booze	Liquid	Orally	Immediate: Loss of motor control, thirst. Long Term: Addiction, liver damage.
Barbiturates	Barbs, Yellow Jackets, Ludes	Usually pills or capsules of various shapes	Orally or can be injected	Immediate: Calming. Long Term: Addiction, paranoia, irrationality.
Marijuana	Pot, Grass, Weed, Joint, Reefer, Herb, Honey	Green or brown dried plant leaves, buds, or stems	Usually smoked in a hand rolled cigarette, or in a bong pipe or cooked in food, such as brownies	Immediate: Relaxed, disorientation, increased appetite. Long Term: Affects sperm count, short term memory.
Cocaine	Coke, Snow, Blow, Flake, Nose Candy, Toot	Flake, rock, or powder. White crystalline with yellow tint.	Snorted, injected, or smoked by Afree basings, inhalation	Immediate: Euphoria, insomnia, runny nose. Long Term: Addictive, paranoid psychosis, respiratory failure.
Crack	Rock	Light brown, white, beige pellets, sold in vials.	Crumbled into tobacco or marijuana. Can be injected.	Immediate: Same as cocaine high but more swifter and more intense. Long Term: Can cause brain seizure, heart attack.
Amphetamine	Speed, Uppers, Whites, Ice, Crystal	Pills and capsules. Colorless pellets resembling rock salt.	Orally. Can be injected or smoked	Immediate: Hyperactivity, sleeplessness followed by long periods of sleep. Long Term: Addiction and deep depression.
Tobacco	Butts, Snuff, Chew	Leaf brown powder	Smoked or chewed	Immediate: Raises heart rate and irritates lungs. Long Term: Lung/heart damage.
Heroin	Big H, Brown Sugar, Crap, Schoolboy	White yellowish or brown powder. Odorless, bitter, Tar.	Injected into the blood stream, sniffed, or smoked.	Immediate: Suppresses nervous system, euphoria, pupils constricted, voice raspy. Long Term: Malnutrition and Hepatitis
Codeine	4's and Doors, Loads	Pills and capsules	Orally	Immediate: Euphoria, drowsiness. Long Term: Coma, death.
LSD	Acid, Orange sunshine, Purple Haze, Window Pane, Love Drug	Tablets, capsules, liquid. Put in sugar. Can be dot on paper	Orally or can be absorbed through the skin	Immediate: Loss of coordination, jerky eye movements, bizarre behavior, hallucinations, paranoia. Long Term: Psychosis, chromosomal damage.
PCP	Angel Dust, Monkey Dust, Sherm, Koolies	Clear liquid, chemical odor. Capsules, tablets, or liquid form.	Smoked, snorted, or injected. May be absorbed through the skin.	Immediate: Poor coordination, hallucination. Long Term: Psychosis, brain damage, addiction, fetal

				addiction.
Inhalants	Snappers, Poppers, Locker Room, Rush	Glue, Paint, gasoline, cleaning fluids, amyl & butyl nitrate.	Inhaled	Immediate: Nausea, sneezing, nosebleeds, cough, bad breath, vomiting. Long Term: Heart attack, death, permanent imbalance.

## Campus Security Report

### Security

Webber International University employs security personnel within the Campus Services Department. Security personnel are on duty Monday through Friday from 4:30 p.m. until 8:30 am, and on Saturday and Sunday for 24 hours a day. Security personnel assist students in entering the residence halls after the doors are locked, at midnight on Sunday through Thursday and at 2:00 am Friday and Saturday, for the night. Security personnel will enforce WIU policies and regulations and will assist students in obtaining help in an emergency. WIU Security personnel will not arrest anyone; however, they are empowered to contact local authorities immediately in the event of an emergency, a crime or a disturbance. WIU enjoys a close relationship with local law enforcement authorities. Local police have responded to emergency calls with an appropriate degree of promptness and have assisted students and WIU personnel in dealing with situations. Security personnel, local police and the University administration strongly encourage students to report all crimes to security and a police agency.

### Reporting Campus Crime

The University is very concerned with the safety of its students and faculty and it is also concerned with the security of both personal and University property.

When witnessing or discovering a crime, students should first do what is necessary to secure their personal safety and the safety of others. The students should immediately report the crime to University personnel available on site. University personnel will then assist students in contacting the appropriate law enforcement agency. Students may seek advice or assistance from police immediately in the event the crime is serious or life threatening.

The student, when witnessing or discovering a crime, should first do what is necessary to secure his personal safety and the safety of others. The student should immediately report the crime to University personnel available on site. The University personnel will assist the student in contacting the appropriate law enforcement agency. The student may seek advice or assistance from police immediately in the event the crime is serious or life threatening. The campus community will receive a bulletin from the President's Office which will inform the community of any crime which affects the community at large or presents an imminent danger.

