

**Webber
International
University**



**Student
Handbook
2023-2024**

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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. For easy reference, you can find all University policies on the University's Intranet at <http://webber/HandbookPolicy.htm>.

MISSION STATEMENT

The University's mission is to offer students an array of business, liberal arts and sciences, and pre-professional programs of study that create a life transforming educational opportunity which is practical in its application, global in its scope, and multi-disciplinary in its general education core. Students will acquire depth of knowledge and expertise in their chosen field of study, balanced by breadth of knowledge across various disciplines, while pursuing a degree at associate, bachelor, or master level. Special emphasis is placed on enhancing oral and written communication, and critical thinking skills. The international quality of the student body enriches personal experience and promotes understanding of international cultures and influences. Through an atmosphere in which self-discipline, creativity and cultivation of ethical standards are enhanced, the University is dedicated to teaching its students the "how to learn, how to think, and how to apply method" to each new challenge.

HISTORY: A Legacy from the Past, A Promise to the Future

On April 6, 1927, Grace Knight and Roger W. Babson founded the University which carries the name of their granddaughter, Camilla Grace Webber. Roger 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. His philanthropic contributions included the formation 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 founded 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. Originally the Babson Park campus was only used for the Spring term, while fall classes were taught in Boston. In 1940, Babson Park became the University's permanent campus, and our student body became co-ed in 1971. Webber is owned and controlled by the Members of Webber International University, Inc., a Florida not-for-profit corporation, who also serve as the University's Board of Trustees.

In 2011, as part of its long-range strategic development plan, Webber merged with St. Andrews Presbyterian College (now operating as St. Andrews University), Laurinburg, North Carolina. St. Andrews is a liberal arts and sciences institution that has been serving students at its current location for over 50 years. By means of the merger, Webber expanded the academic opportunities and curricular offerings available to its students, extended the reach of its educational programs, and positioned itself for additional growth and service to students. In addition, the University of North Carolina Board of Governors approved interim licensure for Webber to conduct post-secondary degree activity in North Carolina (for which the required tuition Guaranty Bond, accessible for review, is held by Western Surety Company of Sioux Falls, South Dakota), and to designate St. Andrews as an additional instructional location.

Webber will continue to propagate the ideals envisioned by its founders. Built upon a solid legacy of experience and knowledge, Webber will prepare tomorrow's business leaders to meet the challenges of the future by instilling a desire for innovative thought and creative accomplishment.

Webber is a member of the NAIA and The Sun Conference. Webber men and women participate in soccer, volleyball (indoor and beach), basketball, tennis, softball, cross-country, golf, track and field and bowling.

Webber is located and chartered in the State of Florida and is included among the independent colleges and universities that are exempt from Florida licensure. Situated on the shore of beautiful Crooked Lake, in addition to our classroom and administration buildings, we offer a Student Union, four dormitories, two gymnasiums, a state of the art fitness center and conference center.

Principal office: 1201 N. Scenic Highway, Babson Park, Florida 33827-0096 (800-741-1844).

Electronic mail address: www.webber.edu.

STUDENT SERVICES

Student Life

At Webber International University, we believe that not all learning experiences take place in the classroom. Active involvement in social programs and recreational activities contribute to student's personal-growth and prepare students for life after college. The Student Life Office is designed to help students succeed in all aspects of life at Webber. The Dean of Student Life 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. Students are encouraged to become involved in the campus community through participation in social and educational events, joining campus clubs, and becoming involved in community service projects. We believe that becoming involved in the campus community will make students feel connected to the University and will increase 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 career fields and establishing a plan for achieving the ultimate objective of successful employment.

On-campus recruiting by employers provides opportunities 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 job listings.

An annual Career Day is held each Fall Semester with employers conducting seminars and providing information and contacts for interviews.

Counseling

Webber offers an on campus counselor that may be used by students, faculty, and staff. She is a license mental health counselor that specializes in depression, anxiety, PTSD, ADHD, and mood swings. The counselor will be on campus one evening a week and will be available at her office in Lake Wales any other time. To schedule an appointment, please visit <https://webber.edu/student-life/student-health-services/> or stop by the Student Health Center. Canceling an appointment in less than 24 hours or no show will result in a \$45 fee. On campus visits are covered in tuition; seeing the counselor at her office can result in a co-pay through the individual's insurance. Additionally, faculty members provide academic advising and the Director of Career Services provides career counseling and sponsors career development programming. The Dean of Student Life provides personal and academic assistance as well.

Student Medical Insurance Plan

Eligibility for Coverage

The Federal Visa regulations require international F-1 and J-1 students to maintain adequate health insurance throughout their stay in the United States. All international students attending Webber are required to be covered by the university's Student Medical Insurance Plan and will be automatically enrolled in the Plan.

All Domestic Athletes are required to be covered by the Webber Student Medical Insurance Plan and all registered Full-time traditional students taking 12 or more credit hours are also automatically enrolled in the Plan.

Eligible students will be enrolled in the Webber International University Student Medical Insurance Plan either as the Primary Payer, or Secondary Payer if they have comparable coverage under another plan.

In order to be eligible for school insurance a student must meet one of the following requirements:

- a. a full-time traditional undergraduate student who is regularly scheduled for a minimum of 12 credit hours; or
 - b. a graduate student
 - c. must actively attend classes for at least the first 31 days after the date for which coverage is purchased. Home study, correspondence, Internet, and television (TV) courses do not fulfill the eligibility requirement that the student actively attend classes.
- If the eligibility requirements are not met, Webber's obligation is to refund the premium, less any claims paid.

General Student Services

Bookstore

The Webber 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, Master Card, VISA, Discover, or American Express. Some student loans may be used to cover the cost of books.

Student ID Cards

Every full and part time student and employee is required to have a Webber International University ID card and carry it at all times while on campus. ID cards are made in the Student Life Office and replacement cards are available for a fee. Every semester all employees and students must update their cards with the current semester sticker. ID cards must be presented at Webber social functions, at the library, to check out equipment, and to enter the cafeteria. Security, or any other employee, may request a student to present his/her ID for a number of reasons. Anyone without a valid ID, or refusal to show ID, will be asked to leave the campus. 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.

Intellectual Property

Webber University prohibits unlicensed use of its intellectual property (including logos, materials on our websites, and other intellectual property protected by copyright and trademarks laws) to be used on Facebook, Twitter, or other forms of Social Media.

Library

The Grace & Roger Babson Learning Center, located in the central part of the campus, is a modern and comprehensive business library facility. An all-electronic collection provides a variety of databases with a wide selection of research materials supporting both the academic and business curriculum. The library houses several computers for student use but its resources are available wherever the student may be. The open area of the Library is for quiet study. Rooms are available for group study and/or discussion. Library services include: Copier/Printer, Reference/Research Assistance, Wireless Service, Testing Service, Inter-Library Loan, and Database Instruction.

**The Library and Computer Resource Staff reserve the right to inspect book bags and other personal belongings entering and exiting the Library and Computer Resource Centers.*

System Requirements - BrightSpace

As a student in the Webber online degree program, you must have a computer system capable of running all required application software (i.e., Microsoft Office Suite) and have high speed Internet access.

BrightSpace is the online classroom management system used by Webber. Various browsers (Internet Explorer, Firefox, Chrome, Safari, etc.) interact with BrightSpace and remote access into our network system in different ways - sometimes not productively; therefore, Webber recommends Microsoft Internet Explorer X (8 in 2012, or higher) as your web browser.

Some of the online courses may require you to watch online videos or to create a PowerPoint slide presentation with embedded audio of your speech. The course syllabus will state whether any specialty hardware is required for the course. Specialty hardware might include:

- Sound card & speakers
- USB Microphone headset to record your speech and listen to the playback.
- USB Video camera

Some applications may require that the following programs are installed on your computer system: Adobe Flash player, Adobe Reader, Adobe Shockwave player, Java, QuickTime, etc. Programs within Microsoft Office are used in most online courses to complete assignments. If you do not have access to Microsoft Office or the individual programs, either purchase the software, or use remote access into the Webber network system and use the software on the student system.

- All written documents must be submitted in Word format.
- All spreadsheet files must be submitted in Excel 2016 format.
- All slide presentations must be submitted in PowerPoint 2016 format.
- All database projects must be created in Access 2016 format.

**It is possible that some courses may permit the use of earlier versions of the software; please consult your professor for specific requirements*.*

Advising Process

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

Campus Bulletin Boards

All flyers, announcements, etc. must be approved by the Dean 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 Dean 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 residential student is assigned a Webber International University Post Office Box. If you fail to return your key due to loss or for any other reason, you will be charged \$35. Your PO Box will be assigned based on the Residence Hall you have been assigned to. It is important that you notify your family and friends of your school address:

It is very important that the mailing address you give your family and friends is accurate. Inaccurate or incomplete addresses will result in your mail being returned to the sender. You will receive a copy of your address when you complete the registration process. All residential student mail will be sorted and delivered to your mailbox by University personnel. To send mail, please visit the Babson Park Post Office, which is located directly across the road from the University.

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 years or older.
- C. MMR.** - 2 doses required. Measles, Mumps, Rubella.
- D. TB** - recommended but not required.
- E. Hepatitis B Vaccine** - recommended but not required
- F. Meningitis** - recommended but not required

Webber International University 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 documentation of the MMR immunization will be required to have the MMR immunization at their own expense when they arrive on campus.

Exemptions from requirements

If certain immunizations are contraindicated due to a medical condition, you may be exempt from immunization requirements. You will need to submit a signed statement of medical exemption from your primary care provider to your admissions counselor. You may also be exempt from immunizations due to your religious beliefs. In this case, you should submit a letter to your admissions

counselor, explaining how immunizations conflict with your religious beliefs.

Webber International University highly recommends that students with immunization exemptions submit results of titers (blood tests to determine immunity) for measles, mumps, rubella, and varicella. Students who do not do so, or whose results do not show that they have immunity, may be temporarily excluded from classes, residence halls, and any sponsored activities on campus in the event of a vaccine-preventable disease outbreak or threatened outbreak.

Official Student Holidays

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

Disability Services

Student Service

The Academic Dean 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 Academic Dean. 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 Academic Dean'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 Admissions Office 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 the Admissions Office before leaving the U.S.A. to ensure that their I-20 is up to date and valid. It is the students' responsibility to notify the Admissions Office of any changes that may affect their International student status while in the United States.

Financial Aid

Student Credit Balance Policy

Students whose financial aid is in excess of all university direct billed costs will be eligible to receive a refund of the overage after all enrollment has been verified by the university, disbursement of all aid has been made to the student's account and a credit balance has been created.

Students who complete the requested check-in process with Financial Aid during drop/add week will receive priority disbursement if all required financial aid documents have also been received.

