

Gardner-Webb University
Undergraduate Student Handbook
2011 - 2012

***The policies contained in this handbook apply to the
Traditional Undergraduate Program.***

This edition supersedes all previous editions.

**Requests for changes, additions, or corrections should be directed to:
Vice President & Dean of Student Development
Room 101, Suttle Hall
Extension 4373**

Electronic Student Handbook Policy

The University has a moral and legal obligation to inform students of its rules, policies, and guidelines, and to make this information readily available. Student handbook information is available on-line and may be accessed from any computer that can access the University's website. **The most current version of the handbook may be found on the Gardner-Webb homepage: www.gardner-webb.edu.**

Please note: Every effort has been made to verify the accuracy of the information contained herein. The University reserves the right to make changes to student handbook information as it deems necessary upon proper advance notification to the student body.

Any student may obtain his or her own hard copy of the current Student Handbook by contacting the Office of the Vice President & Dean of Student Development, Suttle Hall 101 or calling ext. 4373.

limited to: guiding individuals with impaired vision, alerting individuals with hearing loss to intruders or sounds, aiding persons with mobility impairments, seizure disorders, or fetching dropped items.

Please contact the Noel Program for Disabilities for more information on this policy.



Service Dog Training

Students who want to raise a Service Dog on campus, during an academic year, must first be accepted by a training organization (i.e. Leader Dogs for the Blind) and Gardner-Webb University. The student will need to arrange a meeting, one semester before bringing the dog to campus, with the Director of Housing & Residence Education and the Vice President and Dean of Student Development. The applicant will be expected to provide documentation and demonstrate responsibility by adhering to the dog raising guidelines. These policies can be found in the Office of Housing & Residence Education. **The number of service dogs allowed on campus will be limited to one (1) per Academic Year (Fall & Spring Semesters only)**

Surveillance

Gardner-Webb University reserves the right to use surveillance cameras (hidden or in the open) to monitor the university and public areas.

2.9 TOBACCO-FREE CAMPUS



A. Purpose

The purpose of this policy is to provide guidelines for the implementation and maintenance of a tobacco-free campus at Gardner-Webb University.

B. Philosophy

Gardner-Webb University has a long history of enhancing quality of life for students, faculty, staff, and visitors. Gardner-Webb serves as a center for intellectual development in Cleveland County, NC and the surrounding communities. As a leader in higher education, Gardner-Webb has an obligation to not only develop minds, but to promote health enhancing behaviors and to provide an environment that enables improved health status. “For years, there has been evidence that reducing tobacco usage can greatly decrease frequency of cancer, stroke, heart and lung disorders and several additional health related conditions. By implementing the Tobacco-Free Campus Policy, Gardner-Webb University is seeking to enhance the health of our students, faculty, staff and visitors to our campus.”

Gardner-Webb proactively prohibited tobacco use in campus facilities in 1996. The evidence that tobacco threatens both smokers and nonsmokers continues to mount. The latest U.S. Surgeon General’s report (June, 2006), “The Health Consequences of Involuntary Exposure to Tobacco Smoke”, was Gardner-Webb’s final motivation toward launching the “Great Choices-Healthy Futures” health promotion campaign.

In this process, Gardner-Webb University does not seek to force or require cessation of tobacco product use by its students, faculty, or staff. Gardner-Webb University seeks to uphold the personal rights and decision-making processes of all persons involved and resolves to provide educational interventions and cessation assistance for those individuals seeking assistance.

C. Definition of Terms

1. Tobacco Products: Includes but is not limited to cigarettes, cigars, pipes, chewing tobacco and snuff.
2. Tobacco Use: Includes smoking, chewing, dipping or any other use of tobacco products.

