

Consumer Information

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Webber International University

Florida Campus

Availability of Employees for Information Dissemination Purposes	Approved: July 3, 2018
	Approved By: Joint Institutional Planning Committee
Federal Student Aid (FSA) Programs: Consumer Information Disclosure Requirement	Revised and re-approved by JIPC: N/A

Webber International University has designated employees who are available on a full-time basis to assist all enrolled or prospective students in obtaining information on financial assistance, graduation and completion rates, the school in general, and security policies and crime statistics; as required by the US Department of Education.

The Dean of Students is available during normal business hours, on a full time basis for information regarding general information about the University and security policies and crime statistics. For information regarding financial assistance, students should contact the Director of Financial Aid. The Director of Financial Aid is available during normal business hours on a full time basis to respond to requests for information. For information on graduation and completion rates students should contact the Registrar at 863-638-2930.

- Contact Information for Financial Assistance Information – Director of Financial Aid at 863-638-2929.
- Contact Information for Accreditation and Licensure Information, as well as Institutional Information – Registrar at 863-638-2930.
- Contact Information for Equal Opportunity Information – Assistant Controller at 8636382944.
- Contact Information for Copyright Infringement Policies and Sanctions Information – Chief Academic Officer - 863-638-2975.
- Contact Information for Drug and Alcohol Use Prevention Program Information – Dean of Student Life. Student Life Office at 863-638-2914.

- Contact Information for Information on Graduation Rates and Other Student Profile Information – Registrar and Director of Institutional Research at 863-638-2930.
- Contact Information for Student Record Privacy and FERPA Information – Registrar at 863-638-2930.
- Contact Information for Campus Crime and Safety Information – Dean of Student Life at 863-638-2914.
- Contact Information for Information about Athletics – Director of Athletics at 8636382953.

Implementation responsibility: President’s Office, VP of Student Records Services, and Registrar

Policy review cycle: At least every three years

Compliance: Mandatory

Webber International University

Florida Campus

Copyright Infringement Policy	Approved: July 3, 2018
	Approved By: Joint Institutional Planning Committee
Federal Student Aid (FSA) Programs: Consumer Information Disclosure Requirement	Revised and re-approved by JIPC: N/A

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties.

In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. In the case where the copyright owner sustains the burden of proving, and the court finds, that infringement was committed “willfully,” a court may increase the award of statutory damages up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. The [U.S. Copyright Office](#) provides additional information on copyright law and criminal penalties.

Webber International University also maintains a policy that protects the intellectual properties of students, faculty, and staff. In addition, the University also maintains a Plagiarism Policy, including sanctions for violating the policy.

Implementation responsibility: President’s Office, Chief Academic Officer, and Academic Deans

Policy review cycle: At least every three years **Compliance:** Mandatory

Webber International University

Florida Campus

Misrepresentation Policy	Approved: July 3, 2018
	Approved By: Joint Institutional Planning Committee
Federal Student Aid (FSA) Programs: Consumer Information Disclosure Requirement SACSCOC Section 10.1 and 10.5	Revised and re-approved by JIPC: N/A

Section 10: Educational Policies, Procedures, and Practices

10.1 : The institution publishes, implements, and disseminates academic policies that adhere to principles of good educational practice and that accurately represent the programs and services of the institution. (Academic policies)

10.5: The institution publishes admissions policies consistent with its mission. Recruitment materials and presentations accurately represent the practices, policies, and accreditation status of the institution. The institution also ensures that independent contractors or agents used for recruiting purposes and for admission activities are governed by the same principles and policies as institutional employees. (Admissions policies and practices)

Webber International University is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or to the Department of Education. Misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment. The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education.

Complaint Procedure

Online Education and Professional Licensure Disclosure at Webber International University

The State Authorization Reciprocity Agreement (SARA) establishes a state level reciprocity process that makes state authorization more efficient, effective, and uniform in regard to necessary and reasonable standards of practice across states as well as more effective in dealing with quality and integrity issues for online learning. The State of Florida is a member of SARA agreement. Webber International University has been approved and has joined the Florida State Authorization Reciprocity Agreement (FL-SARA) Important note for prospective students: If you are considering an academic program that leads to a professional license in your state, it is highly recommended that you first seek guidance from the appropriate licensing agency in your home state, BEFORE beginning the academic program located outside your state.

State Authorization and Student Complaints

Webber International University attempts to maintain an environment where problems are dealt with honestly, openly, collaboratively, and as close to the source as is possible. In addition to a wide array of informal resolution strategies, students have the right to file a written complaint. Students are encouraged to address a grievance with the professor or staff member for resolution. If there is no resolution, the student may submit a written complaint.