In case a sexual offense has taken place, students are advised to contact the Vice President of Student Life to report the offense. In the event the student feels he or she is in imminent danger, he or she should take immediate steps to secure his or her personal safety and to contact law enforcement authorities immediately. The Vice President of Student Life will assist the student in reporting sexual offenses to police. Students are reminded that preservation of physical evidence of sexual offense is essential for prosecution of the crime. The student is advised not to shower or change clothing prior to presenting.

University personnel who are available to assist students in resolving or reporting a crime are: Security, R.A.'s, Housing Coordinator, Campus Service Director, and Vice President of Student Life. An Annual Crime Statistics Report is available in The Student Life Office and is published in the Student Handbook.

### **Campus Hours**

Campus offices are generally open from 8:00 a.m. until 5:00 p.m. Monday through Friday. Classrooms are open from 7:30 a.m. until 9:30 p.m. Monday through Friday and on Saturdays when classes are in session. The Library hours are from 8:00 a.m.-10:00 p.m. Monday -Thursday, Friday 8:00 a.m. - 5:00 p.m., Saturday 1:00-5:00 p.m., Sunday 5:00 -10:00 p.m. Additional hours may be made available during exam weeks. The Computer Resource Center is open from 8:00 a.m. until 12:00 a.m. every day.

Security will admit students at other times with a valid I.D. Access to Campus facilities after regular hours are limited to students and their registered guests. Visitation hours are maintained within the residence halls; after visitation hours, only resident students and their registered guests are allowed within the residence halls. This policy is enforced by RA's and security personnel on site. The University reserves the right to alter access to the Campus facilities at any time. The University also reserves the right to bar an individual or group of individuals from Campus facilities or property

### **Educational Programming**

The University sponsors a guest speaker, seminar or workshop program once per year which addresses the topic of sexual offenses. A drug and alcohol awareness program is held annually and is addressed in the policy statement.

### **Crime Statistics**

In 2006, 1 aggravated assault, 2 burglaries, 5 liquor law violations, 2 drug law violation, and 8 larceny/thefts. However, theft of student's personal belongings is always a concern. All students are reminded to lock cars, residence hall rooms and not to leave books, backpacks or other belongings unattended for even short lengths of time. The College is not responsible for the security of a student's personal belongings.

### **Official Holidays**

Thanksgiving, Christmas, New Year's Day, Martin Luther King Day, Spring Break, Memorial Day, Fourth of July.

### **Parking and Traffic Policies**

#### **Parking Regulations**

Students are required to park in student-designated spaces only. WIU parking and traffic violation fines are to be paid in the Business Office. Ticketed vehicles must be removed within 24 hours or they will accumulate additional fines. Continued parking violations are met with increasing levels of penalty. Parking permits can be obtained from WIU switchboard at a \$5.00 charge. All mopeds and motorcycles must be registered. If the student sells or changes vehicles he or she is responsible for the removal of the University parking decal. Vehicles which are not owned by WIU students, and do not have a residential parking decal, will be ticketed if it is in a designated student space.

#### **Designated parking is as follows:**

**RESIDENT:** Only vehicles with the resident decals are permitted anytime. Only vehicles are:

**VISITORS:** Only visitors, commuters, faculty, and staff are permitted between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday.

**FACULTY & STAFF:** Only faculty and staff with decals are permitted between the hours of 7:30 am. and 7:00 p.m. Monday through Friday.

#### **Traffic/Parking Violations**

The following fines will be assessed for:

1. On campus students not having a decal;
2. Noise- Playing music too loud;
3. Speeding - Speed limit on campus is 15 mph;
4. Vehicles entering the wrong way on one way streets.

#### **Students will be responsible for all guest parking tickets**

First Offense: \$25.00 Fine

Second Offense: \$50.00 Fine

Third Offense: \$75.00 Fine

Each Offense thereafter: \$150.00 fine

#### **Parking in a designed handicapped space: \$100.00 each offense.**

Continual offenses may result in on campus parking privileges being revoked.

#### **Use of Vehicles**

Riding of bicycles or mopeds, roller skating or skateboarding in hallways, in buildings or on walkways is prohibited. Motorized vehicles are prohibited in areas other than designated roadways and parking lots. Operating a vehicle in violation of traffic rules or so as to endanger people or property is prohibited.

**Student Vehicles**

All students in good standing are permitted to bring a vehicle to campus. The parking lots are designated by type. The decals are on Registration day and at the switchboard during the year for on campus students. Vehicles that do not have the required decals or that are parked in the wrong area will be booted.