Once all aid is disbursed to the student's account in the Business Office and a credit balance is created, the university will generate a refund check to the student within 14 days. Notification is sent to the student's Webber email address when the refund check is available.

Webber International University does not issue electronic refunds.

Satisfactory Academic Progress Policy for Receipt of Financial Aid

Federal Regulations require students who receive Federal Financial Aid which includes Federal Pell Grant, Federal SEOG, Federal Direct Student and PLUS Loans and Perkins Loans, to make Satisfactory Academic Progress (SAP) towards the student's degree in their declared program.

The standards are cumulative and have two components, Qualitative and Quantitative. Webber uses grades earned and quality points as the measurable standard for academic work.

Financial Aid Qualitative Standard

Webber International University uses a graduated standard for undergraduate students to remain in academic good standing.

- >=1.59 for 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

In the 60th attempted credit hour a student must have a cumulative G.P.A. consistent with the minimum graduation requirement of 2.00 cumulative G.P.A.

Financial Aid Quantitative Standard

Undergrads may receive aid for a maximum of 150% of the 4-year bachelor degree program requirements or 180 attempted hours. The 4-year degree program is 120 credit hours, which is equivalent to $120 \times 150\% = 180$ attempted hours. For a full time student, it is equivalent to 6 years of enrollment. It is cumulative and includes periods without Title IV aid assistance. The years of enrollment are adjusted proportionately for periods of attendance at less than full time.

For the MBA program, 150% of the degree program is 54 attempted hours for Title IV eligibility to meet the SAP Policy.

A full time MBA student who enrolls consistently in 6 hours for each term, the maximum time frame is equal to 27 months or 9 terms.

This policy does not override the Academic Progress Standards required by the Webber Graduate Council.

Webber monitors progress at the end of each undergraduate semester/term or graduate term. At this point, both the cumulative quantitative and qualitative components of SAP will be evaluated. Students must earn at least 67% of all attempted cumulative credit hours. The qualitative cumulative GPA, as stated above, must also be consistent with the academic standards chart. A student is eligible for subsequent disbursements of Federal Financial Aid in the next semester if the student is in SAP compliance.

*Winter Intercessions and Summer Sessions are factored into both the qualitative and quantitative SAP.

COURSE REPEAT POLICY

A course in which a letter grade of "D" or "F" has been earned may be repeated for grade average purposes. Only the higher grade is used in computation of a cumulative Grade Point Average (GPA) at Webber International University and at St. Andrews University, its branch campus. However, the original grade and the repeated grade will count towards Satisfactory Academic Progress, unless the student applies for "Forgiveness."

If a student chooses to repeat a course, a Request to Repeat a Course Form must be completed during the registration period. The course must be repeated at the student's respective campus in order to receive an adjustment in the GPA. However, a student may petition to repeat the course through the Florida campus (for North Carolina students) or in North Carolina (for Florida students) if there is an equivalent course available. The petition must be submitted to the Academic Planner/Adviser (of the campus where the student intends to repeat the course) a minimum of one month prior to the start date of the course in question. The Registrar (for the Florida campus) or the Campus Academic Dean (and Associate Dean, as applicable, for the North Carolina campus) will review the request, consult with the Department Chair and adviser, determine if an equivalent course exists, and inform the student of the result of the review.

No course may be repeated more than two (2) times. Students who repeat a course for which they have received a letter grade of "D" or "F" must notify the Registrar's Office for recalculation of their cumulative GPA. No courses may be repeated for grade average purposes after graduation. All credits attempted are considered when calculating quantitative Satisfactory Academic Progress status. Students pursuing majors in the Education Department (including Elementary Education, Physical Education K-12, Middle Grades Education, and Special Education) are required by the North Carolina Department of Public Instruction to maintain a cumulative grade point average of 3.0 or higher to be admitted to the Education program, to remain in the Education program, and to be permitted to complete the student teaching experience and the major. Therefore, students majoring in any of these majors in the Education Department are permitted to repeat, for grade average purposes, no more than three (3) courses in which a grade of "C" was earned. This exception must be approved by the Chair of the Education Department and the Campus Academic Dean. If the exception is approved, only the higher grade in the repeated course(s) would be used in the computation of the

student's cumulative grade point average. Both the original grade and the repeated grade would remain on the student's transcript. NOTE: Veterans' Administration benefits and some Title IV funds may not cover the cost of repeating courses assigned a "D" grade. Students should speak with the Financial Services Department for further details.

GRADE FORGIVENESS POLICY: UNDERGRADUATE PROGRAMS

Grade forgiveness allows a student to repeat a limited number of courses to improve his or her GPA. This includes courses in which a grade of "C" or higher was earned. Students must submit a completed Grade Forgiveness Request Form to the Academic Planner to the Registrar's Office (for the Florida campus) or the Registrar's Office (for the North Carolina campus) prior to repeating the course.

Whenever a student elects to repeat a course for grade forgiveness, the original grade is removed from the transcript, and replaced with "R"; thus, it will not be computed in the final grade point average. Note that once the student receives grade forgiveness, the original grade will not count towards the GPA or SAP standards. Federal aid allows for one repeat attempt for a previously passed course to be included in enrollment status.

Only courses taken at Webber International University and/or at St. Andrews University and repeated at the University are eligible for grade forgiveness. Undergraduate students may use forgiveness up to three (3) times prior to the conferral of the degree. Grades cannot be changed once a degree has been conferred. Grade forgiveness cannot be used by non-matriculating students or for pass/fail courses.

If a course has been taken more than one time prior to the application for forgiveness, this process can be used to establish the highest awarded grade received in the course. The grade forgiveness policy is not retroactive and will not retroactively alter any previous academic action. For example, a probation or disqualification status will not be removed from the records of the semester in which the student originally took the course.

Under unusual circumstances, a different but similar course may be used to replace a forgiven course. In such cases, the Campus Academic Dean must seek prior approval from the Chief Academic Officer for a course substitution to be utilized.

If a student withdraws from a first retake repeated under the grade forgiveness policy, the attempt will not count as an allowable attempt. However, the original grade will not be replaced with the "W" received in the repeat attempt. This stipulation mirrors the financial policy for students withdrawing prior to completing a first-retake course.

Students receiving VA benefits are advised that the forgiveness of any grade other than an unsatisfactory grade must be reported to the VA and may result in the retroactive reduction of benefits for the semester for which the forgiven grade was originally assigned.

Students receiving Title IV financial aid are allowed one retake of a course previously passed (grade of B-D) or failed (grade of F) and still receive financial aid for that second enrollment. If a student withdraws before completing a course that is being retaken, it is not counted as the onetime retaking of the course for financial aid purposes. However, if a student passed the class on the first try but fails the course on the second attempt, that second attempt counts as the second retake and the student will not be paid for taking the course a third time. While the institutional policy will permit students to retake a course for a third time, such students will be responsible for paying the tuition costs associated with the third retake. Note that retaken classes may count against satisfactory academic progress. In such cases, students may want to consult their Financial Aid Adviser to clarify their situation.

GRADE FORGIVENESS POLICY: GRADUATE SCHOOL

It is the policy of the Graduate School that any student may retake a maximum of one course with a grade of "C" or "F" in order to establish effective proficiency in that area. After completion, the student may then request grade forgiveness with the Academic Adviser or the Registrar's Office. The previous course listing will remain on the transcript, but the grade will then change to "R"; thus, it will not be computed in the final grade point average. The new grade obtained from repeating the course will be on the transcript and will be used for computing the final GPA if it is higher or the same as the forgiven grade. If the new grade is lower than the first grade, both grades will remain on the transcript and both will be computed into the GPA but only one of the two will be counted toward graduation.

Transfer Students

No quality points are calculated in transfer hours. The GPA from previous schools is not factored into qualitative progress. The transferred hours however, are used in the quantitative SAP.

Incompletes and Withdrawals

Incompletes and withdrawals are factored into the quantitative progress for SAP.

SAP Warning

Students not making quantitative and/or qualitative progress upon review will be placed on SAP WARNING for ONE semester/term with NO effect on federal financial aid. A Webber SAP Warning letter will be sent to the student's Webber email account. If the student fails to progress back to good standing after the SAP WARNING term, the student will be placed on PROBATION and is not eligible for Federal Financial Aid. To be reconsidered for aid, see SAP Probation.

SAP Probation - the consequence for failure to make SAP

A student who fails in meeting SAP standards at the end of a term on Warning will be placed on "SAP PROBATION". The student is at that point in time NO LONGER ELIGIBLE for Federal Financial Aid. The student will be informed by email to his/her official Webber email account. The student has the option to file an appeal, he/she must write a "Request to Appeal" to the Registrar's Office. Student Appeals must include; why the student failed to make SAP. What has changed that will allow the student to make progress towards SAP at the next evaluation and include any documentation that supports the reason, if applicable.

If the appeal is approved, the Registrar will initiate an Academic Plan and will meet with the student to discuss the plan that has been designed for the student's specific situation and needs, further development may be warranted. The student will sign the Academic Plan acknowledging his/her commitment.

If an appeal request is denied, the decision will be final; the student enters Financial Aid Probation and is ineligible for Federal Financial Aid.

The student placed on SAP Probation will have ONE semester/term to improve his/her academic performance in order to progress toward SAP standards. The student must follow the "academic plan" designed to ensure that he/she will be able to meet SAP Policy by the specified date indicated in the Academic Plan. The student may receive TITLE IV Financial Aid for this one term while on Financial Aid Probation.

If the student meets the stipulations stated in the designed Academic Plan, the student will be eligible for TITLE IV AID in the subsequent term. The student if necessary will remain on the academic plan until he/she back in good standing as long as the student is making progress as prescribed in the student's Academic Plan. The student does not need to appeal each term if he/she continues to make progress towards meeting SAP standards.

Students on SAP PROBATION and have met the stipulation in the Academic Plan will be reevaluated at the end of the term. If the student has not made progress in accordance with the Academic Plan upon completion of his/her probation term, the student may lose federal financial aid effective immediately.

A student cannot appeal immediately after a failed probation term, unless documentable unforeseen circumstances such as a death in the immediate family, or a serious family health issue exist. If an appeal is unsuccessful, the student will not be eligible for Federal Financial Aid until the student meets quantitative and qualitative SAP standards.

Education Programs SAP

Withdrawal from University

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

Withdrawal from University for Students Who Receive Federal Title IV Aid - Official or Unofficial Withdrawal

Unofficial Withdrawal Policy

Per federal regulations, schools are required to review students who received federal financial aid and did not pass any classes. A review must be made to determine whether the student earned the non-passing grades while attending classes or stopped attending classes but did not officially withdraw. Students who stopped attending classes may be required to repay a portion of the federal financial aid for that semester. The review process must be completed within 30 days after the end of each semester.