3. Students: Includes but is not limited to full-time day students, residential students, part-time students, commuter students, graduate students, GOAL students and other special students.
4. Campus: Includes any and all University owned, leased, or maintained property including but not limited to buildings, facilities, sidewalks, roadways, parking lots, and grounds. This includes University owned, rented, or leased vehicles. This policy also applies to personal vehicles parked on University property. The tobacco-free policy applies to all rental properties leased from the University. Gardner-Webb locations away from the main campus are expected to voluntarily comply with the University's tobacco-free policy.
5. Educational Interventions may be found at:
<http://www.gardner-webb.edu/administration/tobacco-free/cessation>

D. Policy Statement (This policy supersedes all previous tobacco policies)

1. Effective August 6, 2007, Gardner-Webb University is a tobacco-free campus. Tobacco use on campus is prohibited.
2. This policy applies to trustees, administrators, faculty, staff, students, contractors, vendors, clients, and visitors.
3. Sale of tobacco products on campus is prohibited.
4. The free distribution of tobacco products on campus is prohibited.
5. All tobacco advertising in public spaces, such as billboard and signage, is prohibited.
6. Tobacco advertisements are prohibited in University publications.
7. The University will provide accessible tobacco cessation assistance on campus and will publicize its availability.
<http://www.gardner-webb.edu/administration/tobacco-free/cessation>

E. Policy Implementation

1. It is the hope of Gardner-Webb University that students, employees, and visitors will recognize the value of this policy and voluntarily comply. Implementation and enforcement of this policy are the shared responsibility of the entire University community. The process of achieving a tobacco-free environment will take time and patience. Gardner-Webb University believes that for this policy to be effective, a self-enforcing culture needs to be the norm. Therefore, all members of the University community will be asked to courteously and tactfully inform persons of the Tobacco-Free Campus Policy.
2. "Great Choices ~ Healthy Futures" Please Enjoy our Tobacco-Free Campus! Signs will be posted at each pedestrian and vehicular entrance. Every building will display a plaque or decal stating the aforementioned message. All University owned/leased vehicles will also display the decal. The Tobacco-Free Campus Policy applies whether or not signs are posted.
3. All University Handbooks, Policy Manuals, Catalogs, Online listings and other policy related literature will include the Tobacco-Free Campus Policy.
4. Managers/Supervisors/Department Chairs/Deans/Associate Provosts will be responsible for orienting employees to the Tobacco-Free Campus Policy.
5. The Office of Human Resources personnel will inform prospective employees of the Tobacco-Free Campus Policy.
6. Any contracts for use or lease of University property or facilities will clearly state the Tobacco-Free Campus Policy.
7. The Offices of Respective Student Admissions personnel will inform prospective students of the Tobacco-Free Campus Policy.
8. This policy does not compel students, faculty, or staff to quit using tobacco products; however, if anyone desires to quit, Gardner-Webb University will support this positive behavioral change effort through the provision of cessation resources and educational interventions.
<http://www.gardner-webb.edu/administration/tobacco-free/cessation-resources/index.html>
9. Members of the Gardner-Webb University community are asked to be considerate, respectful and responsible neighbors to the Boiling Springs community. If using tobacco products on the Town

of Boiling Springs property adjacent to University property, please safely and properly dispose of tobacco waste products.

F. Policy Compliance

1. Compliance Effective November 6, 2007.

The success of this policy is dependent upon the courtesy, respect, and cooperation of all administrators, faculty, staff, and students not only to comply, but to continue to encourage the compliance of others. If verbal reminders are unsuccessful, and an individual knowingly continues to violate the Tobacco-Free Campus Policy, please report the individual to the appropriate administrative office for review and disciplinary action.

2. Consequences of Non-Compliance

a. Students

Students are expected to comply with all stated University policies. Non-compliance of the Tobacco-Free Campus Policy should be reported to the University's Judicial Affairs Office in Student Development. Non-compliance will require action through the University's current judicial procedures. In addition to written documentation of non-compliance in the student's disciplinary file, possible sanctions include, but may not be limited to a verbal warning, a \$25.00 fine, 3 hours of community litter control service, or completion of a tobacco educational intervention. Proceeds from fines collected will be utilized to enhance tobacco cessation programs.

