



# 2024-25 STUDENT HANDBOOK



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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>.

## WELCOME MESSAGE FROM UNIVERISTY PRESIDENT

On behalf of the entire Webber International University (operating as St. Andrews University in the Carolinas) family, a hearty welcome. We are delighted – and honored – that you have entrusted your future to us.

Webber College was established in 1927 by world-famous economist Roger Babson (who also founded Babson College) and his wife Grace Knight, for the then fairly controversial purpose of providing women with access to a high quality, genuinely relevant business degree. We were the first school to open under Florida’s educational and charitable laws and, to the best of our knowledge, the second school of business for women in the United States. While Webber began admitting men in the 1970’s, it was exclusively a business school until 2019 when it began adding carefully selected majors in the health professions and education. Established in 1896, the all-women Flora Macdonald College merged with the all-men Presbyterian Junior College in 1958 to form St. Andrews Presbyterian College, which opened in Laurinburg, North Carolina in 1961 as, to the best of our knowledge, the first completely barrier-free college in the United States. The then all-business Webber International University merged with the then all-liberal arts and sciences St. Andrews University in 2011, combining the strengths, while maintaining the unique flavor, of each of the former institutions into a SACSCOC accredited, private, not-for-profit, regional university with two residential campuses and six adult and continuing education centers, offering 42 bachelor’s degrees and 6 master’s degrees to students from over 50 different countries.

Over the years much has changed. We have added a number of varsity sports mainly competing in the NAIA (our national champion bowling teams compete in the USBC, our national champion equestrian teams compete in the IHSA, IDA, and ANRC, and our new Esports teams compete in the NACE). We have added new – but closely related and highly sought after – degrees. Realizing that for some on campus is out of the question, we now offer a number of our degrees entirely online.

But two things haven’t changed: our commitment to student success and our belief that we ought to treat others as we’d have them treat us. It starts from the first contact. If we can’t help you fulfill your dreams, we’ll recommend a school which can. But if we can help you achieve your goals, we’ll help you figure out the way which works best for you. It continues into the classroom. We don’t have graduate assistants teaching classes. Our faculty do research because that’s what faculty do, but we pay them to teach. You’ll find faculty in their offices after class, and often at the big game as well. Our faculty are highly credentialed – you can stack them up against any faculty in the world – but as importantly most have actually worked in the field in which they’re teaching. We have an open door policy. And our commitment continues beyond graduation... with lifetime career placement assistance and a network of employers who know when you hire one of our graduates, you’re hiring individuals who are prepared not just for their first job, but for their first few promotions as well.

Welcome to our family. Thank you for entrusting us with your hopes, your dreams, your very future. Our sincerest hope is that the day will come, as it has for so many alumni, that you will so fondly look back at your time with us that you will send your own kids to pursue their education here.

With warmest regards,

Nelson Marquez, President & CEO

## **MISSION STATEMENT**

The University's mission is to offer students an array of business, liberal arts and sciences, preprofessional, and 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.

## **BRIEF 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 residence halls, 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](http://www.webber.edu).

## ACCREDITATION AND RECOGNITION

**Chartered, as not for profit corporations, by:** The State of Florida, 1927, the State of North Carolina in 1961, and the State of South Carolina in 2020.

**Accredited by:** Webber International University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, bachelor, and master degrees. Questions about the accreditation of Webber International University may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

### **Licensed by:**

**Florida:** Webber International University is exempt from licensure in the state of Florida by the Florida Department of Education by virtue of section 1005.06(c), Florida Statutes.

**North Carolina:** Webber International University is licensed to operate in the state of North Carolina by the Board of Governors of the University of North Carolina by virtue of NC Gen. Stat. § 116-15.

### **Approved By:**

#### Florida

The Florida Department of Veterans Affairs for the training of veterans.

The National Council for State Authorization Reciprocity Agreements (NC-SARA)

#### North Carolina

The Elementary Education (K-6), Physical Education (K-12), Middle Grades, Secondary, and Special Education programs at St. Andrews are approved by the North Carolina Department of Public Instruction (NCDPI).

## GENERAL INFORMATION

### **Contact Information for Key Departments and Offices**

Admissions	<a href="mailto:Admissions@webber.edu">Admissions@webber.edu</a>	863-638-2910
Associate Dean for Title IX Compliance	<a href="mailto:FarchminEL@webber.edu">FarchminEL@webber.edu</a>	863-638-2939
Athletic Director	<a href="mailto:NiethammerBV@webber.edu">NiethammerBV@webber.edu</a>	863-638-2951
Bookstore	<a href="mailto:Bookstore@webber.edu">Bookstore@webber.edu</a>	863-638-2947
Business Office	<a href="mailto:BusinessOffice@webber.edu">BusinessOffice@webber.edu</a>	863-638-2944
Career Services	<a href="mailto:CareerServices@webber.edu">CareerServices@webber.edu</a>	863-638-2964
Dean of Business and General Education	<a href="mailto:FowlerPS@webber.edu">FowlerPS@webber.edu</a>	863-638-2971
Interim Dean, College of Health Professions & Sciences	<a href="mailto:MurrayNA@webber.edu">MurrayNA@webber.edu</a>	863-638-1431 ext. 2984
Financial Aid	<a href="mailto:FinancialAid@webber.edu">FinancialAid@webber.edu</a>	863-638-2929
Health Insurance	<a href="mailto:Insurance@webber.edu">Insurance@webber.edu</a>	863-638-2989
International Student Services	<a href="mailto:ISS@webber.edu">ISS@webber.edu</a>	
IT Department	<a href="mailto:WebberSupport@webber.edu">WebberSupport@webber.edu</a>	863-638-2920
Office of Institutional Research		
Registrar's Office	<a href="mailto:Registrar@webber.edu">Registrar@webber.edu</a>	863-638-2930
Student Housing	<a href="mailto:Housing@webber.edu">Housing@webber.edu</a>	863-638-2926
The Learning Commons	<a href="mailto:LearningCommons@webber.edu">LearningCommons@webber.edu</a>	863-638-1086

**Academic Calendar**

***Webber International University Florida Campus Undergraduate Program  
Fall 2024***

***(August 26, 2024 – December 13, 2024)***

May-July	May-July	Early Registration
Thursday	August 22	Residence Dorms open 9:00 a.m.
Thursday-Saturday	August 22-24	Orientation, Advising and Registration
Monday	August 26	Full Term and A Term BEGINS
Monday-Tuesday	August 26-27	Full Term and A Term Drop/Add - No Fee
Wednesday-Friday	August 28-30	Full Term and A Term Drop/Add - Late Fee
Monday	September 2	Labor Day – No Classes
Friday	September 27	A Term Last Day to Withdraw
Friday	October 18	A Term Final Exams/Term ENDS
Sunday	October 20	A Term Grades Due at 11:59 p.m.
Monday	October 21	B Term BEGINS
Monday-Tuesday	October 21-22	B Term Last Day to Drop/Add - No Fee
Wednesday-Friday	October 23-25	B Term Last Day to Drop/Add - Late Fee
Friday	November 8	Full Term Last Day to Withdraw
Friday	November 22	B Term Last Day to Withdraw
Wednesday-Friday	November 27-29	Thanksgiving Break – No Classes
Saturday-Thursday	December 7-12	Full Term and B Term FINAL EXAMS
Friday	December 13	Full Term ENDS and B Term ENDS
Sunday	December 15	Full Term and B Term Grades Due 11:59 p.m.

***Winter 2024  
Three –Week Term***

Nov 25-Dec 16	Nov 25-Dec 16	Registration
Monday	December 16	Term BEGINS
Tuesday	December 17	Drop/Add
Wednesday	December 25	Christmas Day – No Classes
Friday	December 27	Last Day to Withdraw
Wednesday	January 1, 2025	New Years Day – No Classes
Friday	January 3, 2025	Final Exams/Term ENDS
Sunday	January 5, 2025	Grades Due 11:59 p.m.

***Webber International University Florida Campus***  
***Undergraduate Program, Spring 2025 Calendar***  
***(January 6, 2025 – May 1, 2025)***

Friday	January 3	Residence Dorms open 9:00 a.m.
Friday-Saturday	January 3-4	Orientation, Advising and Registration
Monday	January 6	Full Term and A Term BEGINS
Monday-Tuesday	January 6-7	Full Term and A Term Drop/Add - No Fee
Wednesday-Friday	January 8-10	Full Term and A Term Drop/Add - Late Fee
Monday	January 20	Martin Luther King – No Classes
Friday	February 7	A Term Last Day to Withdraw
Friday	February 28	A Term Final Exams/Term ENDS
Sunday	March 2	A Term Grades Due at 11:59 p.m.
Monday-Friday	March 3-7	Spring Break – No Classes
Monday	March 10	B Term BEGINS
Monday-Tuesday	March 10-11	B Term Last Day to Drop/Add - No Fee
Wednesday-Friday	March 12-15	B Term Last Day to Drop/Add - Late Fee
Friday	March 28	Full Term Last Day to Withdraw
Thursday	April 17	B Term Last Day to Withdraw
Friday	April 18	Good Friday – No Classes
Saturday-Thursday	April 26-May 1	Full Term and B Term FINAL EXAMS
Thursday	May 1	Full Term ENDS and B Term ENDS
Thursday	May 1	Senior Grades Due by 1:00 p.m.
Friday	May 2	Graduation – 6:00 p.m.
Sunday	May 4	All Other Grades Due by 11:59 p.m.

**Official Student Holidays**

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

**ADMISSIONS POLICIES**

First-year, non-traditional and transfer students may be admitted to the University for the Fall, Spring, Summer terms. The Office of Admissions seeks to ensure that candidates for admission possess the characteristics and skills necessary for success and understand that this may be reflected in prior achievement as well as in clear potential. The University accepts students who are otherwise admissible without regard to age, disability, national and ethnic origin, race, religion, sex or sexual orientation. Prospective students are encouraged to contact the Office of Admissions to discuss the University and its programs and to share their personal goals. Campus visits are encouraged and welcomed. Prospective students wishing to visit the University may make arrangements by contacting the campus of interest:

Office of Admissions  
 Webber International University  
 1201 North Scenic Highway  
 Babson Park, Florida 33827  
 1-800-741-1844  
 (863) 638-2910  
 E-mail: [admissions@Webber.edu](mailto:admissions@Webber.edu)



An online version of the application is available at [www.Webber.edu](http://www.Webber.edu) for the Florida campus in Babson Park, Florida. Our admissions philosophy is very simple – we look at each applicant individually as a whole individual because our mission is to educate the whole individual. We strongly consider GPA and class rank as evidence of past academic success, SAT/ACT scores as an indicator of future academic success, and extracurricular activities with emphasis on leadership, volunteerism, service and commitment as evidence of the breadth and depth of involvement and predictor of contributions as a member of our campus community.

The University operates on a rolling admission plan and will accept applications as long as space is available. Students are notified of admission as their files are completed and decisions are made. Once admitted an advance enrollment fee of \$150, is required for all students. In addition, an advance deposit of \$150, applicable to the Residence Hall Fee, is required of every resident student to reserve a room. Deposits are refundable until May 1 for our fall semester and October 31 for our spring semester.

### **Admission Requirements**

First-year and transfer students may be admitted to the University for the Fall, Spring, or Summer semesters.

### **First-Year Applicants**

First-year students are those who are entering from high school or students with less than 12 semester university credits. Students who have attended another college/university and have fewer than 12 semester university credits that can be transferred will be placed in the College Success Course in the first semester at Webber if the person's term or cumulative GPA at the other college/university was lower than 2.0.

To complete the application for admission, all first-year students must request an official high school transcript providing evidence of high school graduation. Scores from the Scholastic Aptitude Test (SAT) or the American College Testing Assessment Program (ACT) are optional.

First-year applicants who are high school graduates should satisfactorily complete at least 12 of the following university prep curriculum courses:

- Three units of English.
- Three units of math
- Three units of social studies.
- Three units of science.

Students who have received high school equivalency certification based on the General Education Development (GED) test may be considered for admission. These students should submit a request for official transcripts from all high schools attended and should also request a copy of the GED certificate. All official documents, including the GED certificate, should be mailed directly to the University.

Students educated in home school and non-traditional settings will be considered for admission. The Admission Office may request submission of completed work, portfolio, test scores, and other information to assist in making a decision on the application in addition to SAT or ACT scores. An official final high school transcript, as indicated by the high school seal and the signature of an authorized school official, must be in each student's file. The transcript should be sent directly to the Office of Admissions and will be forwarded to the Office of the Registrar, in compliance with federal enrollment guidelines.

### **Transfer Student Applicants**

Students may transfer to the Florida or Carolina campuses of the University for the Fall, Spring, or Summer semester.

A student with 12 or more College Level Semester Hours is considered a transfer student. In compliance with federal enrollment guidelines, to apply for admission the student must submit all of the following documentation for consideration by the Admissions Committee for regular acceptance to the undergraduate program.

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An official high school transcript verifying graduation or GED equivalent (Not required if the applicant has successfully completed at least 60 credit hours and met federal and state financial aid requirements.)

The University Admissions Application

Official transcripts from ALL Colleges and Universities attended (even if courses were not completed) the Admissions Committee may use an official transcript which indicates an earned Associate's degree to temporarily expedite the acceptance process.

ACT or SAT scores if available

The University strongly recommends that all transfer students submit additional credentials with their applications including a personal essay (about academic or career goals or a topic of special personal interest) and a letter of recommendation. Prospective transfer students who have earned a minimum 2.0 GPA with at least 12 credits are normally accepted.

### **Fresh Start Program**

The University's Fresh Start Program is designed to support the educational efforts of moderate to high-risk students. The students accepted into the program might have had difficulty in achieving appropriate educational goals in the past but have demonstrated a commitment to continuing their education and moving toward career goals.

#### **Academic Profile of a Fresh Start Student**

Students whose GPA < 2.0 can be considered for the Fresh Start Program, an interview may be required.

Transfer students with less than 12 transferrable college credit hours whose GPA does not meet the minimum of a 2.00 GPA may also be considered for the Fresh Start Program.

### **Fresh Start Admissions Process for Webber International University Florida Campus**

#### **Students who may be considered for the Fresh Start Program**

A student may be considered for the Fresh Start Program using one of 2 pathways. The student may be accepted based on criteria on the original transcript and test scores submitted within the admissions review process team or by additional screening from the Registrar; this is deemed a staff admit. The second alternative requires approval from the Director of Student Success and Retention and may include an interview. All required admission documents must be available for the Fresh Start Status review, as well as a letter of recommendation from an academic authority. Alternate letters from an employer may be submitted in absence of an academic letter but carry less weight for consideration. Additional pertinent documentation is accepted. Students admitted to the Fresh Start Program are required to take a College Success Course and must sign a commitment contract.

#### **Denial of entrance through the Fresh Start Program**

Students who, after complete examination of the documentation in the file, are deemed not likely to be successful will be denied admission. These students are urged to go to community college and reapply in a later semester after successfully completing at least 15 hours of academic college level courses with at least a 2.00 cumulative GPA. All Fresh Start decisions are final.

### **International Student Admission**

The United States Citizenship and Immigration Services, USCIS, requires all institutions, including Webber and its branches, to certify that international students who have been accepted for full-time enrollment have sufficient funds to meet all expenses, including tuition, room and board, insurance, fees, books, and transportation. Therefore, the school requires, as part of the application process, a completed Statement of Financial Responsibility and Affidavit of Financial Support from each international student's family. The statement certifies that tuition, room and board, and personal funds are available, and that students are permitted to export and exchange those funds into the United States. The form must be signed by the student,

a parent, and a bank official. Financially independent adult students should contact their admissions counselor for requirements.

Students can expect to receive an I-20 form only after admission, and the payment of an enrollment deposit in U.S dollars of \$1,000. Payment of the first semester's total fees must be made prior to the arrival of the student. The student must present the I-20 form to a United States Consulate when applying for a student (F-1) visa. Student visas must be obtained before entering the United States.