Students no longer attending class are advised to withdraw from individual courses or officially withdraw entirely through the Student Life Office or the Registrar's Office using the established withdrawal procedure found in the Student Handbook.

If a student follows University procedures and withdraws, she/he will have an official withdrawal date and their financial aid refund calculation will be completed according to the Federal Return of Title IV Funds Refund Policy.

At the end of each semester, all federal financial aid recipients who do not receive any passing grades will be reviewed to determine if the non-passing grade was earned while attending or due to no longer attending or participating in a class. The Registrar's Office will contact each course instructor to determine the last date of attendance or [academic activity](#).

The midpoint of the semester is used to calculate the amount of federal financial aid refund the student owes unless a later date of academic activity can be verified by the instructor.

If [academic activity](#) beyond the midpoint of the semester can be verified in even a single class by the instructor and the student began attendance in all classes, the amount of financial aid the student is required to repay may be reduced. If academic activity beyond the 60% point of the semester can be verified in even a single class by an instructor **and** the student began attendance in all classes, the student may not need to repay any financial aid.

If a student unofficially withdraws, she/he will not receive a downward adjustment in contracted University charges. Therefore, any refund owed to a federal financial aid program is the student's responsibility and will appear as a charge on the student's account with the University. Students with outstanding balances on their student account are unable to use their ID card, cannot register for classes, and cannot receive official Webber International University transcripts.

The university is required to return all unearned federal financial aid to the Department of Education within 45 days of the date the institution determines the student withdrew.

For students who "unofficially withdraw" with NO passing final grades, as determined above, and the withdrawal in all courses is determined to have occurred during the Federal Title IV Refund Period of up to 60% of the semester or term, the University Registrar will re-assign the "F" grades to a non-punitive grade of "XF" indicating an "unofficial withdrawal" for the courses in the semester. Grades of "F" after the 60% point in time are considered earned.

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. Webber 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.

Webber 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 Webber may result, which is payable at the time of the student's withdrawal. Students who withdraw must notify the Dean 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.

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 7th day of classes. Refunds shall be made within 30 days of the date that the college determines that the student has withdrawn.

Registrar

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 \$10.00. The student's account must be paid in full before an official transcript will be released. Transcript request forms are available in the Registrar's Office or on-line at www.webber.edu, on the Registrar's page.

Student's Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR

Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Webber International University must have written permission from the eligible student in order to release any information from the student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies;
- State and local authorities within a juvenile justice system pursuant to specific State law

Webber may disclose, without consent, "directory" information. The Student handbook annually notifies current students of their FERPA rights.

Directory Information:

Releasable items that are not generally considered sensitive or confidential that may be disclosed to appropriate outside organizations may include:

- Student Name, Address, E-mail Address, Phone Number
- Height, Weight, Date and Place of Birth (**used with caution**)
- Major and Minor field of study, Class level, Dates of attendance, Enrollment Status
- Names of Previous Institutions attended, Honors/Awards received, Degree earned and date earned
- Participation in officially recognized Activities and Sports, Photos of Athletic Team Members
- Photographic, Video or Electronic Images of students taken and maintained by the institution

A student may request in writing that Directory Information not be released by contacting the Registrar or the Dean of Student Life. Contact registrar@Webber.edu for information or questions. A paper copy of the FERPA policy is available on request.

Transient Student

A Webber student who desires to take selected courses at another college or university, as a transient student, must have prior approval. The student must contact the Director of Academic Planning 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 A-C must be earned to be considered for transfer credit. Thirty of the last thirty-three credit hours toward a student's degree program must be earned at Webber.

Withdrawal from a Course

A student may withdraw from a course 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 the Director of Academic Planning to officially withdraw from a course and take the completed Drop/Add form to the Registrar's office. A withdrawal from a course 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.

Student On-Line Access

Webber students may view their course schedules, unofficial transcripts, student accounts and financial aid via the *MyWIU* student portal. Students set up their online access using their student ID number and birthdate. Once established, a student can change their password. Any requests for resets must be made to support@webber.edu using their email or in person with student ID in the Computer Resources Office.

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, Webber 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. Webber 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. Students have 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

Veteran Policy

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. Webber International University will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

Service member and Veteran Priority Registration

In support of the men and women of the Armed Forces and of the veterans who have served our country, Webber International University supports the Harry W. Colmery Veteran's Educational Assistance Act of 2017, also known as the "Forever GI Bill".

Webber International University offers priority registration to our veteran and service member students.

Students who are a veteran or who are currently serving in any of the armed services branches are encouraged to take advantage of our priority advising and registration. The priority preregistration period is during the senior registration week each semester. Seniors are the first to preregister each semester. Service members and veterans of all class levels are encouraged to see his or her advisor and preregister during the senior registration week.

Veteran Education Benefits

POST 911 Benefit Scholarship Policy

Students eligible for the Post 911 GI Bill program are eligible for up to the maximum benefit designated by the VA for the academic year to cover Tuition and Fees only. VA benefit amounts adjust yearly.

Students who reside on campus may use federal, state and institutional financial aid not specifically designated for tuition and fees toward room, and board. Institutional aid will not be refunded or used for books. Student's use their VA book stipend for books and supplies.

Students who do not reside on campus will have their institutional scholarships applied to tuition and fees after the application of their yearly Post 911 benefit. State aid designated toward tuition and fees will be deducted, Post 911 benefits will be billed for remaining allowable tuition and fees up to the maximum yearly benefit.

Eligible students whose tuition & fees exceed the yearly VA benefit maximum will have the Yellow Ribbon benefit applied up to the maximum stated benefit in that program.

Federal Title IV Aid and state aid and other outside sources of aid not solely designated for tuition and fees will not be deducted from this benefit. The Florida EASE Grant and the Children of Deceased or Disabled Veterans (CDDV) from the State of Florida are solely designated for tuition and fees.

In general, Title IV aid (Pell, SEOG, Perkins Loans, Direct Loans and PLUS Loans) will not be affected by VA benefits. A Pell Grant and /or Student Loan recipient will have their federal aid not designated for tuition and fees applied to room and board other fees and books.

The student should not expect any refund of VA benefits, Tuition Assistance, Webber Scholarships/grants or any other non-federal aid source. Any credit balance incurred from these sources will be refunded to the appropriate funding source.

Students taking on-line courses may receive a lesser BAH than students who physically attend classes on campus.

Veteran's Benefits for Graduate School Students

Webber makes every effort to work personally with military personnel and family members to certify enrollment for benefits once the veteran is approved to receive benefits.

If an MBA student, who is receiving veteran's benefits, is placed on academic probation and fails to reach a cumulative GPA of 3.0 within two terms, 9 credits or the end of the degree requirements, all veteran's benefits will be terminated.

Residential Life

Housing

The University provides on-campus housing in Camilla Hall, Grace Hall, Dorm A, Dorm B and Miranda Hall for approximately 419 students. The Housing Coordinator supervises the Residence Halls. Resident Assistants live in the Residence Halls and are available 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. Housing changes can be made only with Housing Coordinator. Changes which alter the cost of housing must be absorbed by the student. All freshmen and sophomores must live in the residence hall during their first and second semesters at Webber unless they live with parent, legal guardian or spouse within a 40-minute commute. If a freshman/sophomore student is 20 years old before the start of the entering semester, he/she may live off-campus. If a freshman/sophomore 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 in recess (between semesters, Thanksgiving and Spring Break). Residence Halls are closed during these periods; however, arrangements may be made with the Dean 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, Webber International University cannot assume responsibility for students' personal property. Any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing facility.

Minors in Dorms

Minors (anyone under the age of 18) may reside in the dormitories but must live in designated minor housing in Buildings A/B or Miranda for at least an entire semester. If a student turns 18 during Fall semester they may request a different room for the Spring.

Room Assignment Policy

Webber International University admits students of any race, color, sex, age, nationality, handicap, and sexual orientation. Residence hall assignments are made on the basis of first come, first served and class standing as space allows.

Food Service

The University has proudly partnered with Sodexo, a multi-billion-dollar company, specializing in food service, housekeeping and maintenance. Students will have the opportunity to enjoy numerous meal options on campus. There are three main meal plans available to students:

Meal plan A provides 19 meals per week for the 15-week term at a substantial savings. All Freshmen 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 and may be shared.

The **Commuter Meal Plan** is mandatory for all students that do not have another meal plan. This plan entitles the student to \$400 in meals that can be used at any of the dining options on campus, including the dining hall, Student Union, and retail options that sell grab-and-go food.

Students are able to easily add money to their ID card for meals and other items through the link:

<https://services.jsatech.com/index.php?cid=101>. Student representatives routinely survey the student body for input in planning menus, special dinners, outdoor barbecues, and dining room activities. The Student Union serves coffee, sandwiches, sodas, and snacks at reasonable prices.

Airport Transportation

Students flying to Florida are asked to arrive at the Orlando International Airport. Webber provides airport pickup on a limited basis. Students will meet at a designated airport pickup location for transport to the campus. For specific information, contact the Student Life Office.

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 a student is contacted by door-to-door solicitors, he/she should notify the Dean of Student Life. Solicitation in common areas of the residence halls must receive prior approval from the Dean of Student Life.

DOCUMENTATION STANDARDS FOR FRESHMEN AND SOPHOMORES LIVING OFF CAMPUS

- Exemption (1): Student must be 20 years old or older by the beginning of the entering semester.
Documentation required: authenticated government issued identification (e.g., certified birth certificate, driver's license, passport, certified consular certificate of live birth, etc.)
- Exemption (2): Student must be living less than a 40-miles drive from campus with his or her parents or legal guardian
Documentation required:
- a) Distance: GoogleMaps printout (googlemaps.com) showing less than 40 miles driving time from student's documented place of residence to 1201 N. Scenic Highway, Babson Park, FL 33827; and
 - b) Parents or legal guardian
 - a. Birth certificate; or
 - b. Certified court order of guardianship dated at least 12 months prior to admittance; or
 - c. IRS form 1040, with address matching and student's name on line 6c(1) from the immediate previous year; or
 - d. IRS form 1040a from the immediate previous year, with address matching and student's name on line 6c(1)
- Exemption (3): Student is married
Documentation required:
- a) certified copy of marriage certificate
- Note: Students may become ineligible for scholarships 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. Students should take precautions to protect personal belongings from theft, fire, water damage, or other loss. 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 check-in. During the check-in process, each student must sign and return the Housing Room Condition form provided by the Student Life Office 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 Graduation ceremony must vacate the room by 10:00 A.M. the next morning following graduation. Failure to move out within the prescribed period may result in a \$50 per day charge, eviction and disciplinary action. In cases of eviction, Webber 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 are returned and a completed Housing Room Condition form is signed by a Webber Resident Assistant. 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 cleaning charges. Failure to follow proper check out procedures as outlined in the Housing Agreement or in distributed instructions will result in an additional charge. Failure to return all keys will result in a \$75 charge per key for Grace, Camilla, Dorms A&B, and Miranda.