b. Staff

As an employer, Gardner-Webb University has the right to limit the use of tobacco products on its property. Those employees who use tobacco products do not have the right to violate this policy. An employee who fails to comply with the Tobacco-Free Campus Policy will first receive verbal warning from his/her direct supervisor. In the event of a second violation of policy, the employee's supervisor will place written documentation in the employee's performance file to be utilized during the University's annual employee performance evaluation process. Non-compliance should be reported to the employee's supervisor. Many cessation or other educational intervention resources are available for use by employees and may be recommended or required by the employee's supervisor.

c. Faculty

As an employer, Gardner-Webb University has the right to limit the use of tobacco products on its property. Those faculty members who use tobacco products do not have the right to violate this policy. A faculty member who fails to comply with the Tobacco-Free Campus Policy will first receive verbal warning from the faculty member's associate provost. In the event of a second policy violation, the faculty member's associate provost will place written documentation in the faculty member's performance file to be utilized during the University's annual faculty evaluation process. Non-compliance of any faculty member should be reported to the faculty member's associate provost. Many cessation or other educational intervention resources are available for use by faculty members and may be recommended or required by the appropriate associate provost.

d. Personnel Renting/Using Grounds or Facilities/Outside Contractors

Gardner-Webb University has the right to limit the use of tobacco products on its property. Personnel renting/using the grounds/facilities or Outside Contractors do not have the right to violate this policy. Contract agreements with such personnel may be terminated or not renewed. Fines may be assessed.

e. Visitors/Others

Information cards will be available to all faculty, staff, and students to give to visitors who are observed using tobacco products on campus property. Providing these cards gives a friendly reminder and promotes policy compliance.

G. Assessment

1. The Gardner-Webb University Tobacco-Free Campus Policy and the approach to encouraging compliance should be reevaluated annually by a designated committee.
2. Assessment Data Collection: Data is periodically collected for the following.
 - a. Tobacco Usage Rates
 - b. Written Citation Information and Frequency
 - c. Educational Intervention Selection and Success Rates
 - d. Call Line Frequency Rates (if available)



ALCOHOL AND DRUG ABUSE POLICY

This information is provided to all students, faculty and staff to provide a comprehensive overview of the health risks and legal implications related to alcohol and other drug use and to serve as a reference for on and off campus resources.

Philosophy

Gardner-Webb is a private, coeducational university affiliated with the Baptist State Convention of North Carolina. Its purpose is to provide learning of distinction in the liberal arts and in professional studies within a caring community based on Christian principles and values. Students, faculty and staff are part of a community of learning, and Gardner-Webb seeks to prepare and encourage students to make meaningful contributions to the global community in which we live. To this end, the university strives to develop students intellectually, spiritually, socially and physically.

University Policies and Sanctions

The policies listed below apply to the Gardner-Webb campus and all university sponsored events at off campus locations. Administrators, alumni, faculty, guests, staff, and students must adhere to all applicable federal, state, and local law and University regulations related to the sale and use of alcoholic beverages and drugs. Any person found in possession of felony drugs, or manufacturing or selling of alcoholic beverages or drugs on the university campus or at college sponsored events will be referred to University Police for prosecution. Any student or employee convicted of violation of state and local law may be subject to suspension from the University.

Gardner-Webb University supports and is fully committed to the concept of a drug and alcohol free campus community. In order to comply with the Drug-Free Schools and Communities Act Amendments of 1989, Gardner-Webb publishes the following and makes it available to each student and to all employees.

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances such as, but not limited to, the following:

- Narcotics (heroin, morphine, etc.)
- Cannabis (marijuana, hashish, etc.)
- Synthetic Cannabinoids (Synthetic Marijuana)
- Stimulants (cocaine, diet pills, etc.)
- Depressants (tranquilizers, etc.)
- Hallucinogens (PCP, LSD, designer drugs, etc.)
- Designer (MDA, MDA-known as ecstasy, ice, etc.)

Alcohol is prohibited by students, employees, and guests on Gardner-Webb University's property or as any part of the University's activities. As a condition of enrollment, Gardner-Webb University students will abide by these terms.

Gardner-Webb will impose disciplinary sanctions on students and employees who violate the terms of