### **Deposit**

Before the I-20 will be issued, Webber requires a \$1,000 deposit which should only be paid once the student is accepted. The deposit is only refundable if the student did not have a successful visa interview resulting in the visa being denied or forbidden by another governmental entity. This is the only circumstance for which the deposit will be refunded as it is outside the control of the student. For all other circumstances the deposit is non-refundable. The \$1,000 deposit will be applied towards the student's total bill. In case of a refund, a check will be mailed to the student.

### **International First-Year Applicants**

Applicants must submit all of the following documentation for consideration by the Admissions Committee for regular acceptance to the undergraduate programs.

- The University Admissions Application
- Official High School Transcripts (original and English translation)
- SAT I and /or ACT Scores or Exam results from home country for students whose first language is English or TOEFL, IELTS, Duolingo scores, or approved substitute for students whose first language is not English (contact an admissions counselor for approved substitute information).

### **International Transfer Applicants (Completed 12 or more College Level Semester Hours):**

Applicants must submit all of the following documentation for consideration by the Admissions Committee for regular acceptance to the undergraduate programs.

- The University Admissions Application
- Official Transcripts from ALL Colleges and Universities attended
- TOEFL, IELTS, Duolingo scores, or approved substitute required (contact an admissions counselor for approved substitute information). The TOEFL, IELTS, or Duolingo is not required if the student has been enrolled in a U. S. institution and successfully earned at least 12 credits prior to the transfer.
- Visa Clearance Form (for students transferring from a U.S. institution)
- Evaluation of International Educational Credentials of Post-Secondary Education performed by an approved evaluation service (contact an admissions counselor for approved providers)

International students may submit appropriate documentation of academic performance which is standard in the educational system of their country. Evaluation of submitted documents is based upon the generally accepted standards by organizations and agencies that evaluate international education. For example, students from the United Kingdom may submit A level results in lieu of SAT scores. Approved TOEFL or IELTS substitutes apply for a student who has successfully completed English as a Second Language program and demonstrated the appropriate skill needed to enter the University or for a student who has studied at an institution abroad and received academic course work delivered in the English language. The Admissions Committee will review all submitted documentation to determine the student's English language skill.

### **Transfer Credit Acceptance**

The acceptance and evaluation of credit for transfer is based on various factors, including the level, content, quality, comparability, and degree program relevance of the proposed transfer credits; the institution's accreditation; and assessment of course equivalency through evaluation of the transcript. No more than 60 transfer credits will be accepted

from a community college or two-year institution unless there are extenuating circumstances as determined by the university; no more than 90 transfer credits will be accepted from a four-year college or university.

Transfer credits are accepted from Accredited Institutions for appropriate courses pertaining to the declared degree at Webber International University (Webber) or its Carolina branch, St. Andrews. Courses with grades considered for transfer must have a grade of “C” or better. Courses with any other grade below a C will not be considered. Pass/Fail courses are not considered for transfer. Students who have earned an academic degree prior to attending Webber such as an AA, AS, BA, or BS may receive credit for a course with a grade of “D” if the course grade was earned within the degree. Course credits are transferred, but grades and quality points are not calculated in the GPA earned at Webber or its Carolina branch.

If a student takes a course from an institution with which the university has a consortium agreement, the course credits, grade, and quality points are calculated in the GPA earned at Webber or its Carolina branch. Students may transfer credits between the FL and NC campuses on a reciprocal basis.

### **Health Science and Education Department Transfer Credits**

For Health Science and Education majors with licensure requirements, transfer credits, grades, and quality points will be calculated into the GPA earned for consideration of entrance into the program. Grade requirements for specific courses to earn entrance into the program are also considered. For the cumulative GPA for graduation, transfer grades and quality points are not calculated as part of the GPA earned.

### **Policy on Transfer from an Institution Accredited by Other U.S. Department of Education Recognized Accreditors**

In order for the University to consider credits from an institution accredited by other U.S. Department of Education recognized accreditors, additional information on the courses taken may be required. Care is taken to ensure courses transferred are adequately similar to Webber courses in quality and content.

1. Official transcripts
2. Course catalog description from the school’s catalog or website catalog that was in effect at the time of the student’s attendance.
3. Copy of the course syllabus from the semester the course was taken showing the teaching professor’s name along with the professor's earned degree credentials. The syllabus term dates must match up with the official transcript term dates. In addition, the syllabus must include the specific learning outcomes addressed in the course. .
4. A maximum of 90 hours will be considered toward a Bachelor of Science degree. A maximum of 30 hours will be considered toward an Associate of Science degree.
5. In the case of transferring credits from institutions phasing out, students may be allowed to transfer more than 60 hours with 300 level courses if they are determined comparable to the courses offered at Webber for the selected majors.
6. In the case of clock hour program credits, conversion from clock hour to semester hour will be calculated, as appropriate.
7. Determinations will be made after all documentation is received and reviewed the university Registrar.
8. Courses not appropriate toward a Webber International University degree will not be considered for transfer.
9. The Academic Dean will make the final determination of course applicability toward a Webber International University degree.

### **Webber International University/Florida State & Community College System**

Webber International University participates in the statewide articulation agreement with the Florida State and Community College System governing the matriculation at Webber International University of Associate of Arts and Associate of Science graduates from SFSC.

Webber shall accept up to 69 credits to be transferred and applied towards the awarding of a Baccalaureate degree. However, the student must meet the specific degree course requirements of Webber, which may mean extending the number of credit hours to earn the degree, if the 69 hours transferred and applied do not include all of the degree prerequisites.

Only courses taken at Webber will be used in compiling a student's cumulative grade point average, and Webber may specify the grade point average required for admission to major fields of study and for graduation. Programmatically, the forgiveness policy for Webber shall prevail, except that the GPA calculated by State or Community College for the awarding of an Associate's Degree shall be the GPA used to determine admission into the program. The grade of "D" will neither transfer nor count toward the Baccalaureate Degree unless it was earned within a completed Associate's Degree.

### **Non Traditional / Testing Credit**

The University will evaluate and consider transfer credits from recognized testing agencies, following the minimum score recommendations of The American Council on Education (ACE), Advanced Placement (AP), College Level Examinations Program (CLEP) and Defense Activity for Non Traditional Education Support (DANTES) in accordance with recommendations from the American Council on Education and the Service Member Opportunity Colleges Program (SOC). The University recognizes and awards advanced credit for courses taken in the International Baccalaureate (IB) program following the minimum standards for college credit in that program. A maximum of 30 credit hours combined may be accepted through the programs including ACE, CLEP, AP/IB, and DANTES. All credits of the above-mentioned tests must be submitted to the University prior to enrolling at the University.

**ACE Credits:** The University accepts credits that have been evaluated and approved by the American Council on Education (ACE). Only 100 and 200 level courses can be considered for acceptance. Credits are accepted on a pass basis only; no letter grades or quality points will be assigned. Credits will not be awarded in any area in which comparable or more advanced college work already has been awarded. ACE approved courses offered by Straighterline or other ACE approved course credit company must be taken prior to enrolling at the University. Students who take ACE approved courses through an approved ACE college course credit company must have the courses submitted on the company transcript as well as on an ACE transcript.

Webber International University welcomes a variety of students of all ages to our campus; many students bring a depth of knowledge to specific subjects. We recognize and honor such knowledge by accepting the full range of College-Level Examination Program (CLEP) tests. Assuming that an acceptable grade is attained on a CLEP examination, the University will grant full degree credit. No more than 6 semester hours credit shall be awarded in each of the five areas of the Examinations (English, Humanities, Science, Social Science, and Mathematics). Credit by examination will not be awarded in any area in which comparable or more advanced college work already has been attempted. All tests must be taken prior to enrolling at the University.

### **Guidelines for Criminal Justice Management Credit Awards (A maximum of 12 credits may be awarded.)**

To be able to provide students with credit toward the Associate's or Bachelor's degree, a student must have completed the required number of hours at a state college having a Florida Department of Law Enforcement approved training center in the areas of either Law Enforcement or Corrections. The student will be required to provide both the State issued Certificate of Completion for either or both programs and Official Transcripts from the issuing institution for review by the Chair of the CJM Program and the University Registrar.

### **General Education: Transfer Credit**

All normal Institutional policies related to transfer of credit from another institution apply in the case of the transfer of general educational credit. However, in regard to transfer of general education credit, there are additional considerations. It is the policy of the institution that incoming transfer students will fulfill the institutional general education course and subject requirements or reasonable equivalents.

While a course or courses might be accepted for transfer credit, such acceptance for credit does not imply automatic acceptance of a course or courses as fulfilling a part of the institution's general education requirements. All transfer transcripts will be reviewed and a determination made about which courses fulfill part or all of the institutional general education course requirements along with any applicable graduation requirements. Furthermore, incoming transfer students must fulfill all general education requirements or equivalents.

### **Advanced Credit for First-Year Students**

First-year students who submit official transcripts of university-level credit earned in liberal arts courses in regionally accredited colleges and universities may receive credit for those courses. If a university-level course is being used to satisfy high school graduation requirements, the institution will consider granting credit for these courses on an individual basis.

### **Appeal Procedure for Transfer Credits Placement**

If a student wishes to appeal for adjustment of transfer credit placement after he or she has arrived, the following policy and procedure will apply:

A student has one academic year to have his or her transfer credit re-evaluated or adjusted. Supporting documentation must be provided as requested by the Registrar. It is the student's responsibility to acquire this documentation and present it within the one-year (two regular semesters) time frame. After this time, no adjustment will be considered. Within three weeks of receipt of supporting documentation, the Registrar will meet with the Dean and/or Department Chair regarding the course adjustment in question. The decision of this committee shall be final.

In the case of a transfer student who is a senior, this procedure must take place within the first semester he or she is enrolled and before he or she applies for graduation.

## **ACADEMIC POLICIES AND PROCEDURES**

### **General Undergraduate Degree Requirements**

The institution awards four undergraduate degrees: the Associate of Science, the Bachelor of Arts, the Bachelor of Science, and the Bachelor of Fine Arts.

Candidates for an Associate's degree are required to complete a minimum of 60 credits with a minimum grade point average of 2.0 in all work attempted. A minimum of 21 general education credits are required for the Associate's degree.

Candidates for B.A., BS, and BFA degrees are required to complete a minimum of 120 credits, with a minimum grade point average of 2.0 in all work attempted both overall and in the major. A minimum of 36 credits at the 300-400 levels must be completed for graduation.

Although faculty advisors help students plan their course of study, students are responsible for making sure that the courses taken meet the requirements for graduation.

In order to qualify for graduation with a Bachelor's degree, all students must do all of the following:

1. Successfully complete at least 120 semester hours.
2. Complete 30 of their last 33 semester hours on the campus from which they intend to receive a degree.
3. Attain a minimum grade point average of 2.00 for all credits completed.
4. Successfully complete all requirements for the major and attain a minimum grade point average of 2.00 in the major.\*
5. Complete ENG 111 and ENG 112 (or the NC campus equivalent WRT 110 and WRT 120) with a C or better.\*
6. Complete a minimum of 36 credit hours at the 300 level or above.\*
7. Successfully complete the general education requirements for the campus from which the student intends to receive a degree.
8. Complete an application for graduation.
9. Complete a graduation audit by the end of the junior year.

\* These policies went into effect for new students beginning in the fall of 2019.

For program specific degree requirements, please review the University Catalog at: <https://www.webber.edu/catalogs/>.

### **Classification of Students**

Students are classified by level on the basis of semester hours earned toward graduation as follows:

Freshmen:	0 - 24 credits
Sophomore:	25 – 56 credits
Junior:	57 – 85 credits
Senior:	86 credits and above

Students earning course credits not leading to a degree are Special Students (Regularly admitted students may not choose this classification to avoid required courses).

### **Registration Procedures**

Registration is the process by which students enroll in courses for the upcoming semester. This section outlines the steps and policies for registering for classes at Webber International University. Adherence to these procedures ensures that students can secure their desired courses and meet their academic requirements in a timely manner.

### **Registration Period**

- **Regular Registration:** Registration for each semester opens several weeks before the end of the current semester. Specific dates are published in the academic calendar.
- **Late Registration:** Late registration is available for a limited period after regular registration ends, but may incur additional fees.

### **Steps to Register**

1. **Meet with an Academic Advisor/Program Director:**
  - Schedule a meeting with your academic advisor to discuss your academic progress and course selections. You can schedule a meeting online at: [The Learning Commons Bookings](#)
  - Review your degree audit to ensure you are on track to meet your graduation requirements.
2. **Check for Holds:**
  - Log into the [Student Information Systems](#) to check for any holds on your account that may prevent registration (e.g., financial holds, registration holds).

- Resolve any holds by contacting the appropriate office before your registration date.
- 3. **Plan Your Schedule:**
  - Use the suggested course rotation for your major and the online schedule of classes to plan your courses for the upcoming semester.
  - Ensure you meet all prerequisites for the courses you intend to register for.
- 4. **Register for Courses:**
  - After you have received recommended courses from your Advisor/Program Director, you will receive a Registration Access Code.
  - Log into the [Student Information Systems](#) during your designated registration period.
  - Select your courses and add them to your schedule. Be mindful of any time conflicts.
  - Confirm your registration by reviewing your schedule for accuracy.
- 5. **Pay Tuition and Fees:**
  - Once registered, review your student account for tuition and fees.
  - Follow the payment procedures outlined by the Business Office.
- 6. **Verify Your Schedule:**
  - Double-check your schedule for any discrepancies.
  - Print or save a copy of your schedule for your records.

Note\* Your Advisor/Program Director will review your next semester schedule after your current grades are posted and may have to make changes to your schedule. Advisors/Program Directors will notify you if changes are made.

### **Adding/Dropping Courses**

- **Add/Drop Period:** Students may add or drop courses without penalty during the designated add/drop period, which is typically the first week of classes.
- **Procedure:**
  - Contact your Advisor/Program Director to discuss impacts on graduation and to pick up a drop/add form.
  - If during the drop/add fee period, pay the Business Office \$10.
  - Form must be submitted to Registrar's Office to complete processing
  - Ensure you maintain the minimum required credit hours for full-time status.

### **Withdrawing from Courses**

- **Withdrawal Deadline:** The deadline to withdraw from a course is published in the academic calendar.
- **Procedure:**
  - Obtain a withdrawal form from your Advisor/Program Director.
  - Obtain necessary signatures (e.g., coach).
  - Pay \$10 withdraw fee with Business Office
  - Submit the completed form to the Registrar's Office.

### **Important Notes**

- **Prerequisites:** Ensure all prerequisites are met before enrolling in a course.
- **Credit Load:** Full-time undergraduate students must enroll in a minimum of 12 credit hours per semester. The maximum load is typically 16 credit hours without special permission. Students with less than a 2.0 cumulative GPA are limited to 4 academic courses.
- **Credit Overload:** Students with a minimum of 3.0 cumulative GPA may request approval for a credit overload. Meet with your Academic Advisor/Program Director for an overload form.