On campus residents not returning to Webber must complete and submit the Housing Exit Form within 7 calendar days after the completion of the Fall semester and within 14 calendar days after the completion of the Spring semester. If the student neglects to do so, the student will forfeit the damage deposit of \$150.00.

RESIDENCE HALL CHARGES*

Cleaning Charges

Micro-fridge Cleaning Charge	\$50.00
Microwave Cleaning Charge	\$50.00
Carpet Cleaning Charge	\$100.00
Cleaning Charge	
A, B & Miranda	
Bathroom Cleaning Charge	\$75.00
Individual Cleaning Charge	\$75.00
Living Room Cleaning Charge	\$100.00
Grace & Camilla	
Replace Desk Chairs	\$25.00
Room Cleaning Charge	\$100.00
Bathroom Cleaning Charge	\$75.00

Damage Charges

Broken Light on Ceiling	\$50.00
Broken Furniture	\$150.00 and up
Bldg. A & B	
Leather couch	\$525.00
Leather chairs	\$225.00
Damage to Ceiling Tiles	\$55.00 per case
Carpet Replacement	\$200.00 or more

Missing Furniture Charges

Missing Night Stand	\$75.00
Missing Dresser	\$200.00
Key Charges/lost key	
Mailbox Key Charges	\$30.00
Grace & Camilla Key Charges	\$75.00
Bldg. A, B & Miranda	\$75.00/key
Parking Decal	\$30.00/year

Furniture which is destroyed or removed from dorm rooms will result in charges up to \$500.00.

Students are responsible for maintaining a neat and tidy room. It is up to all dorm room occupants to keep room and all of the furniture clean and in working order. This includes, but not limited to; carpets, beds, dressers, nightstands, closets, desks, chairs, couches,

doors, and bathrooms and any other university owned property. The university's housekeepers will clean hallway's and bathrooms in Grace dormitory's, they will not be responsible for cleaning any other occupied rooms. If they are called to clean a room, there will be a min of \$100 charge.

Keys

Students are responsible for the security of their room and should not lend keys to other students. If a student locks his/her key in their dorm room, personnel from the Security Office and resident assistants are authorized to unlock the student's door if the student has a Webber ID. Security will keep a log of all lockouts and any abuse of this policy can result in fines. More than three lockouts in a semester constitutes abuse.

Replacing Lost Key

There will be a \$75 charge per key to have another key made for Grace, Camilla, Rose, Strickler and Miranda Halls to be charged at the end of the semester 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. 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 an initial fine of \$100 and if the pet is not removed within 24 hours an additional \$25/per day fee will be imposed. Students are also responsible for the actions of their guest and will be held accountable if a guest brings a pet inside a residence hall. Residents will be responsible for any damage and extermination costs incurred.

The only exceptions to this policy are service animals (refer to Service Animal Policy on Webber Intranet).

<http://webber/HandbookPolicyStudent.htm>.

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, radios, stereos, percolators, popcorn poppers, fans, blenders, clocks, steam irons, drip coffee/tea maker, crock pots 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: microwave oven, toasters, electric skillet, sun/heat lamps, portable heaters, ceiling fans, charcoal or electric grills, broiler ovens, hot plates, incense, candles, and any open coiled heating device. Electrical decorations are not allowed. As well as any appliances with a detachable cord, or open flame. 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 the Switchboard by completing a work order. A fine of \$100.00 will be levied for removing air conditioner covers or filters.

Maintenance

Work orders for repairs are submitted to Campus Services by *iWorQ*. 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 Student Life Office after the first two weeks of the semester.
2. Any student changing rooms or moving without the written approval of the Housing Office will be subject to a \$100.00 fine.
3. Room changes are made as rooms are available. Many times room changes must be coordinated through several sets of students.

Roommate Contract

If needed 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.

Room Checks

The Dean of Student Life, Housing Coordinator, and Resident Assistance will conduct visual inspections of residence hall rooms when necessary. The dates will not be posted. The Dean of Student Life 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.

WEBBER 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 Webber 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 students and attempt to find help for the student if problems are beyond his/her experience and training.

Self-Regulated Visitation

All guests must register at the Babson Center or with Security. During the daytime and regular Office hours, guests register with the Receptionist. After 5:00 p.m. weekdays on weekends, guests must register with security. The resident student is mutually responsible for the guest, and must be with their guest at all times.

Off campus students are considered guests in the residence hall between 12:00 a.m. and 7:00 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.

Rose, Strickler and Miranda dorms are limited to 11 people at any given time. Residents may have an overnight guest in the Miranda, Rose, Strickler, Camilla, and Grace residence halls for three nights at no charge. All overnight guests must register with Security. There is a 3-day limit on consecutive days on a guest's visit in the residence hall. A student is allowed to have a guest(s) stay for a total of 7 days per semester. Residents must register their guest with security 48 hours prior to the guests' arrival. Students who will be hosting a guest must obtain a written statement from all roommates of approval for a guest. Guests must obtain a temporary parking permit, failure to make parking arrangements may result in towing of vehicle. An abuse of the spirit of this policy may be considered cohabitation, which will result in fines and or disciplinary sanctions. Due to the nature of our housing tenants, parents, grandparents, aunts and uncles, or guardians, will not be permitted to stay overnight in the dorm room with the student.

A Student may not enter another student's room without permission. Failure to obtain permission will be considered unwelcomed and unlawful entry and will result in disciplinary sanctions.

Parking/Towing

Any vehicle which enters Webber property must display a valid Webber sticker, a visitor's pass, or a faculty/staff sticker. Any vehicle found to be in violation of the above or found to be parked in an unauthorized area is subject to towing at the owner's expense by

Security. Resident students should only park in the parking lot closest to the dorms (Yellow Lot). Commuter students should park in the lots behind the Yentes Center, behind and in front of the Football building, and in front of the Student Union (Green Lots). Faculty/Staff will park in the lot behind the Yentes Center (Blue Lot). Faculty/Staff with designated parking spots should park behind the Library building (Red Lot). Coaches/Athletics are to park in designated area on the lakeside of the tennis court. Parking lots are designated by color and decal. Vehicles should only park in areas that match their decal. Any vehicle parked in another lot will be towed

Quiet Hours

Quiet Hours 10:00 p.m. - 8:00 a.m. in all Webber-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 facilities are available in the Grace and Camilla Residence Halls. Students living on campus may use the laundry facilities by using a debit or credit card. Any problems with the machines should be filed at macgrey.com. Linen service is not provided by Webber 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.**

Restroom Facilities

Students that live in Camilla, Buildings A&B, and Miranda are required to maintain and clean the restrooms that are located in their dorm/quad. Failure to keep the restrooms in a sanitary and livable condition will result in disciplinary action and/or fines.

Female students are not permitted to use the restroom facilities in the Grace dorms.

Emergency Response and Evacuation Procedures

Upon the confirmation of a significant emergency or dangerous situation on campus, the University has developed the following procedures to facilitate notification and evacuation:

Webber International University has installed a state-of-the art campus alert system featuring Federal Signal's Eclipse 8 siren (mounted on the tall pole behind the classroom building). The siren warning is supplemented with Omnilert's mass SMS and email notification system to deliver emergency messages to subscribed devices. While no warning system can replace common sense and situational awareness, and while no system is foolproof, in the event of very serious emergency, we will activate our campus warning system. Except for our weekly test which occurs at 2:00 each Wednesday afternoon, **should you hear the siren or get a text message, you should take immediate action.**

Siren Alert Types

There are three distinct warnings the siren will generate: Fast wail for 1 minute: This indicates a serious emergency such as an armed intruder or tornado sighting. In this instance, it is recommended that you get inside, lock doors, stay away from doors and windows, stay low, and await further instructions. The siren will be followed by a Omnilert generated emergency text message sent to subscribed devices.

Steady tone for 15 seconds: This is the all clear signal. It indicates that the emergency has passed and that it is safe to resume normal activities. This should be followed by a Omnilert generated all clear text message sent to subscribed devices.

Slow wail for 15 seconds: System test. Scheduled for Wednesday afternoon at 2:00. No action is required.

Omnilert - This service is free to join (providing one has free SMS messages) and allows one to receive alerts and important information through e-mail and text messages from Webber (once you have joined and selected the means to which you would like to receive communication). In the event of the activation of the Federal Signal Eclipse 8 Campus Alert System, we will also send a message explaining the emergency. In order to join Omnilert, register at webber.omnilert.net or text WEBBER to 79516.

The Emergency Team is comprised of the following positions: President of Webber, Vice President of Operations, Vice President of

Institutional Advancement, Vice President of Finance, Athletic Director, Assistant Athletic Director, Director of Information Technology and the Head Football Coach will meet to make this determination. Depending on the outcome of the meeting the following procedure will be put into motion:

In obvious emergency situations, the President will put the following into motion:

The emergency notification process involves the receipt of information, which then sets into motion the following action:

- a. Determination if the entire campus community, will receive the Emergency Alert Notification System-decision made by Emergency Team or President
 - I. Compilation of the content of the emergency alert message decision made by the Emergency Team or President
 - II. Activation of the Webber International University Emergency Alert Notification System-decision made by Emergency Team or President

Webber International University will, without delay, and taking account the safety of the community determines the content of the notification and initiate the notification system, unless the notification will, in the professional judgment of responsible authorities, compromise efforts to assist victims or to contain, respond to, or otherwise mitigate emergency.

The Director of the Information Technology Department or designee is responsible for activation of the Emergency System as directed by the President and/or Emergency Team.

The University will disseminate the emergency information using its Emergency Alert Notification System (text messages, emails, indoor phone announcements, and web page alert messages).

Webber International University Emergency Federal Signal Alert System equipment is tested every (Wednesday at 2:00pm) to ensure it is working properly. At least once per semester the university will conduct a full activation of the Emergency Federal Signal Alert System, as well as the Emergency Alert Notification system which will be advertised to the Webber International University community beforehand.

The University will test the evacuation procedures (used for fires or other serious emergencies) once per Calendar year. Before, the emergency response and evacuation procedures are tested; the University community will receive adequate notification, as well as details regarding the evacuation procedure from each different location.