**Webber International University is not liable for any damage to vehicles.**

**Persistence and Graduation Rates**

1999 Cohort Year

Graduation Rate - 46%

2005 Graduation rate data of full time, first time degree seeking undergraduate students who have had the opportunity to graduate within 150% (6 years) or transfer to a higher level program.

**Graduate Rate for Athletes**

Baseball	33%
Basketball	56%
Cross Country/Track	25%
All other Sports	58%



## *Academic Calendar*

### Fall Semester 2007

Aug. 25	Residence Halls Open	Oct. 27	Midterm
Aug. 27	Residence Halls Open - 1:00 p.m.	Oct. 20	Sat. Term B Classes Begin
Aug 28 - 31	Orientation, Advising, and Registration	Oct. 8 - Nov 9	Registration for Spring 2008
Sep. 4	Classes Begin	Nov 16	Last Day to Withdraw
Sep. 4-5	Schedule Adjustment	Nov. 21 - 25	Thanksgiving - No Classes
Sep.5-7	Drop/Add - Fee	Dec. 7	Classes End
Oct. 13	Final Exam Sat. Term A	Dec. 10 - 14	Final Exams
		Dec. 15	Final Exam Sat. Term B

### Spring Semester 2008

Jan 7	Residence Halls Open	Mar 10-14	Spring Break-Sat. Classes
Jan 8 -9	Orientation, Advising, and Registration	March 3 - April 7	Registration for Fall 2008
Jan 5	Sat. A Term Classes Begin	March 21	Good Friday
Jan 10	Classes Begin	April 11	Last day to Withdraw
Jan 10-11	Schedule Adjustment	April 25	Classes End
Jan 14-16	Drop/Add - Fee	April 26	Final Exam Sat. B Term
Jan 21	Martin Luther King- Holiday	April 26 - May 1	Final Exams
Feb 22	Midterm	May 2	Graduation Rehearsal
Feb 23	Final Exam Sat. A Term	May 3	Graduation
March 1	Sat. B Term Classes Begins		

### Summer Semester 2008

<u>TERM A</u>		<u>TERM B</u>	
May 5 -May 9	Registration	June 16 -20	Registration
May 12	Classes Begin - 8:30 a.m.	June 23	Classes Begin
May 12-13	Drop/Add - Fee	June 23 - 24	Drop/Add - Fee
May 26	Memorial Day--Holiday	July 4	Holiday
May 30	Midterm	July 11	Midterm
May 30	Last Day to Withdraw - Fee	July 18	Last Day to Withdraw - Fee
June 19	Last Day of Term	July 31	Last Day of Term

### Emergency Numbers

<b>Fire Department, EMS, Police</b>	<b>911</b>
<b>Webber International University Switchboard</b>	<b>863-638-1431</b>
<b>Vice President of Student Life</b>	<b>863-638-2914</b>
<b>WIU Security Guard</b>	<b>863-819-1986</b>
<b>WIU Guard House (between dorms)</b>	<b>863-638-2966</b>
<b>WIU after Hours Number (switchboard)</b>	<b>863-638-1432</b>
<b>Director of Campus Services/Housing</b>	<b>863-638-2921</b>
<b>Community Resources AIDS Hotline</b>	<b>1-800-342-AIDS</b>
<b>Alcohol/Drug (referral # 1)</b>	<b>1-800-ALCOHOL</b>
<b>Drug Abuse Hotline</b>	<b>1-800-622-HELP</b>
<b>Eating Disorder Hotline</b>	<b>1-800-553-7160</b>
<b>Poison Control Center</b>	<b>1-800-682-7625</b>
<b>Suicide Hotline</b>	<b>1-800-242-7837</b>
<b>In Case of Crisis</b>	<b>1-800-723-3248</b>
<b>Florida Abuse Hotline (24 Hours)</b>	<b>1-800-962-2873</b>
<b>Anonymous Crime Reporting Service</b>	<b>1-800-78-CRIME</b>
<b>America's Crisis Pregnancy Help line (ACPH)</b>	<b>1-800-672-2296</b>
<b>Rape Crisis Line</b>	<b>1-863-669-0488</b>

**Other Helpful Phone Numbers**

<b>Heart of Florida Hospital</b>	<b>1-863-422-4971</b>
<b>Lake Wales Hospital</b>	<b>1-863-676-1433</b>
<b>Winter Haven Hospital</b>	<b>1-863-293-1121</b>
<b>Domino's Pizza</b>	<b>1-863-676-7654</b>
<b>Hungry Howies</b>	<b>1-863-676-9478</b>
<b>Pizza Hut</b>	<b>1-863-676-1406</b>