### **Grading System and GPA Calculation**

Each student receives a grade in each course at the close of the semester. The grading system is as follows:



<u>GRADE</u>	<u>EQUIVALENT</u>	<u>RANGE</u>	<u>QUALITY POINTS</u>
A	Excellent	90 – 100	4 Grade Points
B	Good	80 – 89	3 Grade Points
C	Average	70 – 79	2 Grade Points
D	Poor	60 – 69	1 Grade Point
F	Failure	0 – 59	0 Grade Points

- “I” A grade of “I” (Incomplete) is requested by the student when he or she is unable to complete all course requirements, such as completing a paper or taking an exam, due to extenuating circumstances, such as a sudden illness or family emergency. Incomplete cannot be requested prior to the Last Day to Withdraw (LDW). The instructor must agree to the Incomplete and complete the Incomplete Form. The student must be passing the course at the time that the Incomplete is requested. Unless otherwise noted on the annual calendar for each campus, the Incomplete grade must be removed by October 1 for the previous spring or summer semester, or by February 1 for the previous fall semester or the grade will revert to an “F”.
- “R/RF/RD” An R/RF/RD earns no grade points and is not computed in the grade point average. These R/RF/RD grades indicate that a course has been repeated and a student has invoked the forgiveness policy. None of the R/RF/RD grades count toward credit hours earned.
- “W” Withdrawal is indicated on the final grade sheet if the student withdrew himself/herself from the class during the designated withdrawal period, completed the paperwork or if the student was involuntarily withdrawn. The W grade is not computed in the grade point average.
- “P” Pass is a grade given for transferred credit, credit-by-examination, or when approved by the Registrar’s Office or the Office of Academic Affairs. No grade points are assigned, but hours toward the degree are earned.
- “WP/WF” Withdrawal Passing and Withdrawal Failing may be indicated on the final grade sheet if the designated Withdrawal period is over and ONLY at the discretion of the instructor. No more than two (2) Withdrawal Failing grades are allowed during a Bachelor’s program and no more than one (1) is allowed during an Associate’s program. A WP/WF grade is not computed in the grade point average.
- “WM” Withdrawal Medical: When a student must withdraw from the institution after the drop/add deadline, prior to taking the final exam, and the student has documented medical evidence, the instructor will be asked to assign a grade of WM. A WM does not impact the student’s GPA.
- “AU” Audit: Students who audit a class attend and participate in a course without receiving credit.
- “C\*” A grade of C was earned in the class at St. Andrews Campus, and the class was repeated. The C is part of the grade point average, but the credit hours do not count toward total credit hours earned.
- “D\*” A grade of D was earned in the class at St. Andrews Campus, and the class was repeated. The D is part of the grade point average, but the credit hours do not count toward total credit hours earned.

“NA” Never Attended. For the Fall, Spring, and Summer semesters when two (2) consecutive eight-week terms of instruction comprise the semester, an NA grade is given when the student completes the first eight-week term and then withdraws prior to the beginning of the second consecutive eight-week term. The NA grade is not computed in a student’s grade point average. For the Fall, Spring, and Summer semesters when four (4) consecutive four-week terms of instruction comprise the semester, an NA grade is given when the student completes one or more consecutive four-week term(s) and then withdraws prior to the beginning of the remaining consecutive four-week term(s). The NA grade is not computed in a student’s grade point average.

### **Grade Points, Quality Points, & the Grade Point Average (GPA)**

Grade points are the numerical equivalent of the letter grade. The total number of quality points for a course is obtained by multiplying the numerical equivalent (0.0 to 4.0) by the number of credits assigned to the course. The GPA is compiled by dividing the number of quality points earned by the number of credits attempted. (Note: At St. Andrews Campus, credits attempted for courses with a grade of F earned before the beginning of the 1991 Fall Term will not be included in the total credits attempted for the purpose of computing grade point averages.)

### **Pass-Fail Grading Option**

Students at St. Andrews Campus with junior or senior standing may select a total of two elective courses to be graded on a pass-fail basis. Courses which fulfill general education requirements or requirements for a student’s academic major or any courses in a student’s major program/discipline may not be selected for the pass-fail grading option. Students may not select courses with the designation SAGE, WRT, or courses in the General Honors Program to be taken pass-fail.

Students who wish to select a course to be graded pass-fail must do so by completing the appropriate form in the Registrar’s Office before the end of the drop/add period for the semester. The Pass-Fail Grading Option is not available in courses offered through the Center for Adult and Professional Studies.

With the approval of the campus curriculum committee, certain courses may be designated as pass-fail for all students enrolled in the course. SAGE 381 on the NC campus is an example of such a course. Courses that are designated as pass-fail for all students enrolled in the course do not count among the two courses an individual student may choose to take on a pass-fail basis.

### **Course Repeat and Grade Forgiveness Policies**

#### **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. However, the original grade and the repeated grade will count towards Satisfactory Academic Progress, unless the student applies for "Forgiveness." Students in Health Science majors may repeat a course in which a letter grade of “C” has been earned for courses that require a B in order to progress into the program. The course repeat policy above applies to repeating the course.

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, Secondary 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 Registrar's Office on their 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 one-time 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.

### **Academic Integrity Policy**

All students are subject to the academic integrity and behavioral expectations of the University.

Academic integrity violations include but are not limited to the following:

- Cheating on an assignment or assessment;
- Plagiarism, or taking and passing off as one's own ideas, writings, or work of another, without proper citation of sources;
- Stealing course or program materials;
- Falsifying records; or assisting anyone to do any of the above;
- Violation of computer policies.

Definitions and details of academic integrity violations can be found in the University's Academic Integrity Policy. All submitted work under a student's name within the program is considered a statement of academic honor indicating that he/she has not received or given inappropriate assistance in completing the assignment/assessment. Additionally, the any work submitted under a student's name is an indication that it is original, current work and not one that you or others have developed previously.

### **Class Attendance**

Students are expected to be in attendance on the first day of classes to establish intent to study and reserve their seat in the course. Students not in attendance the first day of class risk losing their registration reservation. The institution expects students to attend punctually all classes and laboratory sessions throughout the semester. Students may be absent only for unavoidable reasons. It is the student's responsibility to inform his or her instructor of an unavoidable absence. Student absences diminish the quality of learning experiences for all. Such absences are an indication of disengagement from the learning community. Absent students will be

sought out and counseled. Federal regulations require that veterans must attend classes regularly to remain eligible for VA benefits.

Faculty will be informed of class absences as a result of authorized participation in school-sanctioned extracurricular activities, such as intercollegiate athletic contests, and illness that is documented by a physician. Students are responsible for all work missed and should communicate with faculty regarding their absences.

Faculty members may establish such additional attendance requirements as they deem academically sound and which do not conflict with the institution's attendance policy. Any such requirements must be set forth in writing in the course syllabus that is given to the students at the beginning of the term. Excessive absences may result in points being deducted from your final grade.

### **Administrative Withdrawal for Non-Attendance**

On both the FL and North Carolina campus, students enrolled in 8- or 16-week courses who have not attended class for 14 consecutive calendar days are at risk of being administratively withdrawn from their courses by the Dean of Academic Affairs or her designees. If a student is administratively withdrawn, their last date of attendance will be used as the official withdraw date for financial aid eligibility calculations. When the college does not conduct classes for five (5) consecutive calendar days, these days will not count toward the 14 days.

Students enrolled in 4-week courses who have not attended class for 7 consecutive calendar days are at risk of being administratively withdrawn from their courses. If a student is administratively withdrawn, their last date of attendance will be used as the official withdraw date for financial aid eligibility calculations. When the college does not conduct classes for five (5) consecutive calendar days, these days will not count toward the 7 days.

A withdrawal from a course may reduce the amount of financial aid a student receives, delay graduation, impact current athletic eligibility, or necessitate repayment of aid already received and does not relieve a student of their obligation to pay the tuition and fees due to the college.

Attendance is defined as being physically present during a class meeting or actively participating in an academically related assignment.

### **Policy on Excused Absences and Make-up Work**

Students who request excused absences, including illness, death in the immediate family, religious holiday, and state emergencies (e.g., COVID-19 or natural hazards), have to submit verifiable documentation at the time when the request is made or on the day when the student returns to school. Absences for athletic competition and travel will be documented in advance by the athletic staff.

For Excused Absences on the Florida Babson Park Campus: Students may provide documentation to their professors for approval. Students seeking to be excused for extended periods may be referred to the Office of Academic Affairs at the professor's discretion.

For Excused Absences on the North Carolina Laurinburg Campus: Students may provide documentation to the Office of Health and Wellness (OHW) which is part of the Center for Academic Success. Once the situation is properly documented and the number of days a student must be out of class is verified, OHW staff will send out a notification to the appropriate faculty members, the student's academic advisor, and to Campus Academic Dean.

Upon returning to school, the student excused for missing class is responsible for making up class work within one week or by a deadline approved by the student's professors. No make-up work can be accepted once the allowed time has expired.

### **Academic Standing Policy**

#### **Report of Grades**

Final Grades can be accessed through the student portal following the end of each semester. A student must have fulfilled all financial obligations to access their grades. Students also are informed, in writing, of any disciplinary action. Students are expected to inform their parents in such cases. This is not the responsibility of officials of the institution.

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

Students must pass 24 credit hours in two semesters to meet the requirement 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.

#### **President's List**

The President's List recognizes all degree-seeking students who have achieved a semester GPA of 4.0 while completing at least 12 credit hours.

#### **Dean's List**

The Dean's List recognizes all degree-seeking students who have achieved a semester grade point average of 3.50 or higher while completing a minimum of 12 credits for the semester. To be eligible for the Dean's List, students must have a grade of C or above in each course and may not have a grade of I (Incomplete) in any course in the semester. This policy is in effect for all new students entering the University beginning in the fall 2019.

#### **Academic Warning**

Students whose semester grade point average falls below 2.00 will receive an academic warning. Student grade reports and transcripts reflect the warning status. In addition, students receive a letter from the Campus Academic Dean informing them that they have been placed on Academic Warning.

#### **Academic Probation**

The student will be placed on academic probation at the end of any semester when the student's cumulative grade point average (on all credits attempted at the 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 or more credit hours

Student grade sheets and transcripts state when a student is on probation. In addition, the student will receive a letter from the Campus Academic Dean informing the student that he/she has been placed on Academic Probation and the restrictions associated with probation.

#### **Academic Dismissal/Suspension\***

Any student earning less than a 1.00 GPA based on hours attempted in any semester is subject to academic dismissal/suspension. Normally, a student would not be dismissed/suspended for poor academic performance after only one semester at the university; probation is a more likely option.

Students who have not regained good academic standing at the end of the semester for which they have been placed on academic probation are subject to dismissal/suspension. The Academic Standing Committee on the Florida campus and the Faculty Executive Committee on the NC campus makes the final determination of the student's status. In lieu of academic dismissal/suspension, this committee may, based on a review of the relevant academic records, elect to place certain students on continued academic probation for the next full (Fall or Spring) semester. Students dismissed/suspended at the end of the Fall Semester may not attend during the Spring Semester. Students dismissed/suspended at the end of the Spring Semester may not attend the Fall Semester.

Students on probation who fail to meet the probation requirements may be academically dismissed/suspended by the Academic Standing Committee (FL campus) or the Faculty Executive Committee (NC campus) for unsatisfactory progress toward the attainment of their degree. Students academically dismissed/suspended who can provide evidence of academic rehabilitation (i.e., two courses passed at another college/university) may apply for reinstatement at Webber International University one academic term/semester after dismissal/suspension. Students dismissed/suspended for a second time are subject to permanent dismissal/suspension.

Students who are readmitted after having been placed on academic dismissal/suspension, but who fail to make acceptable progress towards achieving the minimum G.P.A. needed to regain good academic standing (as defined above) are subject to permanent academic dismissal/suspension. Students who fail to make reasonable progress toward the degree are also subject to dismissal/suspension. For more information about Readmission, see the Admissions section of the catalog.

Students who are readmitted after being formally separated from the institution must satisfy the graduation and program requirements as specified in the catalog that is in effect at the time of readmission. See the Admission section of this catalog for more details.

The Academic Standing Committee in Florida and the Faculty Executive Committee in NC make these decisions. Appeal of the Committee's decision must be made in writing to the Academic Dean of the appropriate campus. Appeals must be received in the Office of Academic Affairs within two weeks of the student's receipt of formal notification. Appeals are considered on the basis of merit and probability of likely academic success.

\*The Florida campus uses the term Dismissal while the NC campus uses Suspension; the terms are interchangeable.

### **Academic Dismissal Appeal**

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

### **Written Complaints**

Written complaints regarding an academic matter may be directed to the Campus Academic Dean of the specific campus.

### **Academic Standing Policy for the Fresh Start Program**

Fresh Start is a two (2) semester program for moderate to high-risk students. A limited number of students are admitted to the Fresh Start Program.

The following academic policies apply:

- Take 12–13 hours in the first Semester
- Attend all required sessions with the Academic Planner or faculty advisor and the Director of the Center for Academic Success or Academic Dean
- Attend all required tutorial hours
- Attend all classes
- Enroll in SAGE 125\* (special section for Fresh Start required for students on the NC campus)

If the Fresh Start student earns a GPA of 2.0 or higher at the end of the first semester, the student may register for up to 15 credit hours in the second semester. All other Fresh Start requirements still apply.

A Fresh Start student will be placed on academic warning, probation, or dismissal in accordance with the following standards:

After <b>1<sup>st</sup> semester:</b>	GPA 1.59 < 2.00	<b>Academic Warning</b> , may continue
	GPA 1.00 < 1.58	<b>Academic Probation</b> , may continue
	GPA < 1.00	<b>Subject to Dismissal</b>
After <b>2<sup>nd</sup> semester:</b>	GPA 1.85 < 2.00	<b>Academic Warning</b> , may continue
	GPA 1.00 < 1.84	<b>Academic Probation</b> , may continue
	GPA < 1.00	<b>Subject to Dismissal</b>

If the Fresh Start student has earned at least a 2.0 G.P.A. after 24 Credit Hours the student has successfully completed the Fresh Start program and is no longer subject to its requirements.

### **Grade Appeal Procedure**

A student may request a review of a final grade within 30 days of assignment of grade. Such a request must be submitted in writing to the Academic Dean on the appropriate campus and shall state the reason(s) for believing the grade to be unjust. If the Academic Dean determines that the student has reasonable grounds for requesting a review, he or she will, within 7 days of receiving the student's request, ask the student to meet with the faculty member and/or the Department Chair to discuss a possible resolution. If no resolution is reached, the Academic Dean will appoint a committee of faculty members to conduct a review.

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. An Academic Review Committee shall report its finding of the justness of the disputed grade, in writing, to the Campus Academic Dean for the appropriate campus within 7 days of being constituted.

The Campus Academic Dean on each campus will inform the student of the decision, which can be (1) affirming the grade as awarded; (2) assigning a new grade based on the evidence of the case; or (3) remanding the case to the instructor with instructions, within 7 days of receiving the report from the Academic Review Committee. As stated in the policy titled Procedure for Appeals (Including contact information for designated Student Grievance Officers) which is published on the intranet and in graduate and undergraduate handbooks, this decision is final and cannot be appealed.



**Withdrawal from the Institution**

Official withdrawal for personal reasons is initiated by the student in the Student Services Office at Florida Campus or the Registrar's Office or the Office of Student Affairs at St. Andrews Campus. Applications for official withdrawal are available from the Dean of Students. The date the student notifies either office is the student's withdrawal date, for any appropriate financial aid calculation and possible fee adjustment. An interview is conducted and a withdrawal form with instructions for subsequent steps to leave in good academic standing is given. Students withdrawing without attending during the first week of classes receive no grades. Grades for the semester from which the student has attended class and has properly withdrawn will be reported as W's on the official transcript. Students who leave the institution without completing the withdrawal procedure will receive failing grades in all courses and will not be entitled to refunds (See "Refunds for Cancellations, Withdrawals, and Leaves of Absence" in the Financial Planning section of this catalog).

**Medical Withdrawal or Medical Leave**

In some instances, a student may seek to medically withdraw from on-ground classes and transition to online classes. Permission is granted only under extreme circumstances and only when online courses are available. See the appropriate Campus Academic Dean for more information.

**Leave of Absence**

Students may request a leave of absence by submitting a written request (with appropriate documentation) to the campus Office of Academic Affairs. Students must have approval from the Office of Academic Affairs prior to the start of the leave of absence. An exception to this policy may be made for a student with a medical emergency, such as an automobile accident. The request should include documentation of the circumstances requiring the leave of absence and the date the student intends to return to the institution. A leave of absence may be granted for a period not to exceed 120 days.