Evacuation Procedure –Fire and General Evacuation

If a fire or a situation that requires evacuation is discovered in a building you should take the following action:

1. Immediately evacuate the building. As you leave, notify other occupants. Activate a fire alarm pull system.
2. Close room and/or hallway and stairwell doors as you evaluate.
3. Once you leave the building, do not re-enter **for any reason**. The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.
1. In most cases that require evacuation of a building (fire, explosion, bomb threat), occupants should proceed to a clear or safe location away from the building, but where they can be accounted for. Webber Personnel or Emergency Personnel may direct you to other locations. Please comply with their requests in order to effect a safe evacuation.
2. Evacuation of persons with disabilities will be given the highest priority. They will be evacuated by the most expeditious and safe means available. If you are aware of person(s) with disabilities in your building who require assistance, please notify the Dean of Student Life, Director of Campus Services, Security, and Fire/Emergency Rescue Team
3. When evacuating the building, do not run. Walk and remain quiet. Be observant to your surroundings and know a second means of escape from your building in the event that your primary route is obstructed.
4. Occupants, once outside the building, should congregate with fellow students to make sure that everyone has evacuated safely. If you discover that someone is unaccounted for, notify a Security or the Fire rescue team. Intentional evading or refusal to evacuate will result in notice of violation.

Fire & Safety Standard

A fire is any instance of open flame or burning in a place not intended to contain the burning or in an uncontrolled manner.

Fire Safety in Residence Halls

Fire Evacuation drills will be conducted once per 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 and exit the building through fire exits.

Fire alarms, smoke detectors, fire extinguishers, and exit signs are important protection equipment for all residents. Tampering, vandalizing 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.

All Student Housing buildings (Grace Hall, Camilla Hall, Dorms A & B, and Miranda) are equipped with an alarm system consisting of audible and visible alarms activated by manual pull stations or smoke detectors. In Grace & Camilla Hall smoke doors were installed in the Summer of 2010. In Dorms A, B, and Miranda Hall each individual room and common spaces (living room) are equipped with sprinklers. Fire alarms, smoke detectors, fire extinguishers, and exit signs are important protection equipment for all residents. Tampering, vandalizing and other damage of this equipment is prohibited by law.

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.

Procedure for Student Housing Evacuation

Fire or other potential emergencies the dormitories may require the occupants, including students, staff, visitors or staff from other University departments, to evacuate any or all of the college buildings. The following information and procedures have been designed to help ensure your personal safety, should an evacuation become necessary.

Unauthorized re-entry into a building during a fire emergency is not permitted. Violators of this policy are subject to University and state fire code sanctions. During a fire emergency, only designated individuals may remain in the building to fulfill their responsibilities. All other occupants must immediately evacuate the building in accordance with the departmental emergency action plan.

Building occupants are not required to fight fires. Individuals who have been trained in the proper use of a fire extinguisher and are confident in their ability to cope with the hazards of a fire may use a portable fire extinguisher to fight small, incipient stage fires (no larger than a waste paper basket). Firefighting efforts must be terminated when it becomes obvious that there is risk of harm from smoke, heat or flames.

If you discover a fire: Alert people in the immediate area of the need to evacuate. Activate the nearest fire alarm; call Public Safety at 911 Call Security 863-605-2499

If a building fire alarm is sounding or you receive notification of a fire emergency: Feel the door or doorknob to the hallway with the back of your hand. If it feels hot, do not open it - the fire may be on the other side of the door. If you are trapped, put a cloth or towel under the door to help prevent the entry of smoke. Dial 911 and tell the Public Safety dispatcher your location and telephone extension and that you are trapped in the room and need rescue. Stay on the phone until instructed otherwise.

If the door is not hot, open it slowly. If the hallway is clear of smoke, walk to the nearest fire exit and evacuate via the nearest stairwell to the street/grade level exit. Close doors behind you. Assemble at the area designated for your department and remain there until instructed by Public Safety or the fire department that it is safe to re-enter the building.

Designated Assembly Locations:

Old Main Assembly Point –	Babson Park, Post Office Parking Area
Athletic Building –	Football Field
Football Building –	Football Field
Yentes Conference Center Assembly Point –	Open Area behind Yentes Center (facing road)
Mc Connell Building Assembly Point –	Open Beach Area (Lake Front)
Library & Faculty Offices –	Courtyard in front of Academic Affairs
Academic Affairs Office –	Courtyard in front of Academic Affairs
Student Union –	Open Area behind Yentes Center (facing road)
Babson Center –	Open Area In front of US Flag Pole (facing road)
Camilla, Grace, A, B, and Miranda Hall Assembly Point -	Carefully Cross North Scenic Hwy. Assemble in the parking lot of the Post Office

Any missing personnel should be reported to the R. A's, or Dean of Student Life or Public Safety at the assembly point. Occupants will be advised whether or not they will be allowed to return to the building. If re-occupancy is not imminent, occupants will be directed to proceed to the Sabbath Gym.

During an emergency, students and visitors who may not be familiar with this plan must be informed of the requirement to evacuate. Special attention should also be given to any persons with disabilities, especially those who are visitors or unfamiliar with the building.

If a fire condition is discovered in a building you should take the following action:

1. Immediately evacuate the building. As you leave, notify other occupants. Activate a fire alarm pull station.
2. Close room and/or hallway and stairwell doors as you evacuate.
3. Once you leave the building, do not re-enter for any reason.

The purpose of any evacuation is to empty a building or area of all occupants as quickly and safely as possible.

1. In most cases that require evacuation of a building (fire, explosion, bomb threat), occupants should proceed to a clear or safe location away from the building, but where they can be accounted for. Officials may direct you to other locations. Please comply with their requests in order to effect a safe evacuation.
2. Evacuation of persons with disabilities will be given the highest priority. They will be evacuated by the most expeditious and safe means available. If you are aware of person(s) with disabilities in your building who require assistance, please notify an Official.
3. When evacuating the building, do not run. Walk and remain quiet. Be observant to your surroundings and know a second means of escape from your building in the event that your primary route is obstructed.
4. Occupants, once outside the building, should congregate with fellow students/staff/faculty to make sure that everyone has evacuated safely. If you discover that someone is unaccounted for, notify a Security or the Fire rescue team. Intentional evading or refusal to evacuate will result in notice of violation. In residence halls, the Resident Assistants and/or Webber staff members will go room to room to ensure that evacuation of the residence hall is completed and evacuation procedures are followed.

Titles of each person or organization to which individuals should report a fire has occurred:

911 – Polk County Fire Department, Resident Assistants, Security, Vice President of Finance, Director of Campus Services, Dean of Student Life, Vice President of Institutional Advancement, and University President.

The Dean of Student Life are the emergency contact for Grace, Camilla, A, B and Miranda Hall. The Vice President of Finance, and/or Dean of Student Life is the emergency contact for all other departments at the University. If you have questions about this plan, contact the Vice President of Finance, or Dean of Student Life. If you have questions or concerns about fire safety, contact the Dean of Student Life.

Plans for future improvements in fire safety, if determined by the institution

All Fire Safety Requirements will be implemented. All recommendations by Polk County Fire Department (during inspections) will be implemented. The Fire Data Folder (which includes Fire Statistics and Fire Logs) must be kept for three years following the publication of the last annual report to which it applies (in effect, seven years. The Director Security is responsible for maintaining and storage of all Fire Data.

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, Webber 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 your 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.

Missing Student Notification

If any student, staff, faculty or any employee of the University believes that a student may be missing. He/She should contact the Dean of Student Life.

Contact Information: **Webber Security**
Phone: (863) 605-2499

Contact Information: **Jay Culver**
Phone: (863) 638-2914
culverjr@webber.edu

Each student living in on-campus Housing (this includes off campus accommodation leased by the University) has the opportunity to register a confidential contact person, who will be notified in case he/she is determined missing. Contact of parents/guardians/emergency contact will depend on the accuracy of the information given by the student. It is also the student's responsibility to update any and all contact information. Only authorized campus officials and law enforcement officers will have access to this information. In order to do this, please go to www.webber.edu.

All missing students' reports will be referred immediately to the Dean of Student Life, Vice President of Institutional Advancement, Director of Campus Services and Campus Security. Upon receipt of information, if campus security is absent, the appropriate local law enforcement agency, Polk County Sherriff's Office, will be immediately notified.

The University's Public Relations Office will liaison with media only when it is in the best interest of the missing person.

When a student who resides in on-campus Housing is determined to have been missing for 24 hours, the following procedures will be followed:

The University strongly encourages that any report regarding a missing person, be directed to the Dean of Student Life. However, if a report of a missing student(s) is directed to another University Office or personnel, those receiving the report will immediately contact the Dean of Student Life. An internal investigation will commence involving:

- The Missing Person Team –Dean of Student Life, Vice President of Institutional Advancement, Director of Campus Services, Housing Coordinator.
- Dean of Student Life will conduct a thorough search of student's room and if available automobile.
- Dean of Student Life will attempt to contact the missing person via his/her contact phone number and through the University's E-mail system. Often students list their phone contact as that of their parents; thus only the phone contact for the student will be used at this time
- Interview with the person who filed the report
- Interview with roommates/friends /professors of the missing person
- A timeline will be generated as to the last time the missing person was seen, as well as a description of the missing person with regards to mental/emotional/physical wellbeing and clothing
- Within 24 hours of the report, if it is clearly evident that the student is missing the President of the University will be informed, along with the appropriate local law enforcement agency; Polk County Sherriff's Office will be notified that a student is missing. Once the Polk County Sherriff's Office is notified of the missing student, the Sherriff's Office will now lead the investigation.
- Once a student has been identified as missing, the parents or guardian of any student, who has not obtained the age of 18, and is not emancipated from their parents will be contacted immediately. The emergency contact (listed in the students file located in the Registrar's Office) of any student, who has obtained the age of 18, will be contacted. The confidential emergency contact person (if submitted) will be contacted

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.

Storage

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

Micro-fridge

Each room in the residence halls are provided with a Micro-Fridge. A Micro-Fridge 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.

Cable

Cable is provided and included in room and board. Not all televisions are compatible but converter boxes are available at no cost in the Student Life office. Cable boxes must be returned at the end of the school year or a fee will be imposed.

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.

Student Activities

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 Sun Conference with the exception of bowling as they compete in the United States Bowling Congress- College Division. 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, Women's softball, Men's and Women's bowling and Men's and Women's triathlon.

American Criminal Justice Association

This organization is open to anyone who is majoring in Criminal Justice. The purpose of this club is to get each member actively involved in the community, professional organizations, and the criminal justice. Through projects, volunteer work, and community involvement, members will be able to develop professional skills, networks, and a better understanding criminal justice. An emphasis will be placed on involvement, professionalism, and experiential learning to better prepare students interested in the field.

International Students Club

All Webber International University students are automatically members of ISC. By participating in ISC meetings and events, you will get to know international students from over 45 countries and ensure that ISC provides the types of services and activities that meet your needs and interests as an international student at Webber.

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.

Student Activities Board

The Student Leadership Association is an organization designed to promote student involvement on campus and encourage feedback from students. Members will create, advertise, and produce student activity events.