The complaint must be a clear and concise written description of the evidence upon which the allegation is based, names and contact information for those with personal knowledge of the facts of the matter, information on any attempt for resolution prior to submission of the written complaint and a description of any external channels the complainant is pursuing.

Normal inquiries about the University, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the University, and not to the Florida Department of Education Commission on Independent Education's office. The Department's office is to be contacted only if there is evidence that appears to support an institution's significant noncompliance with a requirement or standard.

Through the following link you will find an excerpt of current policy as it pertains to student complaints. It provides the necessary information on how and to whom a written complaint would be sent—[Webber Written Complaints Policy](#). The full policy is available on the Webber intranet. Online students may begin the process by completing the Online Complaint Form. The full Written Complaints Policy is available on the Webber intranet. Online students may begin the process by completing the [Online Complaint Form](#).

If a satisfactory resolution cannot be first reached internally through the institution resolution procedures listed above, distance education students may contact

Florida Contacts

Office of Articulation

Department of Education

articulation@fldoe.org

850-245-0427

Webber International University (including its branch campuses, St. Andrews University and St. Andrews at Sandhills) is accredited by the Southern Association of Colleges and Schools Commission on College to award degrees at the associate, bachelor, and master levels. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, call 404-679-4500 or go to <http://www.sacscoc.org> for questions about the accreditation of Webber International University.

Students must first go through the institutional complaint process listed in the institution's website under grievance and/or complaint process.

If the student is not satisfied with the outcome he/she may appeal the complaint to the Council by sending an email to FLSARAINfo@fldoe.org.

Requirements

- Complaint must be filed within two years of the incident about which the complaint is made.
- Complete the institutional and state agency complaint process prior to submitting complaint to the Council.
- Complaint must be a formal assertion in writing that the terms of SARA, or of laws, standards or regulations incorporated by SARA, are being violated by a person, institution, state, agency or other organization or entity operating under the terms of SARA.
- You are a student of a FL-SARA approved institution.
- If you are not a student, but have a concern about any of the above, you may submit a complaint.

Out of State Education Students

Complaint process for out-of-state distance education students participating under SARA, who have completed the internal institutional grievance process, and the applicable state grievance process, may appeal non-instructional complaints to the FL SARA PRDEC Council at FLSARAinfo@fldoe.org.

For additional information on the complaint process, please visit the [FL SARA Complaint Process page](#).

Student Code of Conduct

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

All students are expected to:

Follow all regulations and guidelines as prescribed in the Student Handbook, found at <https://www.webber.edu/handbooks/>

Be honest in all situations, academic and non-academic.

Respect the rights and property of others.

Live in a manner that brings credit to you and your University. Follow all state, local and federal laws.

Take advantage of every opportunity to expand one's mind and to contribute positively to the university environment.

IT Support

Students needing IT support should email webbersupport@webber.edu. Students will receive an automated response from Webber International University Technical Support acknowledging receipt of the support request email. A 2nd email with further instruction from the IT staff will follow within 24 hours.

Professional Licensure/Certification

Webber International University is a private, not-for profit college that is located and chartered in the state of Florida. Pursuant to section 1005.06(c), Florida Statutes, “[a]ny institution that is under the jurisdiction of the Department of Education, eligible to participate in the William L. Boyd, IV, Effective Access to Student Education Grant Program and that is a nonprofit independent college or university located and chartered in this state and accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to grant baccalaureate degrees” is not required to obtain licensure.

Disclaimer Statement

NC-SARA has no effect with professional licensing board approval for any courses or programs leading to professional licensure. If you are not a resident of Florida, and you are taking a course or program leading to professional licensure, Webber International University cannot guarantee whether the course or program meets requirements for professional licensure in your state. Prior to beginning your course of study, please consult with the academic department offering the program to receive individualized assessment and advice.

Information for programs leading to professional licensure. <https://www.nc-sara.org/resources/professionallicensure>

Additional Program information available: Occupational Therapy Assisting - OTA

<https://www.aota.org/Advocacy-Policy/State-Policy/Licensure/StateRegs.aspx>

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Accounting

<https://nasba.org/stateboards/>

Joanne Muniz, Associate Professor of Accounting, MunizJ@webber.edu

Teacher Education

<https://publish.smartsheet.com/4dfcb6a0284545ee895980a8c8b71432>

<https://www.nc-sara.org/resources/national-association-state-directors-teacher-education-andcertification>

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