Acceptable reasons for a leave of absence include, but are not limited to, extended jury duty, military duty, natural disaster, serious personal or medical issues including circumstances such as those covered under the Family Medical and Leave Act of 1993 (FMLA).

Students who leave in good academic standing will be eligible to return by notifying the campus Office of Academic Affairs of their intention to return. If the leave was granted for medical reasons, the student must provide verification from a health care professional that the student is healthy enough to return to full time student status prior to returning,

After attending the first week of classes in any semester, students granted a leave of absence will receive grades of W on their official transcripts. Students granted a medical leave of absence will receive grades of WM.

A leave of absence is granted only when there is a reasonable expectation that the student will return to the university at the end of the leave of absence. If the student does not return to the university at the end of the approved leave of absence, the student will be withdrawn and will need to apply for readmission if he or she decides to return at a later date.

For the refund policy, see "Refunds for Cancellations, Withdrawals, and Leaves of Absence" in the Financial Planning section of this University Catalog.

## 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.
- Safety and security on campus.
- Request reasonable accommodations for disabilities.
- Non-discrimination and protection from harassment.
- Participate in the development and review of University policies.
- Receive timely feedback on academic performance.
- Utilize academic support services.
- File complaints or grievances without fear of retaliation.

### Students Have a Responsibility to:

- Observe all duly established University, local, State, and Federal regulations.
- Take an active role in their education, recognizing that while Webber International University has an obligation to provide an education, the student has an obligation to avail themselves of 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 themselves in a manner that does not infringe upon the rights of other members of the University community.
- Demonstrate responsible citizenship in their local neighborhood, community, and the University.

- Accept the consequences of their actions.
- Not 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.
- Maintain academic integrity.
- Act in a manner that does not endanger health and safety.
- Engage actively in the learning process.
- Uphold the values and standards of the University community.
- Use University technology resources responsibly.
- Meet financial obligations to the University in a timely manner.
- Respect University property and the property of others.
- Contribute to the sustainability efforts of the University.
- Seek help when needed

### **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**

- **Medical Exemption:** If certain immunizations are contraindicated due to a medical condition, students may be exempt from immunization requirements. They must submit a signed statement of medical exemption from their primary care provider to their admissions counselor.
- **Religious Exemption:** Webber International University recognizes that some individuals may hold sincere religious beliefs that are contrary to immunization requirements. Students seeking exemption from Measles, Mumps, and Rubella (MMR) vaccinations required for enrollment must adhere to the following policy:
  - **Exemption Process:** To request exemption from the MMR vaccinations, students must submit a completed exemption form along with either a letter from their church or a personal statement detailing their religious tenets that oppose immunization. This form can be obtained from the university's health services or administration office.
  - **Certification:** By signing the exemption form, the student certifies that immunizations conflict with their religious practices and beliefs.

- **Acknowledgement of Risks:** Students acknowledge the risks associated with not being immunized against vaccine-preventable diseases and understand that during a disease outbreak on campus, they may be excluded from attending classes or university activities for up to 21 days after the last case is detected.
- **Responsibility:** Students exempted from immunizations are solely responsible for any costs associated with their exclusion from classes or university activities due to a vaccine-preventable disease outbreak.
- **Exemption Scope:** This exemption applies to general enrollment and campus housing. Nursing students and other health science majors must follow additional guidelines and may require alternative forms as specified by their department.
- **Impact on Academic Standing:** Students exempted from immunizations understand that any impact on their grades or attendance records resulting from a vaccine-preventable incident may render them ineligible for medical course drops or withdrawals.  
For more information or to obtain an exemption form, please contact the Student Housing Office.

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.

### **Communication Policy**

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 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 Services 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.

### **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.

- d. 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.
- e. 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:
    - i. the harasser will be disciplined and the complainant notified;
    - ii. 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 Services 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 Executive Director of Student Services and the President's Executive Council.
  - h. Endangerment to mental or physical health. Such as:
    - i. Brutality: Whipping, beating, branding, tattooing, shock, placement of harmful substances in the body.
    - ii. Physical Activity: Sleep deprivation, exposure to the elements, confinement, and excessive calisthenics.
    - iii. Substances: any activity involving the consumption of food, alcohol, drug or other substances.
    - iv. 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 devises 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 Executive Director of Student Services.
  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 residence halls 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 Executive Director of Student Services. Any other animals found on campus will be subject to a fine of \$100 fine for each offense and possible removal from residence hall.
  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 Executive Director of Student Services.
  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 Executive Director of Student Services 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 RA'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>

### **Substance Abuse 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 Executive Director of Student Services. 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 Executive Director of Student Services 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**

Disclaimer: This summary was prepared by the Department of Highway Safety and Motor Vehicles (FLHSMV) and should be used for reference only. Please refer to the full text of any laws referenced below for complete and comprehensive legal information.

Under Florida law, Driving Under the Influence (DUI) of alcoholic beverages, chemical substances, or controlled substances is one offense, proved by impairment of normal faculties or an unlawful blood alcohol or breath alcohol level of .08 or above. The penalties upon conviction are the same, regardless of the manner in which the offense is proven.

To review the complete statutory language, please refer to section 316.193, Florida Statutes.

**DUI fine schedule, per section 316.193, Florida Statutes.**

- First conviction:
  - Not less than \$500 or more than \$1,000.
  - If blood/breath alcohol level (BAL) was .15 or higher, or if there was a minor in the vehicle, not less than \$1,000 or more than \$2,000.
- Second conviction:
  - Not less than \$1,000 or more than \$2,000.
  - If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$2,000 or more than \$4,000.
- Third conviction (within 10 years from the second offense):
  - Not less than \$2,000 or more than \$5,000.
  - If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$4,000.
- Third conviction (more than 10 years from second):
  - Not less than \$2,000 or more than \$5,000.
  - If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$4,000.
- Fourth or subsequent conviction:
  - Not less than \$2,000.
  - If BAL was .15 or higher, or if there was a minor in the vehicle, not less than \$4,000.

To review the complete statutory language, please refer to sections 316.193(2)(a)-(b), (4)(a), Florida Statutes.

**A DUI violation has additional penalties that may be assessed by the court. For more information regarding additional penalties, please see section 316.193, Florida Statutes.**

**Imprisonment**

At the court's discretion, sentencing terms may be served in a residential alcoholism or drug abuse treatment program and credited toward the term of imprisonment.

- First conviction:
  - Imprisonment for not more than six months.
  - If BAL was .15 or higher, or if there was a minor in the vehicle, imprisonment for not more than nine months.
- Second conviction:
  - Imprisonment for not more than nine months.
  - If BAL was .15 or higher, or if there was a minor in the vehicle, imprisonment for not more than 12 months.
  - If second conviction was within five years of a prior conviction, mandatory imprisonment of at least 10 days. At least 48 hours of confinement must be consecutive.
- Third conviction:
  - If third conviction is within 10 years of a prior conviction, mandatory imprisonment of at least 30 days. At least 48 hours of confinement must be consecutive.
  - If third conviction is more than 10 years of a prior conviction, imprisonment for not more than 12 months.

- Fourth or subsequent conviction:
  - - Imprisonment for not more than five years, or as provided in section [775.084](#), Florida Statutes, if habitual/violent offender.

To review the complete statutory language, please refer to sections [316.193 \(2\)\(a\) 2, 4\(b\), \(6\)\(b\)-\(c\)](#), [775.082\(3\)\(e\)](#), and [775.084](#), Florida Statutes.

### **Florida Statutes Chapter 893: Drug Abuse Prevention and Control**

Disclaimer: The information provided herein is based on current regulations and policies as of [current date]. Please note that laws and regulations are subject to change, and the information presented may not reflect the most current legal standards. For the latest updates and authoritative information, please visit the official website of the Florida State Legislature at [Official Internet Site of the Florida Legislature](#).

#### **893.13 Prohibited Acts; Penalties:**

1. **Sale, Manufacture, Delivery, or Possession with Intent:**
  - It is unlawful to sell, manufacture, deliver, or possess with intent to sell, manufacture, or deliver a controlled substance, except as authorized by law.
  - Penalties vary based on the type of controlled substance:
    - **Second Degree Felony:** For certain specified controlled substances.
    - **Third Degree Felony:** For other specified controlled substances.
    - **First Degree Misdemeanor:** For controlled substances classified under specific criteria.
2. **Sale or Delivery Near Specific Locations:**
  - Prohibits sale, manufacture, or delivery of controlled substances within 1,000 feet of certain specified locations (e.g., child care facilities, schools, parks).
  - Enhanced penalties apply based on the type of controlled substance and proximity to these locations.
3. **Other Prohibited Acts:**
  - Prohibits specific acts such as manufacturing methamphetamine or possessing listed chemicals for illegal purposes, with enhanced penalties for offenses involving children or specific locations.
4. **Possession and Purchase:**
  - It is illegal to possess or purchase controlled substances without proper authorization.
  - Penalties range from felonies to misdemeanors based on the amount and type of substance involved.
5. **Additional Offenses:**
  - Includes offenses related to distribution, record-keeping violations, and misuse of prescription forms.
  - Penalties vary based on the nature and severity of the offense.

**Webber International University abides by all State and Federal laws.**

### **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 programming, 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.

### **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 available in the Financial Aid Office

### **Disciplinary Consequences**

Apply to All Students

Loud Music	5 Community Service Hours
Downloading Inappropriate Material into Campus E-Mail	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 on Ground	10 Community Service Hours
Buring Incense/Candles in Residence Hall	5 Community Service Hours
Underage Drinking	15 Community Service Hours 1 <sup>st</sup> Offense
Drunk and Disorderly Behavior	15 Community Service Hours
Inappropriate Behavior at Sporting Events/Off-Campus Function	15 Community Service Hours
Pulling Security/Fire Alarm	15 Community Service Hours Each Offense
Smoking in Residence Hall or Room	20 Community Service Hours/Fine of up to \$150
Vandalism	40 Community Service Hours, Payment for Damages, Dismissal
Disconnecting Smoke Detector	Webber Sanction: 50 Community Service Hours Polk County Sheriff's Department Sanction: \$500 Fine and 30 Days in Jail Webber Sanction: Up to 100 Community Service Hours, Social Suspension, Expulsion
Drug Possession/Use of Paraphernalia	Polk County Sheriff's Department Sanction: Arrest and Possible Incarceration
Fighting	Dismissal

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

### **Disciplinary Sanctions**

The following sanctions may be altered as determined by the President of the University or the Executive Director of Student Services. 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 Executive Director of Student Services.

1. 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.
2. 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.
3. 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 Executive Director of Student Services. 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 Executive Director of Student Services required.
4. 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.
5. 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.
6. 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.
  - a. 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.
  - b. A student may not run for, receive, or retain an elected or appointed Campus office.
  - c. A student may lose University- based financial aid.
  - d. A student may not represent the University in any capacity.
  - e. 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.
  - f. 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.
  - g. If living in the residence hall, the student may have visitation hours and restricted.
  - h. 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 Executive Director of Student Services. 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 Executive Director of Student Services may require earlier leave from campus when it is deemed in the best interest of the University or the student.
2. 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 Executive Director of Student Services. 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 Executive Director of Student Services may require earlier leave from campus when it is deemed in the best interest of the University or the student.
  3. 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.
  4. 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.
  5. Incident Reports - Incident Reports are used by Resident Assistants and Security Staff to document, in writing, irregular events which occur on campus. Usually, the Executive Director of Student Services 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.

### **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.

### **Victims' Rights**

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

1. 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.
2. The right to assistance and advice of University staff with substantial knowledge of the student or employee disciplinary process.
3. 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.



4. The right not to have his/her irrelevant past conduct, including sexual history, discussed during a disciplinary hearing.
5. The right to make a victim impact statement and to suggest an appropriate penalty if the accused is found in violation.
6. The right to learn the outcome of the disciplinary proceeding upon request.

### **Complaint and Grievance Procedures**

Webber International University is committed to providing a fair and efficient process for resolving student complaints and grievances. This procedure ensures that student concerns are addressed promptly and fairly, consistent with the principles of due process and institutional policy.

#### **Definitions**

- **Complaint:** An informal expression of dissatisfaction or concern by a student.
- **Grievance:** A formal complaint that alleges a violation of a specific University policy or procedure.

These procedures apply to student complaints and grievances related to academic matters, student services, and other institutional policies affecting students.

#### **Informal Resolution Process**

1. **Direct Communication:** Students are encouraged to resolve issues informally by first discussing concerns directly with the individual(s) involved, such as faculty, staff, or administrators.
2. **Student Services Office:** If the issue remains unresolved, students may seek assistance from the Student Services Office. A staff member will listen to the concern, provide information about relevant policies, and attempt to facilitate a resolution through informal means.

#### **Formal Grievance Process**

If the complaint cannot be resolved informally, students may initiate a formal grievance. Students who have a grievance, including any allegation of improper behavior or discrimination on the part of a university employee, should submit it in writing, with the appropriate detail, to the relevant senior administrator. The institution will not respond to or consider anonymous complaints, complaints containing defamatory statements, or complaints submitted on behalf of another individual, or those sent electronically or through facsimile transmission. Written complaints must be signed and dated. They must include: a) a statement describing the complaint in the clearest possible terms; b) a clear and concise description of the evidence upon which the allegation is based; c) a description of any attempt that was made to resolve the matter prior to submission of the written complaint; d) a description of any external channels the complainant is pursuing, including legal action.

- For a complaint or appeal involving the academic areas of the institution, contact the Dean of the appropriate college of the particular campus;
- For a complaint or appeal involving the student services areas of the institution, contact the Executive Director of Student Services of the particular campus;
- For a complaint or appeal involving the athletic areas of the institution, contact the Athletic Director of the particular campus;
- For a complaint or appeal involving Financial Aid, contact the Director of Financial Aid of the particular campus;
- For a complaint or appeal involving the Business Office, contact the senior Business officer of the particular campus;
- For a complaint or appeal involving Title IX, contact the Title IX compliance officer of the particular campus.

Students who do not feel that their complaint or appeal was resolved properly may appeal to the campus president, in writing, following the guidelines above. A list of senior administrators for each campus can be found in the Student Handbook for that campus.

### **Title IX Information and Policies**

Title IX of the Education Amendments of 1972 is a federal law that prohibits discrimination on the basis of sex in any educational program or activity that receives federal funding. Webber International University does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment

### **Covered Conduct**

Title IX prohibits various forms of discrimination and harassment, including but not limited to:

- Sexual harassment
- Sexual assault
- Dating violence
- Domestic violence
- Stalking
- Gender-based discrimination

### **Reporting Options**

Students who experience or witness conduct prohibited by Title IX have several reporting options:

1. **Responsible Employees:** Faculty, staff, and administrators who are designated as Responsible Employees are required to report incidents of sexual misconduct to the Title IX Coordinator.
2. **Confidential Resources:** Confidential resources such as counselors, health center staff, and victim advocates are available to provide confidential support and assistance without triggering a formal report or investigation.
3. **Associate Dean for Title IX Compliance:** Students may file a formal complaint with the Associate Dean for Title IX Compliance. The Associate Dean oversees the investigation and resolution process, ensuring compliance with Title IX regulations.

### **Supportive Measures**

Upon receiving a report of sexual misconduct, the University will promptly offer supportive measures to the complainant and respondent as appropriate. These measures may include counseling services, academic accommodations, housing changes, and no-contact orders.

### **Investigation and Resolution Process**

1. **Initial Assessment:** The Associate Dean for Title IX Compliance will conduct an initial assessment to determine if the reported conduct falls under Title IX and if an investigation is warranted.
2. **Investigation:** If an investigation is initiated, trained investigators will gather evidence, interview witnesses, and provide both parties an opportunity to present relevant information.
3. **Resolution:** The University will use a preponderance of the evidence standard (i.e., whether it is more likely than not that the alleged conduct occurred) to determine responsibility. Both parties will receive written notice of the outcome.
4. **Appeals:** Both the complainant and respondent have the right to appeal the outcome of the investigation based on procedural errors or new evidence.