Fellowship of Christian Athletes

FCA is certified ministry that is initiated and led by student-athletes, sponsored by coaches, supported by staff, and meets on a weekly basis

The Warrior Newspaper

Write, create, and distribute articles and events that pertain to Webber students, faculty and staff.

Phi Beta Lambda (PBL)

Phi Beta Lambda is the college counterpart of Future Business Leaders of America (FBLA). The purpose of the organization is to bring business and education together in a positive working relationship through innovative leadership and career development programs. 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. Participation in this organization gives students an added advantage when it comes time to leaving university and beginning their careers.

Rotaract Club

The Webber Rotaract Club is a service, leadership and community service based organization for young men and women between the ages 18-30 which is sponsored by the Rotary Club of Lake Wales. Rotaract focuses on the development of young adults as leaders in their communities and workplaces. Rotaract helps students discover hands-on service projects, fun networking, and social activities, professional development opportunities, and an international network of young leaders. The Webber Rotaract Club offers students an opportunity to become a club officer, build resumes, and not only makes a difference in one's own life, but the lives of others.

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.

Lake Equipment

Webber is pleased to offer Lake Equipment for the enjoyment of students, faculty, and staff. Please be aware that in order to use the equipment, you must be at least 18 years old and be capable of swimming. You must complete a sign out sheet and a Webber Beach Equipment Waiver, available in the Fitness Center, prior to use. You will be given a life jacket, and must wear it. Failure to use the life jacket is at your own risk. Please understand that there is no life guard on duty. You must return the equipment (includes, but not limited to kayaks, pedal boats, sailboat, lifejackets, paddles) in the same condition as it was received. If equipment is lost or returned damaged, please understand that you will be responsible for any and all fees. Please understand that you may not lend the equipment to other people – once you are finished using it, you must return all equipment to Switchboard personnel at the Babson Center. Please understand that Webber will not be liable for any injuries/death resulting from use of the lake equipment

Recognition of Student Groups

In order to be classified as a student organization, the organization must be approved by the Dean 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.)

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, Visa, American Express and Discover. *Payment may be made by mail or in person in the Business Office between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday. Credit card payments are also accepted by phone at 863-638-2944.* 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 non-refundable deposit of \$130, which is applicable to tuition, is required for all full-time students. An advance refundable deposit of \$150, which is applicable to the dormitory fee, is required of every resident student to reserve a room. The housing deposit is **non-refundable** after May 1 for the next academic year. All resident (dormitory) students are required to maintain a \$150 security 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 14 days of the last full term of attendance (i.e., Fall or Spring terms; Summer terms are not applicable) of the student. After 14 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. Only students in good standing will be permitted to participate in athletics.

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 discontinues 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 Webber International University 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 \$100.00 late fee if payment is not received by 5pm the 1st day of class. And a \$50 late fee the 15th and 30th of every month the account is not current.
2. If any payments are due to 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. Students with an outstanding balance will not be permitted to participate in the graduation ceremony. This includes balances from any summer classes that may be necessary to complete his/her degree.
4. 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 Student Housing.
5. 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.
6. 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.

Graduation Fee

For a student receiving one degree, a fee of \$322.00 will be due at the beginning of the student’s final semester. An additional \$25.00 per degree will be due for students receiving more than one degree.

Incomplete Fee

A fee of \$25.00 is required when a student applies for a grade of “Incomplete.”

Overload Fees

17 hours or above \$335.00 per hour

Student Health Center

The University has partnered with Navarro Medical to offer all students, faculty and staff medical treatment on campus. The Student Health Center is open Monday through Friday from 9am-5pm. Students can set an appointment or walk-in. A co-pay is required in order to be seen and the price will depend on the student’s insurance. The office will be open, with access to a health care professional, doctor or nurse practitioner. Students can be seen by the doctor at their office in Lake Wales if they are not able to be seen during on campus office hours. To schedule a visit, call 863-638-1431 x1501 or webbershc@navarro-medical.com

Confidential student health records are maintained by the doctor. All illnesses, accidents, medications or special treatments must be reported to the campus doctor and the Dean 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 Advent Health Lake Wales, BayCare Winter Haven, Women’s Regency Medical Center, and Lakeland Regional Medical Center.

Counseling

Webber has partnered with Webb Counseling to offer on campus counseling that may be used by students, faculty, and staff. Dr. Webb is a license mental health counselor that specializes in depression, anxiety, PTSD, ADHD, and mood swings. The counselor will be on campus two times a week in the Student Health Center and will be available at her office in town any other time. On campus visits are covered in tuition; seeing the counselor at her office can result in paying a co-pay through the individual’s insurance. To set up a session with the counselor, call 863-978-8092 or email webbr311@gmail.com

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.

ACADEMIC AND SOCIAL POLICIES

Digest of Student Rights and Responsibilities

Webber International University educates students on Florida Campus in preparation for careers in the worldwide business environment. The North Carolina campus offers an array of liberal arts and sciences, business, and pre-professional programs of study in preparation for lives of leadership and service. Student rights and responsibilities evolve from both this mission and expectations of how educated persons will conduct themselves. While the University does allow for Constitutional freedoms, students must understand they may be deemed inappropriate to life in this educational community and have consequences deemed appropriate by the administration that result in disciplinary actions including the possibility of loss of scholarship and/or dismissal from school. The University Catalogs, the Student Handbooks, and official documents including course syllabi contain specific rights and obligations, and while no document or set of documents can address every possible circumstance, this Digest is intended to serve as a guide to student rights and responsibilities. With respect, these rights, and responsibilities, include, but are not limited to, the following:

Students Have a Right to:

- Be provided with the opportunity to obtain a relevant, high-quality education, consistent with the mission of the University
- Receive accurate information about the University, its programs, its costs, and its expectations
- Be informed of, and receive just and unbiased treatment under, the rules and regulations of the University, its classes, its residential life, and its extracurricular activities
- Be informed of, and be evaluated according to specific requirements for each program, course, and activity
- Be treated in a respectful manner by all other members of the University community;
- Be informed of the right of due process; decisions impacting their status, advancement, or exercise of University benefits, and appeal, through a defined process and framework, those decisions, in accordance with the rules of procedure prescribed in the Student Code of Conduct
- Exercise their rights and privileges without regard to age, race, gender, national origin, sexual preference, disability, religion, political views, or veteran status
- Be informed of the right of privacy, including the privacy of personal information, according to FERPA laws
- Access resources provided by the University for learning, living and recreation
- Engage in free exchange of ideas and beliefs

Students Have a Responsibility to:

- Observe all duly established University, local, State and Federal regulations
- Take an active role in his or her education, recognizing that while Webber International University has an obligation to provide an education, the Student has an obligation to avail himself or herself to that opportunity
- Read, understand, and abide by the rules, regulations, policies and procedures governing the University, its classes, its residential life, and its extracurricular activities
- Treat all other members of the University community in a respectful manner
- Conduct him or herself in a manner that does not infringe upon the rights of other members of the University community
- Demonstrate responsible citizenship in his or her local neighborhood, community, and the university
- Accept the consequence of his or her actions
- Not to harass others sexually, verbally or psychologically for their beliefs or because of their gender, age, religion, creed, disability, marital status, veteran status, national origin, race or sexual orientation
- Respect the ideas and beliefs of others
- Follow the Code of Conduct
- Use the resources provided by the University for learning, living or recreation with respect and in accordance with University policy

University Communications and Policies

The University utilizes @webber.edu email accounts as a primary means of communicating with its students. It is a student's responsibility to check this email account frequently as communication with a student is deemed to have occurred when an email is sent to their official @webber.edu email address.

Many important policies and procedures, as well as much useful information, is published on the Webber intranet. It is a student's responsibility to check this resource frequently. A policy or procedure is deemed published when it is posted to the Webber intranet.

Student Code of Conduct

Webber 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 will result in disciplinary sanctions. Contempt of adjudicative proceedings, including impairing or interrupting the course of proceedings of college judicial bodies will result in further sanctions. Misuse of the disciplinary procedures includes: 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** - Webber 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 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 Webber or to the property of any other person.
- 5. Assault, Battery, and/or Fighting** – no student shall
 - A. Threaten physical abuse, intimidation, fighting, harassment, pranks, and/or other physical conduct that either threatens or endangers the welfare, safety, and/or security of any person.
 - B. Verbal abuse, intimidation, harassment, coercion, pranks, or bullying that threatens the welfare, safety, and/or security of any person.

- 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.

Webber International University defines consent as:

Consent must be informed, voluntary, and mutual, and there can be withdrawn at any time. There is no consent when there is force, expressed or implied, or when coercion, intimidation, threats, or duress is used. Whether the person has taken advantage of a position of influence over another person may be a factor in determining consent. Silence or absence of resistance does not imply consent. You can find more information about Title IX and sexual abuse <http://webber.edu/about-webber/title-ix-information/> after October 4, 2017

- 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 he/she 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. A crime that manifests evidence that the victim was intentionally selected because of the perpetrator's bias is a hate crime. 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 Life Office 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 Dean 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, and 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 actions or to other violations of University policy, which could result on such actions, whether orally or through written materials or pictures 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 devices and 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, and 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. Students found staying in a University housing without an assigned room may be charged for the entire semester.
- 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.
- 16. Distribution or Sale of Literature or Goods** - distribution or sale of literature or goods or services on campus must be approved by the Dean 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. All children under the age of 18 must be under the direct supervision of their parent or legal guardian. Except for brief visits during the published move-in period, children under the age of 18 are not allowed in the dormitories at any time. All guests must be signed in at the Switchboard.
- 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 Dean of Student Life. Any other animals found on campus will be subject to a fine of \$100 fine for each offense and possible removal from dorm.

21. **Smoking** - Florida Law states that smoking cigarettes, E-cigs, vapes, or any other form of smoke is NOT permitted in enclosed public areas, which include (residence halls, bathrooms, hallways, lobbies, classrooms, labs, etc.). Hookah's, bong, and other smoking apparatus are NOT permitted on campus. Cigarette butts must be disposed of properly rather than thrown on the ground.
22. **Guest Speakers** - no student shall invite outside speakers to address a campus audience without prior authorization from the Dean of Student Life.
23. **Falsification of Records** - falsification of University records, instruments of identification, including but not limited to admission, registration, and 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, Airsoft gun, 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 may require restitution from persons responsible for such damage and/or disciplinary action. 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** – A minimum of \$5 fine or community service maybe enforced if caught littering on campus
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 Information Technology.
32. **Breaking and Entering/Burglary** – Entering a residence or other enclosed property through the slightest amount of force (even pushing open a door), without authorization. If there is intent to commit a crime, this is burglary. If there is no such intent, the breaking and entering alone is illegal trespass, which is a misdemeanor crime and will be a serious violation and may result in disciplinary action, possibly termination/dismissal.