### **Retaliation Prohibited**

Retaliation against any individual involved in a Title IX complaint or investigation is strictly prohibited. Retaliation includes intimidation, threats, coercion, or adverse actions related to employment, education, or participation in University activities.

### **Education and Prevention Programs**

Webber International University provides ongoing education and prevention programs to promote awareness of Title IX rights and responsibilities, healthy relationships, and bystander intervention.

### **Contact Information**

For more information about Title IX or to file a complaint, contact:

- Associate Dean for Title IX Compliance: [FarchminEL@webber.edu](mailto:FarchminEL@webber.edu) or 863-638-2939

### **External Resources**

Students may also file a complaint with the U.S. Department of Education, Office for Civil Rights (OCR), if they believe the University has not adequately addressed a Title IX concern.

### **FERPA (Family Educational Rights and Privacy Act) policies**

Students are the "*owners*" of their education records, and the institution is the "*custodian*" of the records.

**An education record is defined** as any record that directly identifies a student and is maintained by the institution, education agency or by a party acting for the institution or education agency. A key distinction of education records is that education records are shared. Education records can exist in any medium including the following handwritten, typed, computer generated, videotape, audiotape, film, microfilm, e-mail, and others.

**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.

The 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; and
- 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, Dates of attendance, Class level Enrollment status
- Names of previous institutions attended
- Participation in officially recognized Activities and Sports, Photos of Athletic Team Members
- Honors/awards received
- Degree earned and date earned degrees
- 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. A paper copy of the FERPA policy is available on request.

### **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

### **Disability Services**

Students with a physical or mental impairment that impacts them in academics or campus life may be eligible for reasonable accommodations through Disability Services. Disability services helps students to devise strategies for meeting University demands and to foster independence, responsibility and self-advocacy. Students requesting accommodations must submit adequate, appropriate and current documentation to verify eligibility under the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendment Act of 2012. Information on specific documentation requirements is available from the Office of Academic Affairs.

Accommodations and support are provided on an individual basis and are determined through formal documentation and conversations with the student. Accommodations cannot be provided until the student has requested services and provided appropriate documentation; eligibility will be determined by the Academic Dean on the Florida campus and by the Director of Disability Services on the Laurinburg campus. All disability documentation will remain strictly confidential and is not a part of the student's academic record.

### **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.

#### **Consumer Information**

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 – Executive 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 863-734-1505.
- 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 – Executive Director of Student Services at 863-638-2914.
- Contact Information for Information on Graduation Rates and Other Student Profile Information – Registrar 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 – Executive Director of Student Services at 863-638-2914.
- Contact Information for Information about Athletics – Director of Athletics at 863-638-2951.

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

**Dr. Lacy Edwards**, Executive Director of Student Services

[LambethL@webber.edu](mailto:LambethL@webber.edu)

863-638-2914

Student Services Office located in the McConnell Building

**Ms. Michelle Dunlap** Campus Registrar

[DunlapML@webber.edu](mailto:DunlapML@webber.edu)

863-638-1431 Ext 3061

Registrar located in the McConnell Building

### **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 Executive Director of Enrollment Management is responsible for the training of personnel under the director's supervision regarding misrepresentation of admissions requirements and other University information.

The Executive 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](mailto:registrar@webber.edu).

### **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.

## **FINANCIAL INFORMATION**



Webber International University, including its North Carolina branch, St. Andrews, is a privately endowed non-profit institution. Support for all programs is derived from tuition and fees, endowment and gifts from alumni, foundations, businesses, philanthropic contributions, the Presbyterian Church (U.S.A.), the Synod of the Mid-Atlantic, individual churches, and other friends of the University. Annual charges for tuition and fees cover only a portion of overall costs and remain at the lowest possible level consistent with the quality of the educational programs and with overall financially responsible management.

Webber International University makes every effort to keep costs at a minimum while maintaining a high level of instruction and adequate facilities. The Webber International University Office of Financial Aid administers financial assistance funds that have been entrusted to the University by generous individuals and organizations as well as funds made available by the state and federal governments for the purpose of assisting students.

The primary financial responsibility for students' educational costs rests with students and their families. The institution provides financial assistance to students who demonstrate academic and co-curricular merit and financial need to assist them and their families in meeting the cost of attendance. Students are encouraged to file the FAFSA and contact the Office of Student Financial Aid early in their institutional choice process.

On the Florida campus, the Financial Aid Office may be reached by calling 863-638-2929 or by email at [financialaid@webber.edu](mailto:financialaid@webber.edu). On the North Carolina campus, the Financial Aid Office may be reached by calling 910-277-5778 or by email at [finaid@sa.edu](mailto:finaid@sa.edu).

Written complaints for all locations regarding a financial aid matter may be directed to the Executive Director for Financial Aid.

### **Payment Policies and Deadlines**

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

Tuition and fees payments may be made by mail or in person and 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, wire, or credit card to include Master Card, Visa, Discover, and American Express. Credit card payments are also accepted online at [www.Webber.edu](http://www.Webber.edu) or by phone at 863-638-2944. Office hours are 8:00am to 4:30pm Monday through Friday.

Fees charged by the University may be adjusted at any time by the Board of Trustees. When practical, advance notice of any change will be given.

A non-refundable Registration Fee of \$100 is required for all full-time students. An advance deposit of \$150, which is applicable to the Residence Hall Fee, is required of every resident student to reserve a room.

Lab fees are required where applicable and are non-refundable.

### **Cancellation Policy**

One hundred percent (100%) of the tuition and housing deposit is refundable if written notification of cancellation is received by Webber International University no later than June 1<sup>st</sup> for the Fall semester and October 1<sup>st</sup> for the Spring semester. Deposits are **non-refundable** after the dates outlined.

All resident (housing) 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. A security/housing deposit refund must be requested in writing by the student within 30 days of the last full term of attendance (i.e., Fall or Spring terms; Summer terms are not applicable) of the student. After 30 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.

### **Payment Plan**

The institution offers an interest-free 10-month payment plan through Nelnet Campus Commerce (formerly Tuition Management System/TMS). For more information, please contact the Florida campus Business Office at 863-638-2944, the NC campus Business Office at 910-277-5225 or visit the following website for the Florida campus: [www.mycollegepaymentplan.com/webber](http://www.mycollegepaymentplan.com/webber) or visit the following website for the North Carolina campus: [www.mycollegepaymentplan.com/sau](http://www.mycollegepaymentplan.com/sau).

There are no available payment plans for International Students. International Students total semester tuition and fees must be paid in full prior to the start of each semester.

### **Holds**

A hold (negative service indicator) may be placed on a student's records, transcripts, grades, diplomas or registration due to financial or other obligations to the University. Satisfaction and clearance of the hold is required before a release can be given. To obtain an immediate release for financial holds, payment to the Business Office must be made either in cash, credit card, cashier's check, wire or money order.

### **Official Notice**

Students are hereby officially notified that the registration and enrollment process is not complete until all tuition, fees and other charges are paid in full. If payment is not made in full, other alternative arrangements must have been made which are accepted and acknowledged by the University.

Students 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 to the University is officially given notice that the University will withhold and discontinue the release of official transcripts and academic records until all balances are paid in full.

**STUDENTS MUST MAKE SATISFACTORY ARRANGEMENTS TO MEET ALL FINANCIAL OBLIGATIONS TO THE UNIVERSITY. FAILURE TO MEET ALL FINANCIAL OBLIGATIONS MAY RESULT IN THE STUDENT'S REMOVAL FROM CLASS, RESIDENCE HALL, AND PARTICIPATING IN ATHLETICS.**

Scholarship holders as well as participants in the tuition remission program are responsible for various charges and fees. Please review with the Office of Financial Aid and Business Office the fees you are obligated to pay.

### **General Regulation**

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

1. All bills are due and payable 5 days prior to the beginning of each semester. All past-due accounts will be charged a \$50.00 late fee on the 15<sup>th</sup> and 30<sup>th</sup> of every month until the account is current.
2. If any payments are due Webber International University, the student will receive no grades, be given no transcripts, degrees, or letters of recommendation, nor be permitted to register for the following semester or participate in graduation ceremonies until all financial obligations have been settled in the Business office.
3. Webber International University assumes no responsibility for personal property of the student.

### **Financial Aid Information and Procedures**

#### **Applying for Financial Assistance**

**The Webber school code is 001540 for Florida and North Carolina campuses.**

To be considered for financial assistance, students must first be accepted for admission. Students must file the Free Application for Federal Student Aid (FAFSA) in order to be eligible for need-based financial assistance. The FAFSA is available on the internet at <http://www.fafsa.gov>. Electronic filing is recommended and preferred as it is significantly faster to process. Students should accept their financial aid within two weeks of receiving their award letter.

#### **Types of Financial Assistance**

##### Federal Pell Grant

This federal program offers a grant that requires no repayment; however, it is based on substantial financial need. The FAFSA application must be filed each academic year to determine eligibility. Families can file beginning October 1 preceding the upcoming academic year. File online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

##### Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a federal grant program awarded to Pell recipients with exceptional need. Awards are given each year until funds are exhausted.

##### Federal Direct Subsidized Student Loan

In order to be eligible, students must submit the FAFSA application, complete a Master Promissory Note, and Student Entrance Counseling. Repayment of interest begins six months after a student is no longer enrolled at least half-time. Freshman--\$3,500/yr., sophomore--\$4,500/yr., juniors and seniors--\$5,500/yr.

##### Federal Direct Unsubsidized Student Loan

This loan is not based on financial need. It combines with Subsidized Direct Student Loan for those who do not qualify for the maximum loan amount in that program. Independent students may receive additional loan funds through this program. Students are responsible for the interest while in school and in deferment periods. Dependent students may request up to \$2,000 supplemental Direct Unsubsidized Student Loan.

Dependent students are eligible for additional unsubsidized loans if a parent receives a credit denial for the Direct Parent Plus Loan – Up to \$4,000/yr. for Freshman and Sophomore; up to \$5,000/yr. for Junior and Senior. Additional information available at [www.webber.edu/financial-aid](http://www.webber.edu/financial-aid). (Florida only).

##### Federal Direct Parent Loan for Undergraduate Students (PLUS)

This is a loan for parents of dependent students and is not based on financial need. A credit check is performed upon application by the Department of Education to qualify. Repayment begins 60 days after the loan is fully disbursed.

If a parent does not qualify for the PLUS Loan, a dependent student will be eligible to apply for additional Unsubsidized Direct Student Loan proceeds as outlined above.

Parents are eligible for deferment while their student is enrolled at least half-time as well as a 6-month grace period upon request to the servicer during the application process.

#### Federal Work Study (FWS)

The Federal Work Study program provides aid in the form of a paycheck to students with financial need.

Federal funds are allocated for on-campus or community service jobs at minimum wage. The student must request FWS through the Financial Aid Office; complete an application and seek available positions on campus. Positions on campus range from 6-10 hours per week.

#### **Florida Grant Programs (Florida Campus Only)**

##### Florida Effective Access to Student Education (EASE)

This state grant program is available to full-time undergraduate students attending private colleges and Universities in Florida, who have resided in Florida at least 12 months for purposes other than education. The EASE Grant is renewable each year based on state satisfactory academic progress standards.

##### Florida Student Assistance Grant (FSAG)

This state grant program is available exclusively to Florida residents of at least 12 months, who attend Florida Colleges or Universities. The FSAG is based on financial need as determined by the FAFSA application, it should be filed by early spring for the upcoming academic year. It is awarded to qualified students until funds are exhausted. Students must be full time and meet state satisfactory academic progress standards for renewal.

##### Bright Future Scholarship Program

Florida students should check with high school guidance counselors for scholarship opportunities before graduation. Webber International University offers an acceptable program of study for the use of the Gold Seal Scholarship, Medallion Scholarship and the Academic Scholarship, as well as other State of Florida Scholarship Programs. Students must apply on the Florida Office of Student Financial Assistance website at [www.floridastudentfinancialaid.org/ssfad/home/uamain.asp](http://www.floridastudentfinancialaid.org/ssfad/home/uamain.asp). The toll free number is 1-888- 827-2004.

The Bright Future Scholarship is funded for each credit hour a student is enrolled up to 120 credit hours for the Academic & Medallion program and up to 72 hours for the Vocational Gold Seal program. Students who withdraw from a course are required by the state to refund the scholarship hours withdrawn each semester. For renewal, students must complete all hours which have been funded by the state.

##### Florida Work Experience Program (FWEP)

Need based work program for Florida residents. Applications are available in the financial aid office for students seeking jobs on campus at minimum wage for 6-10 hours a week.

#### **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 (SAP) 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. The University uses grades earned and quality points as the measurable standard for academic work.

**Financial Aid Qualitative Standard**

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

$\geq 1.59$  for students having attempted up to 12 credit hours

$\geq 1.85$  for those students having attempted 13-24 credit hours

$\geq 1.93$  for those students having attempted 25-36 credit hours

$\geq 1.97$  for those students having attempted 37-48 credit hours

$\geq 2.00$  for those students having attempted 49-60 credit hours

In the 60<sup>th</sup> attempted credit hour a student must have a cumulative G.P.A. consistent with the minimum graduation requirement.

**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 Graduate Council.

The University 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. Summer Sessions are factored into both the qualitative and quantitative SAP.

**Repeating Courses and Grade Forgiveness**

(See detailed policy under Academic Policies section of this catalog)

Students may repeat courses in which a grade of D or F was earned for grade average purposes. For the purpose of academic standing only the higher grade is used in the computation of a cumulative Grade Point Average (GPA). However, the original grade and the repeated grade will count towards Satisfactory Academic Progress, unless the student applies for "Forgiveness". Students in Health Science majors may repeat a course in which a letter grade of "C" has been earned for courses that require a B in order to progress into the program. The course-repeat policy above applies to repeating the course.

Federal aid allows for one repeat attempt for a previously passed course. A student may repeat a failed course until it is passed as long as SAP components are otherwise met.

### **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 financial aid. A SAP Warning letter will be emailed to the student's university-issued email address.

If the student fails to return 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 receive an email to his/her official campus email account and a letter will be sent to the student's permanent address as reflected in the administrative system.

### **SAP Probation Appeal Process**

The student has the option to file an appeal; to do so he/she must write a "Request to Appeal" to the attention of: *Director of Financial Aid, Financial Aid Office, PO Box 96, Babson Park, FL 33827*. Students on the North Carolina campus should send their appeals to *Director of Financial Aid, 1700 Dogwood Mile, and Laurinburg, NC 28352*.

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 other documentation that supports the reason.

If the appeal is approved, the Registrar on the Florida campus or the Center for Academic Success on the NC campus will initiate an Academic Plan for the student that will be designed for the student's specific situation and needs for the goal of SAP. The student will sign the Academic Plan acknowledging his/her commitment.

If the student's appeal is denied, the decision is final, the student enters Probation and is ineligible for Federal Financial Aid.

The student placed on SAP Probation with an Academic Plan 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 term specified in the plan. The student may receive TITLE IV Financial Aid for this one term while on SAP 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. If necessary the student 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.

If the student has not made progress in accordance with the Academic Plan upon completion of his/her probation term, the student will lose federal financial aid effective immediately and remain ineligible until they regain SAP in accordance with their degree program requirements.

A student can appeal loss of aid after a failed probation term, but must present an appeal letter with documentable unforeseen circumstances such as a death in the immediate family, or serious family health issue exists. 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.

### **Unsuccessful Probationary Semester**

If a student appeal is unsuccessful, the student will not be eligible for Federal Financial Aid until the student meets quantitative and qualitative SAP standards. The student must then meet with the Director of Financial Aid to determine a plan for getting back into SAP, alternative enrollments, repeat courses, interruption of studies, are alternatives that may be explored for the student's road to reestablishment of federal aid.

### **Treatment of Financial Aid When a Student Withdraws**

All federal aid including Federal Direct Student Loans will be returned according to the Return to Title IV Federal Aid Funds Policy set by the Department of Education, stated above.

Institutional Aid is prorated within the first 4 weeks of the regular semester during the Webber refund period. After the refund period, institutional aid may remain on the student account, unless unfulfilled commitments exist as deemed by the administration. State Aid will be retained by Webber after the first calendar week of classes (drop/add week).

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

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

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

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

The amount of Title IV aid that a student must repay is determined via the Federal Formula for Return of Title IV funds as specified in Section 484B of the Higher Education Act.

This law specifies the pro-rated amount and the order of return of the Title IV funds to the programs from which they are awarded. Unearned funds are first returned to the Federal Direct 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 International University 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.* A balance due may also be created with the Webber International University Business Office as a result of a student's withdrawal.

Refunds are allocated in the following order:

- Federal Parent (PLUS) Loan
- Unsubsidized Federal Stafford Loan
- Subsidized Federal Stafford Loan
- Federal Pell Grant
- Federal Supplemental Opportunity Grant
- Other Title IV assistance

### **Tuition and Fees (Florida Campus)**

Fees charged by the university may be adjusted at any time by the Board of Trustees. When practical, advance notice of any change will be given.

### **Meal Plans**

All full-time traditional students must be on one of the following meal plans.

- **Meal Plan A:** (Approximately 295 meals per semester = 19 meals per week - 3 meals per day Monday through Friday and 2 meals per day Saturday and Sunday).  
Fall and Spring - \$2,800 per semester (sales tax included).  
*\*All freshmen living in the housing must be on Meal Plan A.*
- **Meal Plan B:** (Entitles the student to 200 meals of his/her choosing during the semester – Monday through Sunday).  
Fall and Spring - \$2,400 per semester.
- **Commuter Meal Plan:** Entitles commuter students to spend \$450 at any of the dining options

### **Part-Time Student Fees**

Part-time day students are those who take fewer than twelve hours, live off campus, and do not participate in student activities.

<u>Costs for part-time students are as follows:</u>	Per Credit Hour
1 - 7 hours	\$ 400.00
8 - 11 hours	\$ 1,000.00

Courses may be audited on space available basis and permission of instructor - \$225.00 per course.

### **Graduation Fee**

For a student receiving one degree, a fee of \$322 will be due at the beginning of the student's final semester. An additional \$25 per degree will be due for students receiving more than one degree.



**Incomplete Fee**

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

**Overload Fees**

17 hours or above / \$400 per hour

**Course Fee**

A course fee of \$50 is required for BIO221, and BIO222, BIO365, CHE210, OTH200C, OTH305C, OTH310C, OTH315C, OTH320C, OTH325C, OTH330C, OTH400C, OTH405C, and OTH410C. Online sections of the above-mentioned courses will not be charged a fee.

**Program Fee**

A \$250 program fee is required for the Occupational Therapy Assistant and Nursing Programs.

2024-2025 STUDENT HANDBOOK

<b>Webber International University Traditional Undergraduate Program Fees per Semester for the 2024-25 Academic Year</b>		
Summer Room/Board (per term)	\$3,280	Dorm-Quad
Summer Room/Board (per term)	\$2,465	Camilla Hall
Summer Room/Board (per term)	\$2,425	Grace Hall
Tuition (12-16 hours)	\$14,615	
Tuition (8-11 hours)	\$1,080	per credit hour
Tuition (1-7 hours)	\$431	per credit hour
Residence Hall (multiple occupancy)	\$3,300	Grace Hall (male)
Residence Hall (multiple occupancy)	\$3,500	Camilla Hall (female)
Residence Hall (single occupancy)	\$5,300	Grace Hall (Private)
Residence Hall (individual quad)	\$5,700	Miranda/Rose/Strickler
Residence Hall (single occupancy)	\$6,100	Miranda/Rose/Strickler
Housing Deposit*	\$150	
Registration Fee	\$100	
International Deposit before issue of I-20	\$1,000	
Meal Plan A (all meals)**	\$2,800	
Meal Plan B (200 meals of choice)***	\$2,400	
Commuter Meal Plan	\$450	
Commuter Block Meal Plan	\$575	
Student Insurance (subject to change)	\$1,410	(Athletic Rider-\$549)
Books****	\$725	
Technology Fee	\$500	All Students/Semester
Athletic & Recreation Fee	\$130	
Student Services Fee	\$130	
<b>Tuition and Housing per Semester</b>		
Tuition	\$14,615	
Residence Hall (multiple occupancy)	\$3,300	Grace Hall
Housing Deposit *	\$150	
Registration Fee	\$100	
Meal Plan A (all meals)**	\$2,800	
Student Insurance (subject to change)	\$1,410	
Athletic & Recreation Fee	\$130	
Technology Fee	\$500	
Student Services Fee	\$130	
<b>Total per semester</b>	<b>\$23,135</b>	<b>Domestic and International</b>
<b>Off-Campus Tuition per Semester</b>		
Tuition	\$14,615	
Student Insurance (subject to change)	\$1,410	
Commuter Meal Plan	\$450	
Registration Fee	\$100	
Technology Fee	\$500	
Fees	\$260	
<b>Total per semester</b>	<b>\$17,335</b>	<b>Domestic and International</b>
<b>WEBBER WORLDWIDE ONLINE EDUCATION</b>		
Tuition	\$485	per credit hour
Technology Fee (All Students)	\$500	per semester

**Withdrawal, Cancellation, and Refund Policy**

The size of the faculty and staff and other commitments of the University 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 International University may result,

which is payable at the time of the student's withdrawal. Students who withdraw or cancel their registration must notify the Student Services Office, Financial Aid, or the Registrar's Office.

Tuition, Fees, and any other additional charges that may apply to the student are charged on the assumption that the student is required to remain throughout the entire 16-week semester. Students are obligated to pay all charges billed to the student for the 16-week semester they are currently attending plus any prior semester charges that the student has not paid. A 16-week semester is defined as either one consecutive 16-week semester, two consecutive 8-week terms, or four consecutive 4-week terms of instruction. A student will be responsible for all tuition and fees charged for a 16-week semester if they begin attendance in the in the first 4- or 8-week term and withdraws prior to the start of the second consecutive 4- or 8-week term. Please see the Repayment of Unearned Title IV Student Financial Aid Policy section for the calculation of federal financial aid returns.

For the Fall and Spring semesters the refund policy for one 16-week semester of instruction, provides for a full refund of tuition, room and board, less a 5% administrative fee when a student officially cancels their registration or withdraws from the University within the first calendar week (start of classes) of school opening. The following week a withdrawing students 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 for one 16-week semester of instruction, 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. Any refunds due will be made within 30 days of the date the University becomes aware of the student's withdrawal.

For the Fall, Spring, and summer semesters for the refund policy for two consecutive 8-week terms of instruction, provides for a full refund of tuition and fees less a 5% administrative fee when a student cancels their registration or withdraws from the University for the entire semester on or before the end of the drop/add period. The second week of the semester, withdrawing students will receive 75% of tuition and fees billed for two consecutive 8-week terms of instruction. During the third week of the semester, a 50% refund will be calculated for tuition and fees billed for two consecutive 8-week terms of instruction.

The fourth and final week of the refundable period for two consecutive 8-week terms of instruction, a student will receive a 25% refund of tuition and fees billed for two consecutive 8-week terms of instruction. If a student completes the first eight-week term and then withdraws prior to starting the second consecutive eight-week term, the students will receive an NA (never attended) grade for all registered courses during the second eight-week term and are responsible for 100% of the charges for the two (2) consecutive eight-week terms that make up that semester. The only exception to this refund policy is for students receiving VA benefits.

For the Fall, Spring, and summer semesters the refund policy for four consecutive 4-week terms of instruction, provides for a full refund of tuition and fees less a 5% administrative fee when a student cancels their registration or withdraws from the University for the entire semester on or before the end of the drop/add period. The second week of the semester, withdrawing students will receive 75% of tuition and fees billed for the four consecutive 4-week terms of instruction. During the third week of the semester, a 50% refund will be calculated for tuition and fees billed for the four consecutive 4-week terms of instruction.

The fourth and final week of the refundable period for four consecutive 4-week terms of instruction, a student will receive a 25% refund for tuition and fees billed for the four consecutive 4-week terms of instruction. If a student completes one, two, or three four-week terms of the semester, and withdraws prior to starting terms two, three, or four, the students receive and NA (never attended) grade for all registered courses never attended during the

semester and are responsible for 100% of the charges for the four (4) consecutive four-week terms that make up the semester. The only exception to this refund policy is for students receiving VA benefits.

Refunds shall be made within 30 days of the date that the university determines that the student has withdrawn.

Book charges and room and board are non-refundable after the start of the semester. Students who move off campus after the start of the semester forfeit room and board charges. Students with meal plans or flex dollars are non-refundable. Flex dollars may roll over to the next semester but upon graduation are forfeit.

## **CAMPUS LIFE AND SERVICES**

At Webber International University, we are committed to fostering a vibrant campus community where students can thrive academically, socially, and personally. Our comprehensive array of campus life and services is designed to support student success and enhance the overall college experience. From comfortable living options and nutritious dining choices to accessible health and wellness services and dynamic student organizations, we strive to provide resources that enrich student life both inside and outside the classroom.

### **Housing Policies**

The University provides on-campus housing in Camilla Hall, Grace Hall, Rose Hall, Strickler Hall, 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.

### **On-Campus Housing Requirement**

Webber International University requires all freshmen and sophomores to live on campus unless they meet specific exemption criteria. This policy aims to foster a vibrant campus community and support students' academic and social integration.

### **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 minute 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.

### Minors in Residence Halls

Minors (anyone under the age of 18) may reside in the residence hall but must live in designated minor housing in Rose Hall, Strickler Hall, or Miranda Hall 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 is committed to creating a supportive and inclusive residential environment for all students. The room assignment process is designed to ensure fairness and accommodate the diverse needs and preferences of the student body.

#### Assignment Process

##### 1. Application and Preferences

- **Housing Application:** All students must complete a housing application by the specified deadline. This application includes questions about housing preferences, such as room type, building preference, and potential roommate preferences.
- **Roommate Matching:** Students can request specific roommates or be matched with roommates based on lifestyle preferences and compatibility surveys.

##### 2. Priority System

- **Returning Students:** Returning students who submit their housing application by the posted deadline will receive priority placement.
- **New Students:** Room assignments for new students are made based on the date of their housing application, date of housing deposit, and availability of preferred room types.

##### 3. Special Accommodations

- **Medical and Disability Needs:** Students with medical conditions or disabilities requiring specific housing accommodations must provide documentation to the Office of Student Services. Reasonable accommodations will be made to meet these needs.

##### 4. Assignment Notification

- **Initial Assignment:** Students will receive their room assignment and roommate information via email prior to the start of the academic year.
- **Waitlist and Reassignments:** In cases where housing demand exceeds availability, some students may be placed on a waitlist. Reassignments may occur as spaces become available.

### Room Changes and Conflicts

##### 1. Room Change Requests

- **Request Process:** Students who wish to change their room assignment must submit a room change request form to the Office of Student Services. Requests are considered based on availability and the reasons for the change.
- **Timeline:** Room changes are typically allowed after the first two weeks of each semester to ensure a stable housing environment. Emergency changes due to severe conflicts or issues may be processed at any time.

##### 2. Conflict Resolution

- **Initial Steps:** Students experiencing conflicts with roommates are encouraged to communicate openly and attempt to resolve issues directly. Resident Assistants (RAs) are available to facilitate discussions and mediate conflicts.
- **Formal Mediation:** If conflicts persist, students may seek formal mediation through the Office of Student Services. Mediation sessions aim to reach a mutually agreeable solution and improve living conditions.
- **Final Resolution:** In cases where conflicts cannot be resolved through mediation, room changes may be authorized as a last resort.

### 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.

By adhering to these room assignment policies, Webber International University aims to provide a fair, equitable, and supportive residential experience for all students.

### **Resident Assistants (RAs) and Their Responsibilities**

Resident Assistants (RAs) are student leaders who play a crucial role in fostering a supportive and engaging living environment within the residence halls at Webber International University. RAs are selected for their leadership qualities, interpersonal skills, and commitment to enhancing the residential experience for their peers. They serve as a bridge between the residents and the university administration, ensuring that students' needs are met and that university policies are upheld.

### **Responsibilities of Resident Assistants**

#### **1. Community Building:**

- a. **Programming:** RAs are responsible for planning and implementing social, educational, and recreational programs that promote community engagement, personal development, and academic success.
- b. **Mediation:** RAs facilitate conflict resolution among residents, promoting a harmonious living environment by addressing and resolving disputes in a fair and respectful manner.
- c. **Support:** RAs provide support and resources to residents, helping them navigate personal and academic challenges. They serve as a first point of contact for students seeking assistance.

#### **2. Policy Enforcement:**

- a. **Rule Adherence:** RAs are tasked with ensuring that residents adhere to university policies and residence hall regulations. This includes addressing violations and taking appropriate actions to maintain order and safety.
- b. **Incident Reporting:** RAs document and report incidents, policy violations, and emergencies to the appropriate university authorities. They play a key role in maintaining a safe and respectful living environment.

#### **3. Safety and Security:**

- a. **On-Call Duty:** RAs participate in an on-call duty rotation, providing 24/7 support for emergencies and urgent situations within the residence halls.
- b. **Health and Safety Checks:** RAs conduct regular health and safety inspections of resident rooms to ensure compliance with university standards and to identify potential hazards.

#### **4. Administrative Tasks:**

- a. **Check-Ins and Check-Outs:** RAs assist with the check-in and check-out processes at the beginning and end of each semester, ensuring that residents complete the necessary paperwork and procedures.

#### **5. Role Modeling:**

- a. **Behavior:** RAs are expected to exemplify positive behavior and uphold the values and standards of Webber International University. They serve as role models for their peers, demonstrating respect, responsibility, and integrity.
- b. **Mentorship:** RAs provide mentorship and guidance to residents, fostering an environment where students feel comfortable seeking advice and support.

#### **6. Training and Development:**

- a. **Training:** RAs undergo extensive training before the start of each academic year, covering topics such as conflict resolution, emergency response, diversity and inclusion, and university policies.
- b. **Continuous Learning:** RAs participate in ongoing training and development sessions throughout the year to enhance their skills and stay informed about new policies and best practices.

By fulfilling these responsibilities, Resident Assistants at Webber International University play a vital role in creating a positive, supportive, and thriving residential community. Their leadership and dedication contribute significantly to the overall student experience, helping residents achieve both personal and academic success.

### **Self-Regulated Guest Visitation**

All guests must register at the Babson Center or with Security. During the daytime and regular Office hours, guests register with Switchboard. 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 Halls 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 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.

### **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.

### **Campus Mail**

Each resident 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.

### **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](http://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, Rose, Stricker, and Miranda are required to maintain and clean the restrooms that are located in their residence hall/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 Hall.**

### **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 Executive Director of Student Services. Solicitation in common areas of the residence halls must receive prior approval from the Executive Director of Student Services.

### **Smoking**

Florida Law states that smoking is NOT permitted in enclosed public areas, which include (residence halls, bathrooms, hallways, lobbies, classrooms, labs, etc.). Smoking is strictly prohibited inside all university buildings, including but not limited to classrooms, laboratories, offices, residence halls, dining facilities, restrooms, and common areas. Smoking is prohibited within 50 feet of all building entrances, exits, windows, and ventilation systems to prevent smoke from entering buildings.

Compliance with this smoking policy is expected from all members of the university community. Individuals found smoking in non-designated areas will be subject to disciplinary action. First-time offenders will receive a verbal warning and be directed to the designated smoking areas. Repeat offenders will face progressive disciplinary actions, including fines, community service, or other sanctions as deemed appropriate by the university administration.