33. Room Inspections - To ensure that the university provides an environment that is safe, healthy, and conducive to learning, Student Life and R. A's are authorized to enter a room for inspection on a regular basis (every other week, but more frequently if needed). Since residents must live with others, it is the responsibility of the resident to be considerate of roommates and suitemates and keep their rooms neat and clean at all times. The initial unsatisfactory room inspection rating will receive a written warning. Subsequent unsatisfactory room inspections grades will receive a fine which will be placed on the student's account.

34. 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.

Registered Sex Offenders Information

In order to obtain information regarding registered sex offenders in the State of Florida, the following website may be accessed: The Florida Department of Law Enforcement: Florida Sexual Offenders and Predators. The website address: <https://offender.fdle.state.fl.us/offender/sops/home.jsf>

DISCIPLINARY CONSEQUENCES

Apply to All Students

Loud Music	5 Community Service Hours
Downloading Inappropriate Material into Campus E-Mail Account	10 Community Service Hours
Disrespecting Authority	10 Community Service Hours
Underage Possession of Alcohol	10+ Community Service Hours
Contributing to Underage Drinking	10+ Community Service Hours
Littering/Throwing Cigarette Butts	10 Community Service Hours
Burning Incense/ Candles in a	5 Community Service Hours
Underage Drinking	15 Community Service Hours 1 st Offense
Drunk and Disorderly Behavior	15 Community Service Hours
Inappropriate Behavior at Sporting Event/Off-Campus Function	15 Community Service Hours
Pulling Security Alarm	15 Community Service Hours Each Offense
Smoking in a Residence Hall or Dorm	20 Community Service Hours/Fine of up to \$150
Residence Hall or Dorm Vandalism	40 Community Hours, Payment for Damages, Dismissal
Disconnecting Smoke Detector	50 Community Service Hours - Webber Sanction \$500.00 Fine, 30 Days in Jail – Polk County Sheriff's Department Sanction
Drug Possession/Use/Paraphernalia	Up to 100 Community Service Hours, Social Suspension, Expulsion – Webber Sanction
Arrest and Possible Incarceration	– Polk County Sheriff's Department Sanction, Dismissal.
Fighting	Dismissal

Webber International University reserves the right to make changes to the above disciplinary consequences of the university discretion.

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 Webber, 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 Webber. 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 Dean 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 Dean 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 Webber 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 Webber community. Additional sanctions may be imposed. For a list of Community service sanctions, see Dean of Student Life. Community service hours may be bought out at the rate of \$20.00 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 Dean 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 Webber regulations. Social probation may consist of one or several of the following sanctions. The student 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 Webber functions, including sports events on or off the campus or any functions given by a recognized Webber organization.
 2. A student may not run for, receive, or retain an elected or appointed Campus office.
 3. A student may lose University- based financial aid.
 4. A student may not represent the University in any capacity.
 5. 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.

6. 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.
7. If living in the residence hall, the student may have visitation hours and restricted.
8. The student may have any or all of the sanctions specified in items 1-6 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.

1. **Suspension** - An official statement to the student that he/she 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 Dean of Student Life. Persons excluded from the University campus that subsequently enter or remain on it are subject to arrest and prosecution. 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. A student who is suspended is required to leave the campus by 5:00 p.m. on the day the sanction is issued. The Dean of Student Life may require earlier leave from campus when it is deemed in the best interest of the University or the student.
3. **Dismissal** - Termination of student status with no opportunity to apply for readmission. Upon dismissal a student may not visit the campus without the prior approval from the Dean of Student Life. Persons excluded from the University campus who subsequently enter or remain on it are subject to arrest and prosecution. A student who is dismissed is required to leave the campus by 5:00 p.m. on the day the sanction is issued. The Dean of Student Life may require earlier leave from campus when it is deemed in the best interest of the University or the student.
4. **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.
5. **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.
6. **Incident Reports** - Incident Reports are used by Resident Assistants and Security Staff to document, in writing, irregular events which occur on campus. Usually, the Dean of Student Life will decide if a report merits referral to the Executive Committee, or the Residence Life Staff. Incident reports can also be used to report facts about theft, unusual events, accident or illnesses.

Victims' 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/Policies and Procedures

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

Although university professors are not required to take attendance, students are expected to attend punctually all classes and should be absent only for unavoidable reasons. It is the student's responsibility to inform his instructor of an unavoidable absence. 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. 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.
- C. Serious, unavoidable personal emergency.

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.
- 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 "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 will be applied if students failed 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.
- C. **Stealing examinations or course materials;**
- D. **Falsifying Records;**
- E. **Violation of computer policies;**
- F. **Copyright Compliance** - students must adhere strictly to all laws and guidelines pertaining to copyright; no videos or films authorized for being used in a specific class may be shown outside the classroom without the appropriate copyright permission.
- G. **Fabrication** - Fabrication is the falsification or invention of any information or citation in an academic exercise.
- H. **Assisting anyone to do any of the above;**

Punishment for committing academic dishonesty:

For an undergraduate student: 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. For a graduate student: Please refer to MBA Handbook for details. Upon

the **first offense**, the student will receive a grade of zero (0) in the course. A **second offense** will result in expulsion from the university.

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.

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 the 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 facilitation 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 facilitation academic dishonest.

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 him 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 (designated student grievance officer) receiving the student's appeal will render a written decision within seven days.

While a student may always avail him 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 following designated student grievance officers: Chief Academic Officer (first level of appeal). The Office of the Chief Academic Officer is located in the McConnell Building; the President (second level of appeal)

Any decision involving the student life areas of the University may be appealed to the following designated student grievance officers: Dean of Student Life (first level of appeal); The Student Life Office is located in the McConnell Building; the President (second level of appeal)

Any decision involving athletics may be appealed to the following designated student grievance officers: Athletic Director (first level of appeal) The Athletic Director office is located in Fitness Center; the President (second level of appeal)

The following decisions are final and may not be appealed: the decisions of the President of the University, academic standing decisions of the Graduate Council, 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, Webber 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 Webber functions in which alcohol is served, are permitted on campus. Students must show proof of age; University representatives and Webber 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 Dean of Student Life.

Large quantities of any alcoholic beverages are not permitted 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, following an administrative hearing, may be suspended until his/her case is adjudicated. Any off campus facility such as a restaurant, club or hotel which hosts a Webber 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 Dean of Student Life prior to their display. Such materials may not propose chemicals as a solution for personal or academic problems.

Medical Marijuana Policy

Webber International University prohibits the possession and use of marijuana on campus, this policy includes university housing. Marijuana is not permitted on campus because it remains a drug prohibited by Federal law. Additional Federal legislation also prohibits any institution of higher education that receives federal funding from allowing the possession and use of marijuana on campus. The university continues to enforce its current policies regarding illegal substances or paraphernalia. Students who violate the university's drug policy prohibiting the use or possession of illegal substances or paraphernalia, including medical marijuana on campus, are subjected to disciplinary action such as community service, removal from student housing, or dismissal from the University.

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

1. Actions by the 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.

Webber International University abides by all State and Federal laws.

Drugs

Drug Conviction

A federal or state drug conviction can disqualify a student for Federal Student Aid funds. Convictions count if they were for an offense that occurred during a period of enrollment for which the student was receiving Federal Title IV aid. The period of ineligibility differs as to whether it is for possession or for sale of the illegal drugs and for the length of time since the offense as well as whether it is a first offense, second offense and third (+) offense.

1. A student regains eligibility the day after the period of ineligibility ends or when he successfully completes a qualified drug rehabilitation program.
2. A qualified drug rehabilitation program includes at least two unannounced drug tests and must satisfy at least one of the following:
3. Be qualified to receive funds from a federal, state or local government program.
4. Be qualified to receive payment from a federally or state licensed insurance company.
5. Be administered or recognized by a federal, state or local government agency or court.
6. Be administered or recognized by a federally or state licensed hospital, health clinic, or medical doctor.

More detailed information can be available in the Financial Aid Office

Personnel Available for Assistance with Consumer Information

The following personnel are available for assistance with consumer information. They can be contacted by e-mail, phone or office meetings.

Mr. Jay Culver, Dean of Student Life

culverjr@webber.edu

863-638-2914

Student Life Office located in the McConnell Building

Ms. Kelly Taylor Vice President of Enrollment & Student Record Services

wilsonka@webber.edu

863-638-1431 Ext 3061

Registrar/Financial Aid Office located in the McConnell Building

Campus Law Enforcement Policies

Security

Webber International University partnered with Freeman Security personnel which are supervised by an administrator on campus and the VP of Student Life. Security personnel are on duty 24/7 Monday thru Sunday to assist students in entering the residence halls in the event of a lockout. Abuse of this policy can result in fines. Security personnel will enforce Webber policies and regulations and will assist students in obtaining help in an emergency.

The goal at Webber International University is to ensure that Security personnel maintain a safe and secure campus for students, staff and faculty. Security personnel must ensure that the following locations are secure: all classrooms, computer classrooms, faculty offices, library, student union, conference center, football building, pool, fitness center, athletic offices, gymnasium, waste water treatment plant, Babson Center, Grace Hall, Camilla Hall, Miranda Hall, Old Main, and Buildings A and B. Campus Security will lock and unlock the buildings/locations at the required times. Webber International University Security personnel maintains a close relationship with the Resident Assistants, Housing Coordinator, Dean of Student Life, Director of Campus Services along with the Polk County Sheriff's Office (PSCO).

Security personnel have the authority to ask persons for identification and to determine whether individuals have lawful business at Webber International University. Webber International University and Freeman Security have the authority to place boots on vehicles. In order to have the boot removed, a fine must be paid to the Business Office. Freeman Security personnel cannot arrest anyone; however, they are empowered to contact local authorities immediately in the event of an emergency, a crime or a disturbance. Criminal incidents are referred to the Polk County Sheriff's Department.

Webber International University and Freeman Security maintain a highly professional working relationship with Polk County Sheriff's Department. All crime victims and witnesses are strongly encouraged to immediately report all crimes to the Webber International University administration and/or Freeman Security. Prompt reporting will assure timely warning notices on campus and timely disclosures of crime statistics.

Webber enjoys a close relationship with local law enforcement authorities. Local police will responded to emergency calls with an appropriate degree of promptness and have assisted students and Webber 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. At this time, the University does not have an official Memoranda of Understanding with Polk County Sheriff's Department (PSCO). However, the University has a strong working relationship, engages in open communication, and will continue to completely cooperate with the Polk County Sheriff's Department (PSCO).

Campus Security - Phone: (863) 638-1433 Cell: (863) 605-2499

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 Dean 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 Dean 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 Dean of Student Life.

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 Learning Commons hours is open 24 hours a day, 7 days a week.