### **Animals**

Pets are not allowed on University property. 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.

### **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.

### **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.

### **Room Check Policy**

To ensure a safe, clean, and healthy living environment for all residents, regular room checks will be conducted by Student Life staff including Executive Director of Student Services, Housing Coordinator, and Resident Assistants. These checks are designed to identify any maintenance issues, health and safety hazards, and to ensure compliance with university policies.

### Frequency:

Room checks will be conducted at least once a month. Additional checks may occur during university breaks, before and after holidays, and at the end of each semester.

Notification:

Students will be given at least 24 hours' notice prior to a scheduled room check. Notices will be posted in common areas of the residence halls and sent via the university's email system.

Procedure:

1. Entry: Student Life staff will enter rooms during the designated time frame. If a student is present, they will be informed of the purpose of the check. If no one is present, staff will proceed with the check.
2. Inspection Areas:
  - a. Cleanliness: Rooms should be kept tidy, with trash properly disposed of and food stored appropriately.
  - b. Safety: Fire alarms, smoke detectors, and fire extinguishers must be in working order and accessible. No prohibited items (such as candles, incense, or other fire hazards) should be present.
  - c. Maintenance: Any issues such as leaks, broken fixtures, or other maintenance needs should be reported.
  - d. Policy Compliance: Rooms should be free of alcohol, drugs, and any items prohibited by university policy.
3. Documentation: Student Life staff will document the condition of the room and any violations or maintenance issues found. A copy of the report will be left in the room, and another copy will be kept on file with Residence Life.
4. Follow-Up: If violations are found, students will be given a written notice outlining the issues and a time frame to rectify them. A follow-up check will be scheduled to ensure compliance.

Confidentiality:

Staff conducting room checks will respect students' privacy and will only inspect areas necessary to ensure compliance with university policies. Personal belongings will not be disturbed beyond what is required for the inspection.

Enforcement:

Failure to comply with room check policies, or to rectify identified issues in the specified time frame, may result in disciplinary action, including fines or loss of housing privileges.

Emergency Situations:

In the event of an emergency (e.g., fire alarm, suspected hazardous conditions), Student Life staff, along with emergency personnel, may enter rooms without prior notice to ensure the safety of all residents.

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

**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 Services 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, Rose, Strickler, 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.

**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 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.

**Residence Hall Charges**

Students are responsible for maintaining a neat and tidy room. It is up to all residence hall 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 Hall, 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. Furniture which is destroyed or removed from rooms will result in charges up to \$500.00.

**Cleaning Charges**

Micro-fridge Cleaning Charge	\$50.00
Microwave Cleaning Charge	\$50.00

*Cleaning Charges by Hall Type*

Rose, Stricker, Miranda Halls

Bathroom Cleaning Charge	\$75.00
Individual Room Cleaning Charge	\$75.00
Living Room Cleaning Charge	\$100.00

Grace and Camilla

Room Cleaning Charge	\$100.00
Bathroom Cleaning Charge	\$75.00

**Damage Charges**

Broken Light on Ceiling	\$115.00
Broken Furniture	\$75.00 and up
Damaged Dry Wall	\$50.00 and up
Damage to Ceiling Tiles	\$67.00 per case

Flooring Replacement	\$200.00 or more
Door Replacement	\$225.00

**Missing Furniture**

Missing Nightstand	\$75.00
Missing Dresser	\$200.00
Missing Desk	\$50.00
Missing Mattress	\$115.00
Missing Bed	\$275.00

**Key Charges/Lost Keys**

Mailbox Key Replacement	\$30.00
Grace & Camilla Lost Key	\$75.00
Rose, Strickler, Miranda Lost Key	\$75.00/key

All charges for cleaning, damages, or missing items will be applied directly to the student's account. Students will be notified of the charges and are expected to settle their account in a timely manner. Failure to do so may result in holds on the student's account, affecting their ability to register for classes, access transcripts, or participate in graduation ceremonies.

**Abandoned Property**

Webber International University is committed to maintaining a clean and organized residential environment. This policy outlines the procedures for handling personal property left behind by students after they have moved out of the residence hall.

Definition of Abandoned Property

Abandoned property refers to any personal belongings left in a residence halls room or common areas after a student has officially moved out, whether at the end of the academic year, after withdrawal, or after a room change.

Procedures for Handling Abandoned Property

1. **Notification and Communication**

- **Initial Notification:** Students will be reminded of the move-out procedures, including the requirement to remove all personal belongings, through official university communication channels before the end of each semester or prior to the move-out date.
- **Reminder:** RAs and the Office of Student Services will conduct final room inspections with students to ensure all belongings are removed.

2. **Identification and Documentation**

- **Inspection:** After the official move-out date, university staff will inspect all rooms for abandoned property.
- **Documentation:** Any items left behind will be documented, photographed, and inventoried by the Office of Student Services and/or Campus Facilities.

3. **Storage and Retrieval**

- **Storage Period:** Abandoned items will be stored securely for a period of 21 days from the date of discovery. Students will be notified via their registered email address and given an opportunity to retrieve their belongings within this period.
- **Retrieval Process:** Students must contact the Office of Student Services to arrange a time for picking up their belongings. Items will be released only to the owner with proper identification.

4. **Disposal of Unclaimed Property**

- **Unclaimed Property:** If items are not claimed within the 21-day storage period, the university reserves the right to dispose of the property.
- **Donation and Disposal:** Unclaimed items may be donated to charitable organizations, recycled, or disposed of in accordance with university policies and environmental regulations.

## **Liability and Responsibility**

### **1. Student Responsibility**

- Students are responsible for removing all personal belongings when vacating their rooms. This includes ensuring that all drawers, closets, and storage areas are empty.
- The university is not responsible for any loss or damage to items left behind or believed to have been left at a later date.

### **2. University Liability**

- The university will take reasonable care to store abandoned property securely. However, it is not liable for any loss, theft, or damage to abandoned items during the storage period.
- By leaving property behind, students agree to the terms of this policy and acknowledge that the university is not responsible for unclaimed items after the 30-day storage period.

**Contact Information** For questions or assistance regarding abandoned property, students should contact the Office of Student Services at:

- **Email:** housing@webber.edu
- **Phone:** (863) 638-2926
- **Office Hours:** Monday to Friday, 8 AM - 5 PM

By adhering to this policy, Webber International University ensures a respectful and orderly process for managing abandoned property, maintaining the integrity and cleanliness of residential facilities for all students.

## **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.

## **Housing Options**

### **Grace Hall**

Grace Hall stands as a stalwart among the residential options at Webber International University, offering a traditional residence hall experience tailored for male students. With its three floors and a total of approximately 147 beds spread across 54 rooms, Grace Hall fosters a community atmosphere conducive to academic and personal growth.

Students entering Grace Hall are greeted by a central hub on the first floor that hosts convenient laundry facilities and student mailboxes, ensuring easy access to essentials. Each floor boasts two communal bathrooms, maintaining a balance between privacy and communal living.

Inside their rooms, residents find themselves equipped with essential amenities, including a microwave and mini fridge, while air conditioning units allow for personalized comfort adjustments. The rooms are furnished with a bed, dresser, desk, and desk chair for each student, providing a comfortable and functional living space.

Throughout Grace Hall, Resident Assistants (RAs) stationed on each floor serve as mentors and resources, fostering a supportive environment. This setup encourages a sense of community and responsibility among residents, promoting both academic success and personal well-being.

### **Camilla Hall**

Nestled within the campus landscape, Camilla Hall offers a warm and welcoming home primarily for female students at Webber International University. This two-story residence hall accommodates approximately 100 students across 33 rooms, each designed to provide comfort and privacy.

Camilla Hall features laundry facilities conveniently located on the ground floor alongside student mailboxes, ensuring that daily tasks are easily managed. The rooms are furnished with a microwave and mini fridge, enhancing convenience for residents. Each room is individually air-conditioned, allowing students to personalize their living environment.

A defining feature of Camilla Hall is its focus on privacy and comfort. Each room includes a private bathroom with a shower, promoting a sense of personal space and convenience. Residents also benefit from built-in storage spaces, further enhancing the functionality of their living quarters.

The residential experience at Camilla Hall is enriched by the presence of Resident Assistants (RAs) stationed on each floor. These dedicated staff members offer guidance and support, fostering a safe and inclusive community where students can thrive academically and socially.

### **Rose Hall, Strickler Hall, and Miranda Hall**

For those seeking a more independent living arrangement, Webber International University offers apartment-style residence halls in the form of Rose Hall, Strickler Hall, and Miranda Hall. These residences provide a blend of privacy and community, catering to students' diverse preferences and lifestyles.

Each apartment-style unit features a central common area equipped with a comfortable couch, sink, counter space, microwave, and mini fridge. This communal space serves as a hub for social interaction and shared activities, promoting a sense of camaraderie among residents.

On either side of the common area are two bedrooms, each sharing a bathroom, offering a balanced mix of privacy and shared living. Additionally, a private bedroom with its own bathroom and separate entrance provides an ideal option for students desiring enhanced privacy and independence.

Inside the bedrooms, residents enjoy ample storage space with closets, along with essential furnishings such as a bed, dresser, desk, and chair. Laundry facilities are conveniently located in nearby Camilla Hall, ensuring that daily chores are easily managed.

The apartment-style residence halls at Webber International University offer a flexible living arrangement that caters to the diverse needs and preferences of its students. Whether seeking a communal atmosphere or a more private living space, students can find a comfortable and supportive home in Rose Hall, Strickler Hall, or Miranda Hall.

### **Dining Services**

Metz Culinary Management provides dining services at Webber International University, ensuring students have access to quality and nutritious meals. Founded in 1994, Metz Culinary Management is known for its commitment to delivering fresh, healthy, and delicious food options. They prioritize using locally sourced ingredients and offer a diverse menu that caters to various dietary needs and preferences. With a focus on exceptional customer service, Metz Culinary Management aims to create a welcoming and satisfying dining experience for all members of the university community.

### **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 Bulletin Boards**

All flyers, announcements, etc. must be approved by the Executive Director of Student Services. 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 Executive Director of Student Services.

### **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 Services Office.

### **The Learning Commons**

On the Florida Campus the mission of The Learning Commons at Webber International University's Florida Campus is to provide a dynamic and inclusive learning environment that supports the academic success of all students. We aim to empower learners with the skills, knowledge, and resources necessary to become self-directed and lifelong learners. Through collaborative partnerships with faculty and staff, we strive to enhance the academic experience by offering innovative programming, tutoring, academic coaching, academic advising, and research support.

The Learning Commons resources include a computer lab with a printer, study space, online library, academic advisors, Writing Center and a Tutoring Center. The facility also houses the campus Bookstore, where students can purchase textbooks, supplies and Webber athletic merchandise. The Café on the Commons includes Starbucks coffee as well as a breakfast and lunch menu for our busy students on the go.

Academic support services include:

- Academic Advising: This involves meeting with a professional advisor to discuss academic goals, course selection, degree requirements, and any other issues related to academic success.
- Writing Center: This involves one-on-one assistance from an English instructor and peer tutors to support students in all phases of the writing process.
- Tutoring Services: Our tutors are carefully selected and trained to help you understand course material, build study skills, and boost your confidence. Tutors provide one-on-one and group tutoring sessions in most undergraduate courses, particularly mathematics, economics, accounting, anatomy, computer science, and composition.
- Study Skills Workshops: In collaboration with faculty, staff, and peer tutors, workshops are offered throughout each semester which cover topics such as time management, note-taking, test-taking strategies, test preparation, and many more.
- Academic Coaching: This involves working with a professional coach to develop strategies for academic success, set goals, and track progress.
- Library Services: Our library services are designed to support students in accessing and using information and resources that are relevant to their needs and interests.
- Brightspace Support: Brightspace is the Learning Management System utilized on the Florida campus for students to complete their courses. The Brightspace Coordinator is housed in TLC and provides technical and instructional assistance to students and faculty in using an LMS to deliver and participate in courses.
- Academic Success and Retention Services: Ensuring academic success and retention requires tracking academic progress, level of engagement, and attendance, as well as proactively reaching out to students who are identified as having academic difficulties.
- Test Proctoring: Test proctoring services are provided to students who are approved to make-up a test or need additional accommodations for test taking.
- Accommodations for Students with Disabilities: This involves providing support and accommodations for students with disabilities to help them succeed academically. Students must request approval for accommodations with an application through the Dean's Office.

### **Bookstore**

The Webber Cubbyhole and gift shop is 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.

### **Career Services**

Mindful that the successful completion of a university degree serves the purpose, among other things, of preparing students for profitable, enjoyable, and meaningful work, the University provides resources to help students prepare for and find employment. Each campus has an office that is available to and willing to work with students from their first day on campus in order to help them pursue their professional dreams and goals. All students are encouraged to take advantage of career counseling, resume' writing support services, career fairs on and off campus, internship opportunities, full and part-time employment search resources, assistance with choosing a major or graduate school program suited to their career goals, mock interviews, and other services offered in the Office of Career Services. More detailed information about career services for students and alumni can be found in the Student Handbook of the particular campus. Enrollment in a program, or completion of a program does not guarantee employment.

### **Student Information Services**

Webber students may view their course schedules, unofficial transcripts, student accounts and financial aid via the [Student Information Services](#). 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 registrar@webber.edu using their email or in person with student ID in the Registrar's Office.

### **International Student Services**

Webber is an ideal place for International students, with more than 48 countries represented at Webber International University, it's no wonder that International students feel entirely at home. It's intimate, safe, and friendly environment makes it easy for all students to make friends and settle in quickly.

With so much experience helping International students, the Office of Admissions can provide all of the support you need to become an International Student at Webber International University. Fill in the form below and one of our admissions team will make contact with you to answer all of your questions personally.

The International Student Services staff are available to help you prepare for arrival, and then maintain a good F-1 status while you are studying in the United States. The Designated School Officials (DSOs) are here to assist you in understanding the F-1 student visa regulations that govern you while you are studying in the United States. The International Students Guide is a resource to help you understand the F-1 visa regulations and provides links to the U.S. government websites, which give the most accurate F-1 visa rules and regulations.

For current information on International Student Services and current forms, please visit: <https://www.webber.edu/wp-content/uploads/2020/01/International-Students-Information-Guide.pdf>

### **Student Medical Insurance Plan**

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. full-time traditional undergraduate student who is regularly scheduled for a minimum of 12 credit hours; or
- b. be 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.

### **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.

### **Student Organizations and Clubs**

#### **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.

#### **Fellowship of Christian Athletes (FCA)**

At Webber International University, the Fellowship of Christian Athletes (FCA) serves as a vibrant community where student athletes come together to integrate their faith with athletics and academic life. FCA provides a supportive environment for students to grow spiritually, personally, and athletically through regular meetings, events, and activities. Emphasizing fellowship and faith, FCA encourages students to explore and deepen their

relationship with God while fostering strong bonds among athletes of various sports disciplines. Through prayer, service opportunities, and leadership development, FCA aims to equip student athletes with the tools they need to navigate the challenges of collegiate life with faith and integrity. The organization welcomes all students who are interested in exploring or strengthening their faith journey within the context of their athletic pursuits, promoting a holistic approach to personal growth and community involvement.

### **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.

### Policy on Student Publication

Student Publications 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.)

### **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.

### **Recognition of Student Groups**

In order to be classified as a student organization, the organization must be approved by the Executive Director of Student Services. 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 Activities**

#### **Outdoor Basketball Court**

Conveniently situated next to our residence halls and the serene lake, Webber International University offers an outdoor basketball court designed for both recreation and fitness.

Ensuring safety is our priority, the court features regulation hoops and a well-maintained playing surface. Ample lighting allows for evening play, ensuring visibility and promoting safe use at all times. We encourage users to adhere to posted rules, wear appropriate footwear, and be mindful of weather conditions to prevent injuries and enhance the experience for all.

Whether you're shooting hoops solo or organizing a pickup game with friends, our outdoor basketball court provides an inviting space for physical activity and community engagement. Join us in embracing the spirit of sportsmanship and healthy competition at Webber International University.

#### **Weight Room**

The weight room at Webber International University provides students, faculty, and staff with a dedicated space for physical fitness and strength training. Located in [Specify Location], the facility is equipped with a range of modern exercise equipment to accommodate various workout routines and fitness levels.

Open during specified hours, the weight room offers a structured environment for both novice and experienced athletes to engage in strength-building exercises. From free weights and resistance machines to cardio equipment, the facility supports comprehensive fitness regimens designed to enhance overall health and well-being.

To ensure a safe and productive workout experience, users are encouraged to adhere to posted guidelines regarding equipment use, cleanliness, and etiquette. Proper attire, including athletic footwear, is required at all times. Please be considerate of others by wiping down equipment after use and returning weights to their designated racks.

Whether you're striving to achieve personal fitness goals or maintain a healthy lifestyle, the weight room serves as a valuable resource within our campus community. It fosters a supportive environment where individuals can pursue their fitness aspirations under the guidance of knowledgeable staff members.

### **Beach**

The beach at Webber International University, located along the tranquil lake, offers a picturesque spot for relaxation and recreation. To ensure everyone's safety and enjoyment, we ask all beachgoers to adhere to the following guidelines.

Swimming is permitted, but it's essential to note that there is no lifeguard on duty; therefore, swimming is at your own risk. For safety, swimming is encouraged in designated areas only, and all participants should have basic swimming skills.

Maintaining the cleanliness and beauty of our beach is a shared responsibility. We kindly request that you dispose of all trash properly, keeping the area clean for everyone to enjoy. Please note that glass bottles and alcohol are strictly prohibited to ensure a safe environment for all.

The sandy shore is ideal for sunbathing, beach volleyball, and leisurely walks. We provide various lake equipment, such as kayaks and pedal boats, for an enhanced waterfront experience, available through the Student Services Office.

Whether you're looking to unwind, play sports, or enjoy the water, the beach at Webber International University offers a delightful escape within our campus, blending natural beauty with a commitment to safety and community well-being.

### **Dock**

The dock at Webber International University, extending gracefully into the serene lake, provides a peaceful spot for students, faculty, and staff to enjoy the water. It's a perfect place for fishing, watching sunsets, or simply unwinding by the water.

While the dock offers an ideal location for relaxation, safety is our top priority. It is important to note that jumping or diving off the dock is strictly prohibited. Offenders may face disciplinary action to ensure the safety of all community members.

Please respect the dock and its surroundings. Keep the area clean by disposing of trash properly and avoiding any activities that could damage the dock or disturb others.

Whether you're enjoying a quiet moment by the water or taking in the scenic views, the dock at Webber International University provides a tranquil retreat with a commitment to safety and respect for all.

### **Pool**

Nestled on our picturesque campus, the pool at Webber International University offers a serene retreat for students, faculty, and staff seeking relaxation and recreation. Open from dusk till dawn, this inviting facility provides a refreshing oasis amidst the academic hustle.

The pool area is meticulously maintained to ensure a clean and safe environment for all users. Whether you're looking to unwind after a long day or engage in aquatic activities, our pool accommodates various interests and preferences. From leisurely swims to water-based workouts, it caters to both recreational enjoyment and fitness pursuits.

For your safety and enjoyment, please observe posted guidelines and pool rules. Lifeguards are not on duty, so swimming is at your own risk. We kindly request that all users respect the tranquil atmosphere and adhere to designated hours of operation. Proper swim attire is required at all times to maintain cleanliness and safety standards.

At Webber International University, the pool serves as a focal point of campus life, fostering a sense of community and well-being. Whether you're lounging poolside with friends or taking a refreshing dip, embrace the opportunity to unwind and recharge in this tranquil setting.

Discover the benefits of our pool facility as an integral part of your holistic student experience. Join us in celebrating aquatic leisure and fitness at Webber International University, where wellness meets relaxation in a serene campus environment.

### **Lake Equipment**

At Webber International University, we are delighted to offer our students, faculty, and staff access to a variety of lake equipment for recreational use. To ensure everyone's safety and enjoyment, please adhere to the following guidelines:

- Before embarking on any lake adventure, it's essential to complete a sign-out sheet and a Webber Beach Equipment Waiver, both available at our Student Services Office. These forms help us maintain records and ensure that all users are prepared for their aquatic activities.
- Safety is paramount. We provide each participant with a life jacket, which must be worn at all times while on the water. Please remember, there is no lifeguard on duty, so it's crucial to exercise caution and respect the water.
- Upon receiving your equipment—whether it's a kayak, pedal boat, sailboat, or accompanying gear—please inspect it for any damage and ensure it's in good working order. Any loss or damage incurred during use will be the responsibility of the user.
- Once your adventure is complete, return all equipment promptly to our Student Services Office during regular hours. We kindly ask that equipment not be lent to others to ensure its availability for all members of our community.
- Lastly, while we strive to provide a safe environment, it's important to understand that Webber International University cannot be held liable for any injuries or incidents that may occur while using our lake equipment.

These guidelines ensure that everyone can enjoy the natural beauty of our campus lake safely and responsibly.

### **Barbeque Grills**

There are two barbecue grills on campus for our students, faculty, and staff to enjoy outdoor cooking and gatherings. To ensure a pleasant experience for everyone, please observe the following guidelines:

- Grills are available for use by individuals who are at least 18 years old.
- Safety is a priority. Please use caution when handling the grills and remember to follow proper cooking and fire safety protocols. Always keep a safe distance from the grills while they are in use, and be mindful of any flammable materials nearby.
- Once your barbecue is complete, please clean the grill thoroughly. Dispose of any leftover charcoal properly and ensure that the area around the grill is left clean and free of debris.
- Lastly, while we encourage community enjoyment of our outdoor spaces, please understand that Webber International University is not liable for any accidents, injuries, or damages that may occur during the use of our barbecue grills.

By adhering to these guidelines, we can all contribute to a safe and enjoyable outdoor cooking experience on our campus.

### **Hammocks**

Along the serene shores of our campus lake, Webber International University offers a tranquil haven with hammocks thoughtfully positioned amidst the natural beauty. These hammocks provide an ideal spot for students, faculty, and staff to unwind, study, or simply enjoy moments of relaxation.

Surrounded by lush greenery and overlooking the shimmering lake, each hammock invites you to pause and rejuvenate amidst the lively campus atmosphere. Whether you're seeking a peaceful retreat to catch up on reading, study for exams, or simply soak in the natural surroundings, our hammocks offer an ideal outdoor sanctuary.

Please respect the environment and fellow campus members while enjoying the hammocks. Ensure the area remains pristine by disposing of trash responsibly. Embrace the chance to connect with nature and recharge amidst the serene ambiance provided by Webber International University's hammocks by the lake.

Discover the peaceful charm and relaxation offered by our hammocks, enhancing your campus experience with moments of tranquility and natural beauty at Webber International University.

### **Putting Green**

Adjacent to the scenic campus lake and nestled amidst the serene hammocks, Webber International University proudly offers a meticulously maintained putting green for students, faculty, and staff alike to enjoy.

Perfect your golfing skills or unwind with a leisurely game on our putting green, set against the backdrop of our picturesque campus lake. Whether you're practicing your short game or enjoying a friendly competition with friends, the putting green provides a refreshing outdoor activity space.

Embrace the opportunity to relax and engage in a favorite pastime amidst the tranquil surroundings of Webber International University. With the soothing sounds of the lake nearby and the shade of the surrounding trees, the putting green invites moments of leisure and enjoyment for our campus community.

Please respect the facilities and fellow users by adhering to posted rules and keeping the area tidy. Enjoy the natural beauty and recreational offerings of our putting green, enhancing your campus experience with a blend of relaxation and outdoor activity at Webber International University.

### **Fire Pit**

Adjacent to the tranquil campus lake, Webber International University offers a communal firepit for students, faculty, and staff to gather and relax outdoors.

Situated near the serene lake and hammocks, our firepit invites you to unwind amidst the natural beauty of our campus. Whether you're enjoying a quiet evening under the stars or gathering with friends for conversation and s'mores, the firepit provides a cozy setting to foster community and relaxation.

Please remember to monitor local fire bans and adhere to safety guidelines while using the firepit, ensuring a safe and enjoyable experience for all. Embrace the opportunity to connect and create cherished moments at Webber International University's firepit, where warmth and camaraderie await by the lakeside.

### **Ping Pong Table**

Located in the Babson Center at Webber International University, our ping pong table provides students, faculty, and staff with a fun recreational activity right on campus. Whether you're looking to unwind between classes or enjoy some friendly competition with friends, the ping pong table is available for your enjoyment.

The Babson Center offers a convenient and welcoming environment for ping pong enthusiasts of all skill levels. The table is easily accessible during regular building hours, making it a perfect spot for spontaneous games or planned matches with friends.

To ensure a positive experience for all users, please be mindful of others waiting to use the table and observe fair play etiquette. Respect the equipment and the facility by keeping the area clean and returning any borrowed paddles and balls to their designated storage area after use.

### **Campus Safety and Security Policies**

#### **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.

Access to campus facilities outside of regular hours is limited to students and their registered guests. Security will admit students with valid Student IDs at other times. 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 RAs and security personnel on site. The University reserves the right to alter access to campus facilities at any time and to bar any individual or group of individuals from campus facilities or property.

#### **Campus Security**

Webber International University partnered with Freeman Security personnel which are supervised by an administrator on campus. 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, Rose Hall, and Strickler Hall. 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, Executive Director of Student Services, 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 respond 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 Executive Director of Student Services 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 Executive Director of Student Services 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 Executive Director of Student Services.

### **Transportation and Parking Information**

#### **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.

### **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 designated handicapped space: \$100.00 each offense.

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

### **Parking Regulations**

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. 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

## **TECHNOLOGY AND RESOURCES**

### **Library Services and Resources**

The Grace & Roger Babson Learning Center, located in the The Learning Commons, 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.

### **Information Technology Policies**

#### **Personal Responsibility**

Each individual who obtains a computer/e-mail account, or uses the computers and network resources made available by the institution, must understand that he/she is accountable for the guidelines set forth in this document. In addition, each account holder assumes responsibility for:

1. Protection of his/her password;
2. Reporting any breach of system security;
3. Reporting unauthorized use of his/her account; and,
4. Changing his/her password on a regular basis.

#### **Authority**

Computer Services may access users' files for the maintenance of networks, computers and storage systems. In all cases, an individual's expectation of privacy will be respected to the greatest degree possible. Computer Services staff may also routinely monitor and log usage data, such as network connection times, CPU and disk utilization for each user, security audit trails, and network loading. Data collected may be reviewed and further investigated should evidence of violation of policy or law occur.

#### **Acceptable Use Policy for Campus Networks and Systems**

Technology should not be used in a manner that infringes upon an individual's right to privacy. The following restrictions are to protect your privacy, as well as the privacy of others. Account holders are prohibited from:

1. Using computer or network services in a way that violates copyrights, patent protections or license agreements;
2. Gaining unauthorized access to information that is private or protected, or attempting to do so;
3. Attempting to identify passwords or codes, interrupting security programs, or attempting to do so;
4. Monitoring or tampering with another person's e-mail;
5. Reading, copying, changing or deleting another person's work;
6. Using another person's user id/password, or allowing others to use yours; and,
7. Attempting to gain system and or network privileges to which you are not entitled.

#### **Online Learning Resources and Support**

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\*.

## **EMERGENCY PROCEDURES**

### **Emergency Contact Information**

Immediate Emergency (Fire, Police, Medical)	911
Campus Security	863-605-2499
Executive Director of Student Services	863-638-2914
Peace River Crisis Line	863-519-3744
Facilities Management (for issues such as gas leaks, power outages, or hazardous materials)	
Local Poison Control Center	800-222-1222
National Suicide Prevention Lifeline	1-800-273-8255

### **Procedures for Reporting Emergencies**

In the event of an emergency on campus, follow these steps to ensure a prompt and effective response:

1. **Assess the Situation:** Quickly determine the nature of the emergency (e.g., fire, medical emergency, criminal activity, hazardous material spill).
2. **Call 911:** For any life-threatening emergencies, immediately call 911. Provide the dispatcher with the following information:
  - o Your name
  - o Location of the emergency (building name, room number, or specific area)
  - o Description of the emergency
  - o Any injuries or immediate dangers
  - o Stay on the line until the dispatcher says it is okay to hang up.
3. **Notify Campus Security:** After contacting 911, inform Campus Security of the situation by calling the campus emergency number. Provide them with the same details you gave to the 911 dispatcher. Campus Security can be reached at 863-605-2499.
4. **Alert Nearby Individuals:** If safe to do so, alert others in the immediate vicinity of the emergency and advise them to evacuate or take appropriate action.
5. **Follow Emergency Procedures:** Follow any established emergency procedures specific to the type of incident (e.g., fire evacuation routes, shelter-in-place instructions).
6. **Assist Emergency Responders:** When emergency personnel arrive, provide them with any additional information they may need and follow their instructions carefully.
7. **Report Non-Emergency Situations:** For non-emergency situations that still require security or administrative attention (e.g., suspicious activity, minor injuries), contact Campus Security or the appropriate campus office directly.

By following these steps, you help ensure a swift and coordinated response to emergencies, contributing to the safety and well-being of the entire campus community.

### **Evacuation Procedures and Safety Drills**

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](http://webber.omnilert.net) or text WEBBER to 79516.

The Emergency Response 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:

- Determination if the entire campus community, will receive the Emergency Alert Notification System- decision made by Emergency Team or President
  - Compilation of the content of the emergency alert message decision made by the Emergency Team or President
  - 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.

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.

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 Executive Director of Student Services, Director of Campus Services, Security, and Fire/Emergency Rescue Team.

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.

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 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, Rose, Strickler, 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 Rose Hall, Strickler Hall, 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  
Sabbagh Center

Babson Park, Post Office Parking Area  
Football Field

Football Building	Football Field
Yentes Center Assembly Point	Open Area behind Yentes Center (facing Scenic Hwy)
McConnell Building Assembly Point	Open Beach Area (Lake Front)
Health Services Center & Faculty Office	Courtyard in front of Academic Affairs
Academic Affairs Office	Courtyard in front of Academic Affairs
The Learning Commons	Open Area behind Yentes Center (facing Scenic Hwy)
Babson Center	Open Area in front of US Flag Pole (facing Scenic Hwy)
Residence Halls	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 Executive Director of Student Services 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 Sabbagh Center.

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, Executive Director of Student Services, Vice President of Institutional Advancement, and University President.

The Executive Director of Student Services are the emergency contact for Grace, Camilla, Rose, Strickler and Miranda Hall. The Vice President of Finance, and/or Executive Director of Student Services 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 Executive Director of Student Services. If you have questions or concerns about fire safety, contact the Executive Director of Student Services.

**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 Executive Director of Student Services.

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

Contact Information:       Dr. Lacy Edwards Phone:  
                                      (863) 638-2914  
                                      lambethl@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](http://www.webber.edu).

All missing students’ reports will be referred immediately to the Executive Director of Student Services, 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 Executive Director of Student Services. 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 Executive Director of Student Services. An internal investigation will commence involving:

- The Missing Person Team –Executive Director of Student Services, Vice President of Institutional Advancement, Director of Campus Services, Housing Coordinator.
- Executive Director of Student Services will conduct a thorough search of student’s room and if available automobile.
- Executive Director of Student Services will attempt to contact the missing person via his/her contact phone number and through the University’s Email 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

### **ADDITIONAL RESOURCES**

#### **Career Services and Job Placement**

#### **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%.