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

Drug and Alcohol Abuse Prevention Programs (DAAPP)

Webber is committed to compliance with the Drug Free Schools and Communities Act, and a campus culture that reduces alcohol and drug use, abuse, and illegal conduct. This commitment includes the development, enforcement, and continual evaluation of policy and programing, and promotion of awareness. Webber will continue to host and promote alcohol-free events and student learning opportunities regarding alcohol and drug abuse. The University is committed to offering primary wellness and counseling options to students who are at risk or abusing alcohol and other drugs.

Parking and Traffic Policies

Parking Regulations

Parking permits can be obtained from Webber switchboard. All mopeds and motorcycles must be registered. If the student changes vehicles he or she is responsible for the removal of the University parking decal. Vehicles that do not have an up to date parking decal will be towed. Students, faculty, and staff are required to park in designated spaces only or they will be towed.

Webber parking and traffic violation fines are to be paid in the Business Office. Continued traffic violations are met with increasing levels of penalty.

Designated parking is as follows:

YELLOW LOT - RESIDENT: Only vehicles with the yellow resident decals are permitted anytime.

GREEN LOT – COMMUTER/VISITORS: Only visitors and commuters with green decal are permitted anytime

BLUE LOT – FACULTY/STAFF: Only faculty and staff with blue decals are permitted

RED LOT- FACULTY/STAFF: Only faculty or staff with designated parking spaces and a red decal are permitted

LAKESIDE LOT - ATHLETICS – All of athletics and coaches should have a blue decal and must park in lot behind the tennis courts on the lakeside

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.
5. Failure to stop at a stop sign or crosswalk
6. Parking in/blocking fire lanes

Students will be responsible for all guest parking tickets
First Offense: \$25.00 Fine
Each Offense thereafter: \$75.00
Parking in a designed handicapped space: \$100.00 each offense.

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

Use of Vehicles

Riding 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 of decal. The decals are available on Orientation Day at the switchboard and throughout the year for residential and commuter students. Vehicles that do not have the required decals or that are parked in the wrong area will be towed. Webber International University is not liable for any damage to vehicles.

Persistence and Graduation Retention Rates

The overall Graduation Rate tracks the progress of students who began their studies as full-time first-time degree seeking students to see if they complete their degree within 150% of normal time. The overall graduation rate of Associate and Bachelor degree seeking students for the Fall 2013 entering FTFY freshman who completed their degree within 6 years is 38%. The Retention Rate measures the percentage of first time students who are seeking bachelor degrees who return to the institution to continue their studies the following Fall semester. The Retention Rate for Fall 2018 freshman who returned for Fall 2019 is 55%.

Consumer Information

Availability of Employees for Information Dissemination Purposes

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 863-638-2944.
- 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 863-638-2951.

Misrepresentation Policy

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.

A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

The Admissions Department maintains copies of all promotional materials, including statements made by University personnel.

The Director of Admissions is responsible for the training of personnel under the director's supervision regarding misrepresentation of admissions requirements and other University information.

The Director of Financial Aid is responsible for the training of personnel under the director's supervision regarding misrepresentation of University financial aid information.

Disciplinary Action

Any violation of this directive will be taken seriously, and the University will ensure that it is not repeated.

Any employee's conduct resulting in disciplinary actions from misrepresentation activity will be documented in the Human Resources Department and maintained in the employee's personnel file.

Copyright Infringement Policy

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.

The complete policies may be found on our website. The link is provided here.

<https://webber.edu/about-webber/consumer-information/>

A paper copy of the policies is available upon request from the Registrar’s Office, registrar@webber.edu.

Academic Calendar
Undergraduate Program
Fall 2020 – Summer 2021

Fall Semester 2020

Full Term 16-Week

May – July	Early Fall Registration
Aug. 20	Residence Halls Open – 9:00am
Aug. 20-21,24	Orientation, Advising and Registration
Aug. 25	Term Begins
Aug. 25-26	Schedule Adjustment
Aug. 27-28,31	Drop/Add – Fee
Sept. 7	Labor Day – No Classes
Oct. 16	MIDTERM
Nov. 13	Last Day to Withdraw
Nov. 25-27	Thanksgiving Break – No Classes
Dec. 7-11	FINAL EXAMS/Term ENDS

TERMS A & B 8-Weeks

A-Term

Aug. 25	Term Begins
Aug. 26-28	Drop/Add – Fee
Sept. 7	Labor Day – No Classes
Sept. 18	MIDTERM
Sept. 28	Last Day to Withdraw
Oct. 16	FINAL EXAM/Term ENDS

B-Term

Oct. 19	Term Begins
Oct. 21-23	Drop-Add – Fee
Nov. 13	MIDTERM
Nov. 23	Last Day to Withdraw
Nov. 25-27	Thanksgiving – No Classes
Dec. 11	FINAL EXAM/Term ENDS

TERMS C, D, E, F 4-Weeks (Online)

*Note: each C, D, E, F term applies to online courses only and begins on a Monday and ends on a Sunday

C-Term

Aug. 31	Term Begins
Sept. 1-3	Drop/Add – Fee
Sept. 14	Last Day to Withdraw
Sept. 27	Term ENDS

E-Term

Oct. 26	Term Begins
Oct. 27 -29	Drop/Add – Fee
Nov. 9	Last Day to Withdraw
Nov. 22	Term ENDS

D-Term

Sept. 28	Term Begins
Sept.29-Oct.1	Drop/Add – Fee
Oct. 12	Last Day to Withdraw
Oct. 25	Term ENDS

F-Term

Nov. 23	Term Begins
Nov. 24-26	Drop/Add – Fee
Dec. 7	Last Day to Withdraw
Dec. 20	Term ENDS

**Academic Calendar
Undergraduate Program
Fall 2020 – Summer 2021**

Spring Semester 2021

Full Term 16-Week

Jan. 11	Residence Halls Open – 9:00am
Jan. 11	Orientation, Advising and Registration
Jan. 12	Term Begins
Jan. 12-13	Schedule Adjustment
Jan. 14-15,19	Drop/Add – Fee
Jan. 18	Martin Luther King – No Classes
March 5	MIDTERM
March 15-19	Spring Break – No Classes
April 2	Good Friday – No Classes
April 16	Last Day to Withdraw
May 1-6	FINAL EXAMS/Term ENDS
May 7	Graduation Rehearsal – 1:00pm
	Graduation – 6:00pm

TERMS A & B 8-Weeks

A-Term

Jan. 12	Term Begins
Jan. 14-16,19	Drop/Add – Fee
Jan. 18	Martin Luther King – No Classes
Feb. 5	MIDTERM
Feb. 19	Last Day to Withdraw
March 5	FINAL EXAM/Term ENDS

B-Term

March 8	Term Begins
March 10-12	Drop-Add – Fee
March 15-19	Spring Break – No Class
Nov. 23	MIDTERM
April 2	Good Friday – No Classes
April 23	Last Day to Withdraw
May 6	FINAL EXAM/Term ENDS

TERMS C, D, E, F 4-Weeks (Online)

*Note: each C, D, E, F term applies to online courses only and begins on a Monday and ends on a Sunday

C-Term

Jan. 11	Term Begins
Jan. 12-14	Drop/Add – Fee
Jan. 26	Last Day to Withdraw
Feb. 7	Term ENDS

E-Term

March 8	Term Begins
March 9-11	Drop/Add – Fee
	No Spring Break
March 22	Last Day to Withdraw
April 4	Term ENDS

D-Term

Feb. 8	Term Begins
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F-Term

April 5	Term Begins
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Feb. 9-11	Drop/Add – Fee	April 6-8	Drop/Add – Fee
Feb. 22	Last Day to Withdraw	April 19	Last Day to Withdraw
March 7	Term ENDS	May 2	Term ENDS

***Academic Calendar
Undergraduate Program
Fall 2020 – Summer 2021***

Summer Semester 2021

Full Term 16-Week

May 10	Term Begins
May 10-11	Schedule Adjustment
May 12-14	Drop/Add – Fee
May 31	Memorial Day – No Classes
July 2	MIDTERM
July 4	Independence Day - Holiday
July 5	Independence Day Observed – No Class
August 13	Last Day to Withdraw
August 23-27	FINAL EXAMS/Term ENDS

TERMS A & B 8-Weeks

A-Term

May 10	Term Begins
May 12-14	Drop/Add – Fee
May 31	Memorial Day – No Classes
July 4	MIDTERM
July 18	Last Day to Withdraw
July 2	FINAL EXAM/Term ENDS

B-Term

July 5	Term Begins
July 7-9	Drop-Add – Fee
July 31	MIDTERM
August 13	Last Day to Withdraw
August 27	FINAL EXAM/Term ENDS

TERMS C, D, E, F 4-Weeks (Online)

*Note: each C, D, E, F term applies to online courses only and begins on a Monday and ends on a Sunday

C-Term

May 10	Term Begins
May 11-13	Drop/Add – Fee
May 21	Last Day to Withdraw
June 6	Term ENDS

E-Term

July 5	Term Begins
July 6-8	Drop/Add – Fee
July 19	Last Day to Withdraw
August 1	Term ENDS

D-Term

June 7	Term Begins
June 8-10	Drop/Add – Fee
June 21	Last Day to Withdraw
July 3	Term ENDS

F-Term

August 2	Term Begins
August 3-5	Drop/Add – Fee
August 17	Last Day to Withdraw
August 29	Term ENDS

Academic Calendar
MBA Program
2020 - 2021

Fall Session I 2020

TBA	Orientation
25	Tues Night Classes Begin
Aug. 27	Thurs Nigh Classes Begin
Aug. 28	Last Day Drop/Add – Fee
Oct. 13-15	Final Exams

Fall Session II 2020

Oct. 22	Thur Night Classes Begin Aug.
Oct. 27	Tues Night Classes Begin
Oct. 28	Last Day Drop/Add - Fee
Dec. 15-17	Final Exams

Spring Session I 2021

Jan. 5	Tues Night Classes Begin
Jan. 7	Thur Night Classes Begin
Jan. 8	Last Day Drop/Add – Fee
Feb. 23-25	Final Exams

Spring Session II 2021

Mar. 2	Tues Night Classes Begin
Mar. 4	Thur Night Classes Begin
Mar. 5	Last Day Drop/Add – Fee
Mar. 15-19	Spring Break
Apr. 27-29	Final Exams

Summer Session I 2021

May 4	Tues Night Classes Begin
May 6	Thur Night Classes Begin
May 7	Last Day Drop/Add – Fee
Jun. 22-24	Final Exams

Summer Session II 2021

Jun. 29	Tues Night Classes Begin
Jun. 1	Thur Night Classes Begin
Jun. 2	Last Day Drop/Add – Fee
Aug. 17-19	Final Exams